

HOW ACCESS A FULL VERSION OF MICROSOFT OFFICE 365 AND DOWNLOAD MICROSOFT OFFICE APPLICATIONS TO YOUR COMPUTER AS A PUGET SOUND STUDENT

Follow these instructions using the computer on which you wish to install Office 365:

1. To download the Microsoft Office Suite (including all applications), go to
 1. <https://products.office.com/en-us/student/office-in-education>
 2. or use Google search by typing “Office 365 for students”
2. Enter your Puget Sound email address and select get started.
3. Select “I’m a student”
4. Enter your information and continue.
5. Once on the main page, go to the icon near the top right (under the search bar) that reads
“Install Office” and select “Office 365 apps”

- With this download you will receive OneDrive, Word, Excel, PowerPoint, and OneNote.

If you do not want to keep all of these apps on your computer, you may delete them after the suite has been downloaded.