

Attention Staff & Faculty!

Download **Microsoft Office 365** for **FREE!**

What's Included?

- Word
- PowerPoint
- Excel
- OneNote
- OneDrive
- and more!

Office 365 Benefits

- 1 TB of OneDrive cloud storage for your files
- Install the latest version of Office 365 for up to 5 devices
- The license will be effective as long as you are considered a TAMUSA Employee.

Instructions:

1. Log in to your Jaguar email. (e.g. tsmith5@tamusa.edu)
2. Click the **Install Office** button on the upper right of the page and select **Office 365 apps**. The download will start.
3. Run the download file and follow the prompts to complete the installation.

***Can't find the
Install Office button?
Check the back for
more steps!**



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*If the **Install Office** button option **does not** show on the Office 365 Home page, follow these instructions to install Office 365 apps instead:

1. Log in to your Jaguar email. (e.g. tsmith5@tamusa.edu)
2. Click on your initials in the upper right corner.
3. Select **View account**.
4. Find the **Office apps** tile and click **Manage**.
5. Click the **Install Office** button.
6. After the download finishes, run the download file and follow the prompts to complete the installation.

