

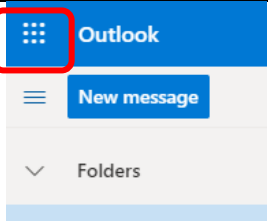
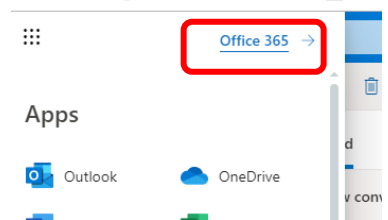
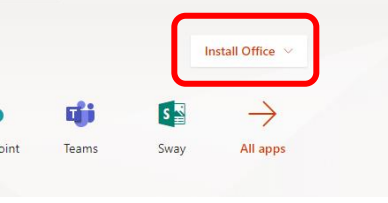
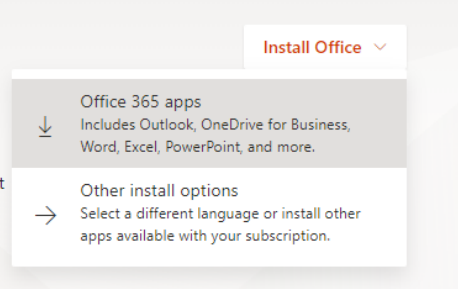
# DID YOU KNOW?

Alverno students can install Microsoft Office 365 Pro Plus (includes Word, Excel, PowerPoint and more) FREE on up to five (5) personally owned devices!

Alverno's Technology Services department has contracted with Microsoft to offer Office 365 Pro Plus to all students at no cost on up to five devices. These devices can be any combination of personal computers, tablets and smartphones (Windows or Mac). Access to this software is only available while enrolled as an Alverno student.

## Here is what to do:

1. Login to your Alverno email by going to [student.alverno.edu](http://student.alverno.edu) and using your email address ([username@alverno.edu](mailto:username@alverno.edu)) and your network password.

<p>2. In the upper left hand corner of your Inbox, you will see a waffle or app switcher. Click on it to open a drop down menu.</p>	
<p>3. On this menu you will choose, "Office 365 -&gt;" from the upper right hand corner.</p>	
<p>4. Again in the upper right hand corner of the window, choose "Install Office".</p>	
<p>5. From the drop down menu, click on the first choice, "Office 365 apps." This will download the application package to your computer. You will then need to click on the download to start the installation process.</p>	

***If you should need assistance, please feel free to stop by the Computer Center during our open hours or you can contact the Help Desk at 382-6700 or via email at: [helpdesk@alverno.edu](mailto:helpdesk@alverno.edu).***