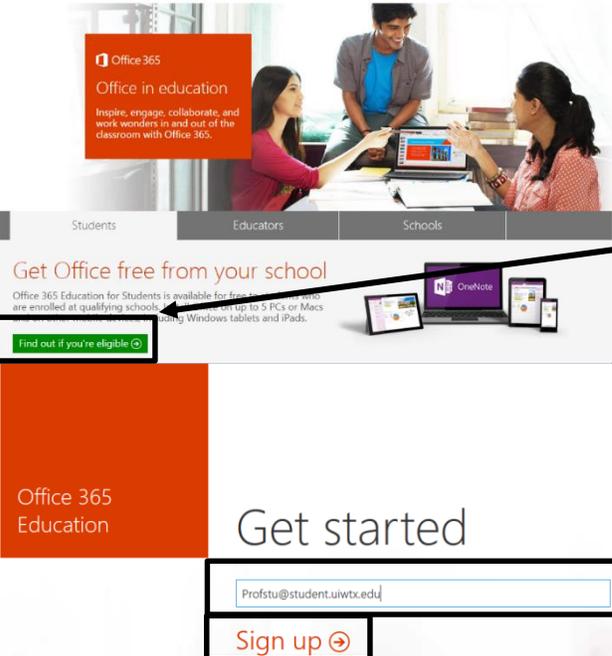


Access Office 365

UIW is providing Microsoft Office to every student free of charge. This means the latest version of the full Office productivity suite, including Word, Excel, PowerPoint and OneNote, and more, available for mobile, offline and online use. As long as you're a registered UIW student, you'll be able to use this software for free. This service includes:

- Installation on up to 5 compatible PCs or Macs, as well as 5 tablets (including iPad!)
- Note that you will have to download the **free Microsoft Office Mobile App** from Google Play or iTunes for use with your Android tablet or iPad
- Use with OneDrive for automatic device syncing

To get your Office, follow these simple steps:

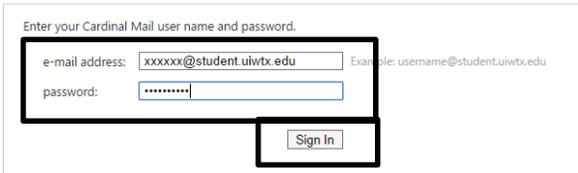


1. Open a browser and navigate to Office.com/GetOffice365.

2. Click on the **Find out if you're eligible** button.

3. On the *Get Started* page, Type in your **UIW email** address in the space provided

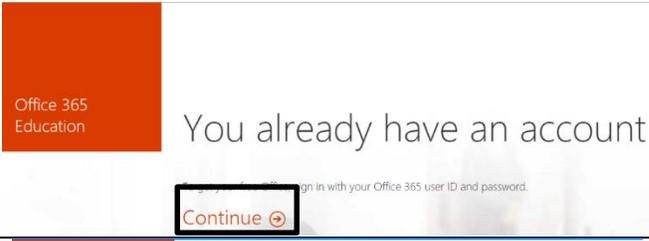
4. Click **Sign Up**.



5. You'll be redirected to your *Cardinal mail login page*.

6. Type your **Login information**.

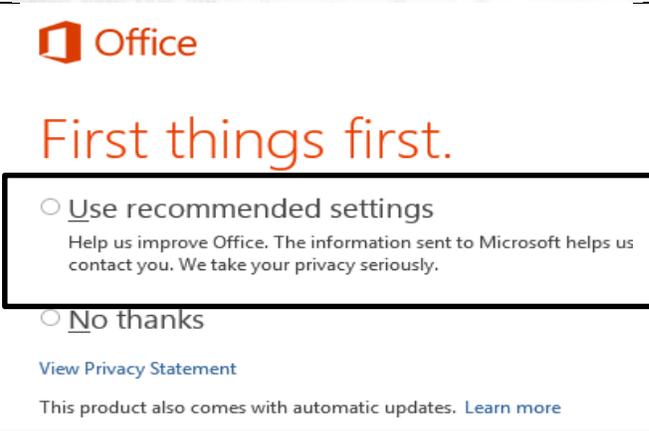
7. Click **Sign in**.



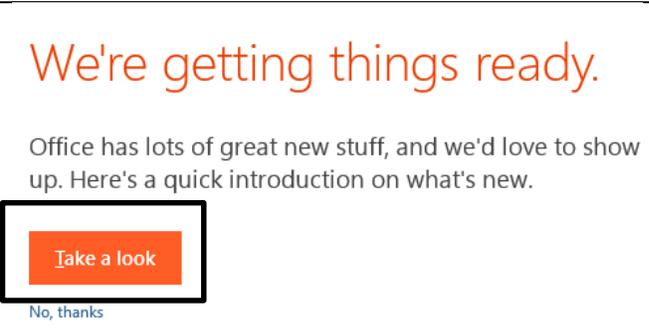
- 8. You'll be notified that you *already have an account*.
- 9. Click on the **Continue** link.
- 10. You are now ready to install the software on your computer.



- 11. Click the **Install Now** button.
- 12. Your internet browser will download a setup file.
- 13. Upon completion of the setup download, **run** the setup.exe file.



- 14. As part of the setup process, a series of windows will open. Click **Next**.
- 15. Click the option **Use recommended settings**,
- 16. Click **Accept**.
- 17. Continue clicking the **Next** prompts to complete the setup process.



- 18. You may choose to click **Take a Look** to view an introduction to the new software, or click the **No, thanks** link.