

# Downloading Microsoft Office at PSC

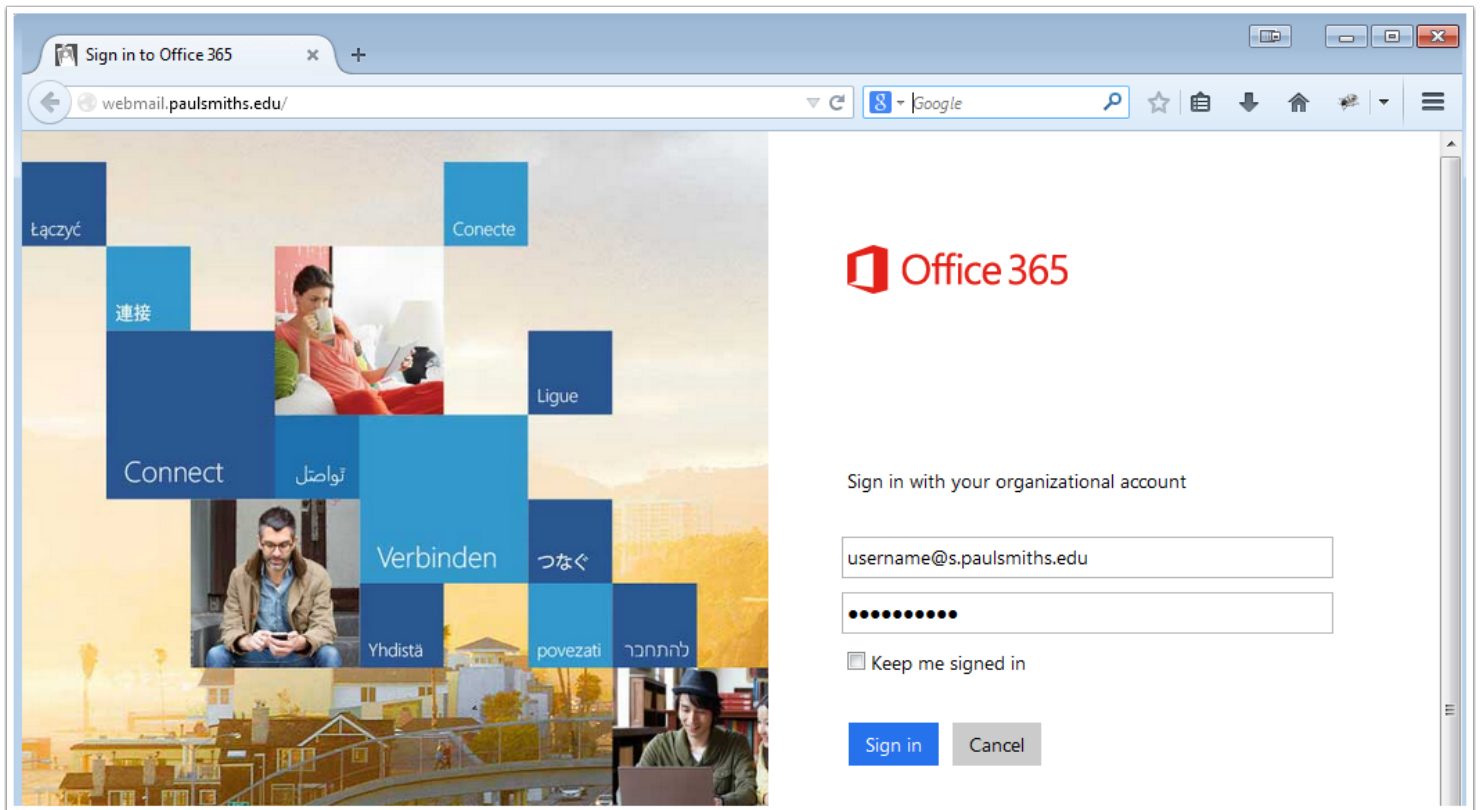
## Paul Smith's College is providing you Microsoft Office!

It is our pleasure as the Information Technology Department to be able to provide our students with a copy of Microsoft Office for use in their classes. This will work on both Macs and PCs and can be installed in a few simple clicks. If you experience any issues, please feel free to stop into the IT Office located in the Joan Wiell Adirondack Library, Room 112.

-The Paul Smith's College IT Department

## Step 1: Login to your PSC Email

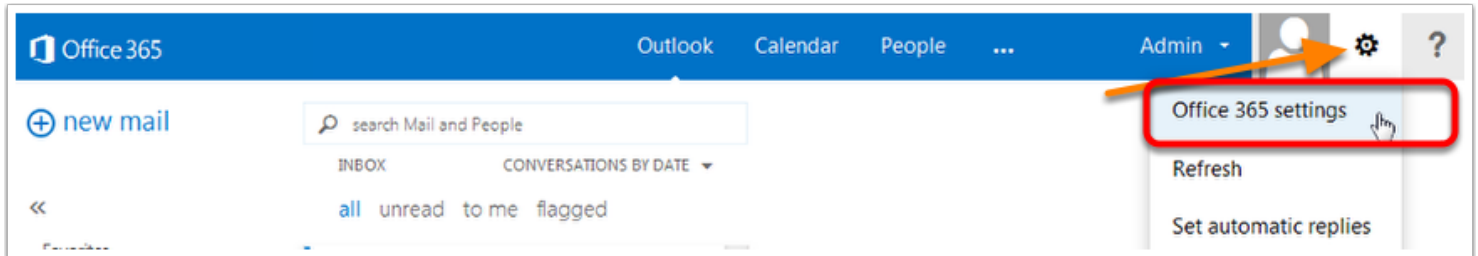
In a web browser, navigate to: [webmail.paulsmiths.edu](http://webmail.paulsmiths.edu) and sign in with your PSC email address like normal



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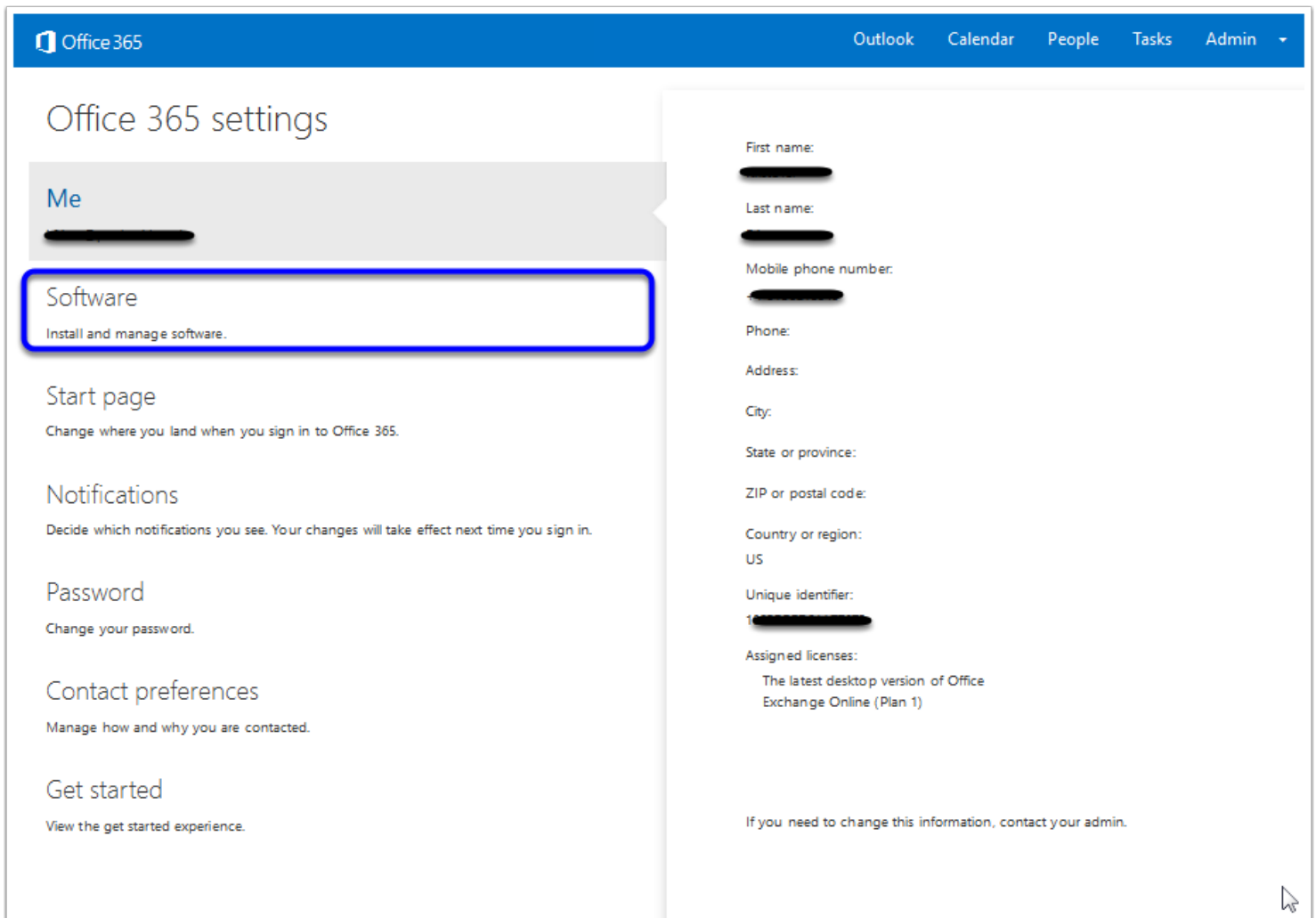
## Step 2: Go to Office 365 Settings

Click the **Gear Cog** next to your Picture and select **Office 365 Settings**



## Step 3: Software

Click **Software**

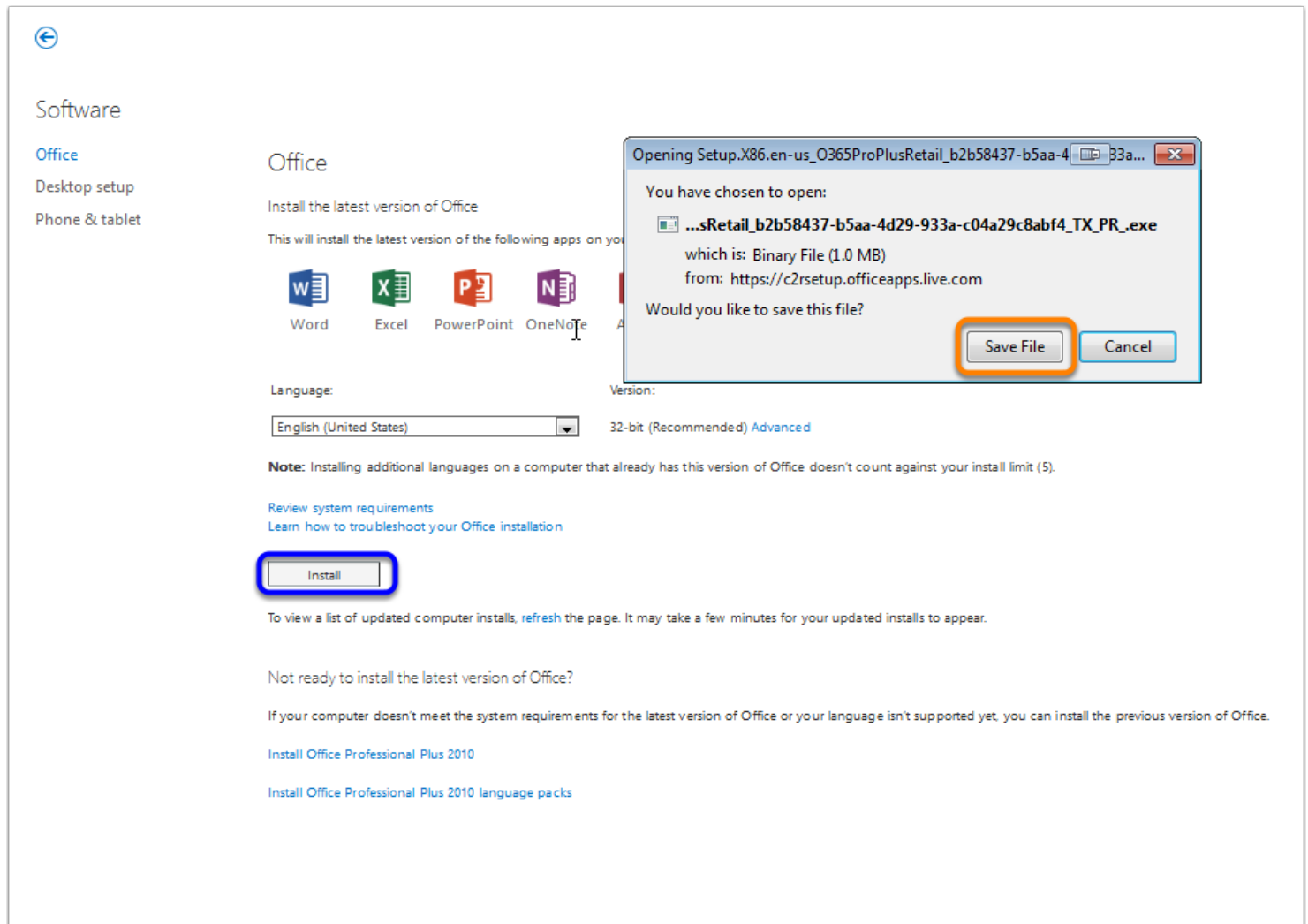


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## Step 4: Download Install File

Press **Install** and then **Save** the file

Up to this point, the process is the same for Mac and PC.

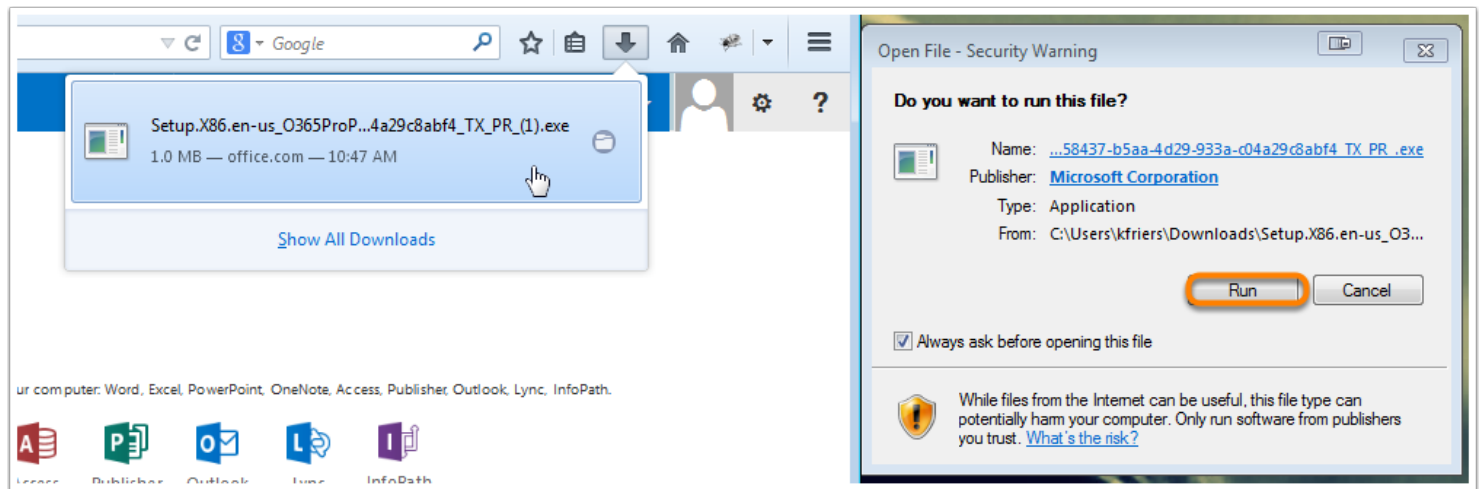


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## Step 5: Run the Installer

Click on the .exe file and run it. Follow the instructions on your screen to install.

The setup process will be similar on a Mac



## Step 6: Finish

Congratulations!

Office should be installed on your computer now for your use. Please note that this is a 1-year license and will need to be renewed next year.

If you experience any issues, please feel free to stop by the IT Office in JWAL 112