

UNIVERSITY OF MOUNT SAINT VINCENT

INSTALLING OFFICE 365 ON YOUR COMPUTER

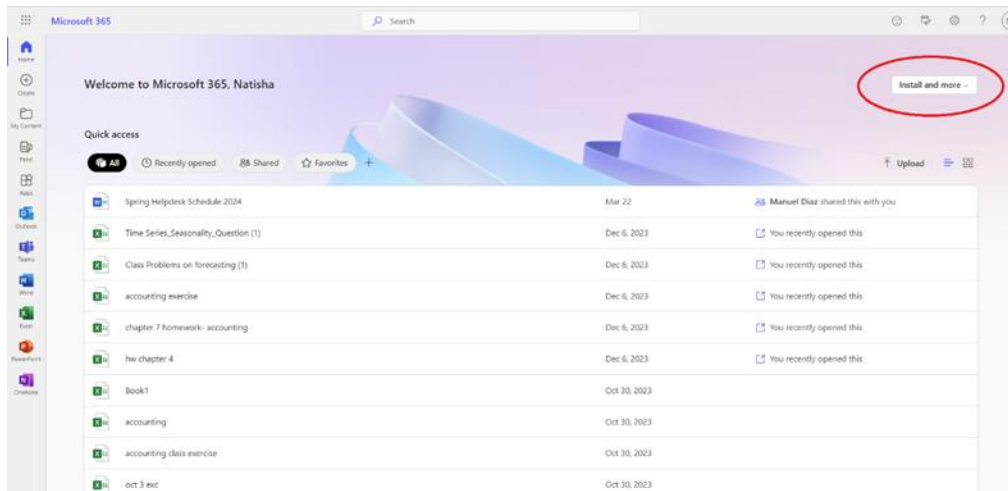
UMSV Students can install Microsoft Office 365 Office apps (including Word, Excel, PowerPoint, etc.) using their Microsoft UMSV login and password.

Full-Time UMSV employees can install Microsoft 365 Office apps on personal devices as well.

Users can install these Microsoft Office Apps on up to 5 simultaneous devices.

Below are the instructions to install Microsoft Office:

- 1) Visit <https://office.com>
- 2) Login with your University of Mount Saint Vincent Microsoft username and password.
- 3) Then, click on the upper right-hand corner of the screen where it says *"Install and more."*



- 4) Click on the document after it is uploaded and follow the prompts.

For assistance with access to your account, please contact our Computer Services Helpdesk at:

(718) 405-3340 | helpdesk@mountsaintvincent.edu
Founders Hall Room 412