INSTRUCTIONS FOR INSTALLING MICROSOFT OFFICE

1. Begin by navigating to login page for your college of law email. The web address to login is http://webmail.untsystem.edu. Login by entering your full email as the user name and your normal password, and then press the “Sign In” button.

2. After logging in, you will be taken to your email inbox. In the upper right-hand corner, click the cogwheel icon.
3. From the menu that appears, click on “Office 365 settings”.

4. On the Office 365 page, click on the “Install and manage software” link.
You should now be on the Office installation page. The page will automatically detect your operating system. Click the “Install” button to begin downloading the current final version of Office.

**Windows users: Only install final versions of Office. **DO **NOT** install beta versions, even if offered.

6. Click the downloaded installer to begin installation of Microsoft Office, and follow the on-screen prompts. When installation is finished, Microsoft Office will be installed on your computer. If at any time during the installation you are asked to register your installation of Office, do so by entering in your college of law email address and your normal password.

If you experience any trouble following these steps or with the installation of Microsoft Office, please contact the I.T. helpdesk at 214.243.1777 or submit a request for help online at http://ithelp.untsystem.edu/.

**Mac users: **If you have an older version of Microsoft Office installed, the older version must be removed before installing the new version. Please contact ITSS at helpdesk@untdallas.edu to schedule an appointment so that the older version can be removed.