## How to Download Microsoft Office 365

1. Go to the EKU Website (eku.edu). Navigate to the *Login to EKU* button [1]. Select *Email-Students* [2].



2. Select Login to myMail. Login using your EKU email and password.

<b>EKU</b> myMail	Coffice 365
features	sign in
<ul> <li>&gt;&gt; No more cleaning out your inbox! You get a web-based email account with a 25GB mailbox.</li> <li>&gt;&gt; Communicate from your phone, PC, or Mac using e-mail, instant messaging, video chat, and online meetings.</li> <li>&gt;&gt; Work together online with Office Web Apps Create, share and update Microsoft Office documents without losing formatting when saving to various places.</li> <li>&gt;&gt; Collaborate in real time Share your desktop, whiteboard, and record a live video call.</li> </ul>	If unable to login, please clear browser cache, close browser and try again. Need help?
Better coordinate your schedule by sharing calendars with classmates and team members.	Currently enrolled EKU students who know password:
Configure Your iOS Device	Change My Password
	Currently enrolled EKU students who forgot password:

Once you login to your email, you will see your email inbox. In the top right corner of the screen, click on your profile picture (circle with initials of your last and middle name) [1]. Once a menu appears, select *My account* [2].

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4. Once you are on the My account screen, in the top left box labeled Office Apps & Devices, select *View Apps & Devices.* 



 On the App & Devices page, you will see the option to install Microsoft Office and Skype for Business. To download, select the language from the *Language* drop-down menu [1]. Next select the version from the *Version* drop-down menu [2] (select 64-bit if it is an option). Finally, select the *Install Office* or *Install Skype* button [3].

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6. After you click *Install*, an executable will install. Click on it and run the installer. If it requires you to log in again after install, use your EKU email and password.

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