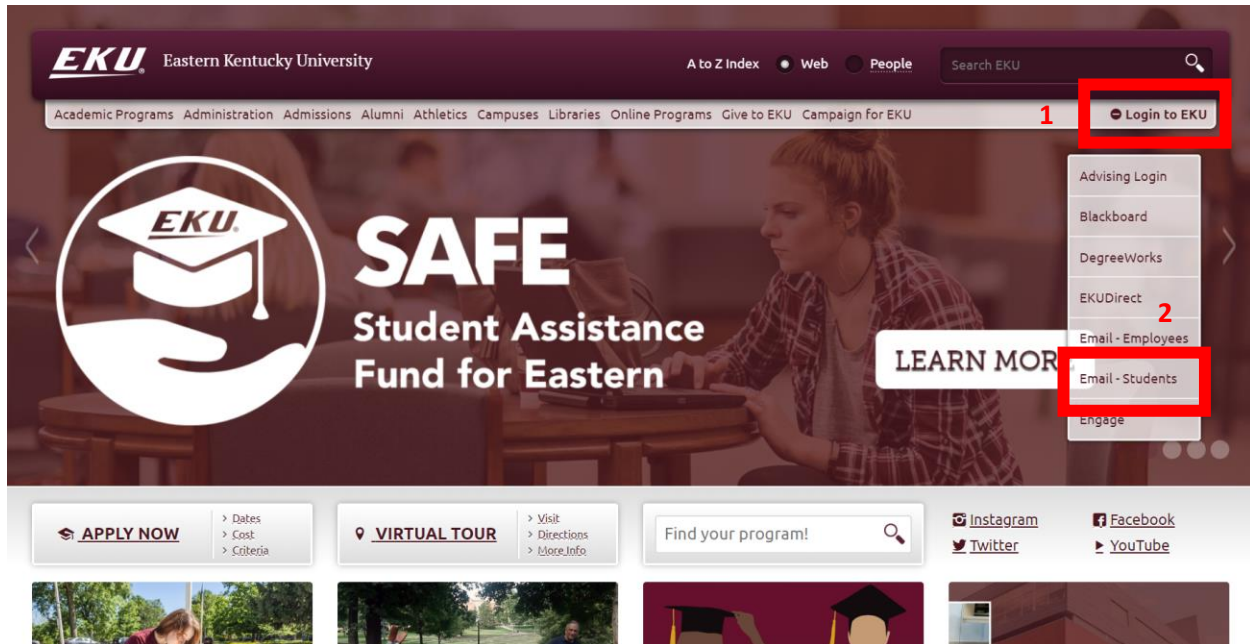**How to Download Microsoft Office 365**
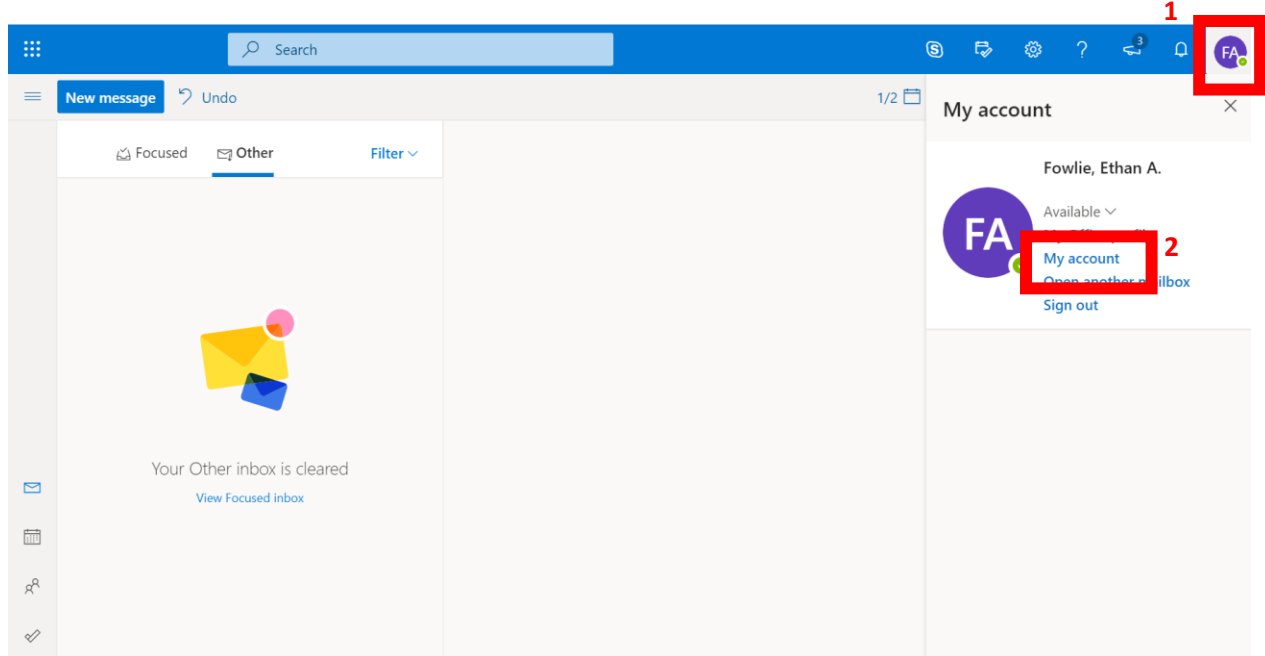
1. Go to the EKU Website (eku.edu). Navigate to the *Login to EKU* button [1]. Select *Email-Students* [2].
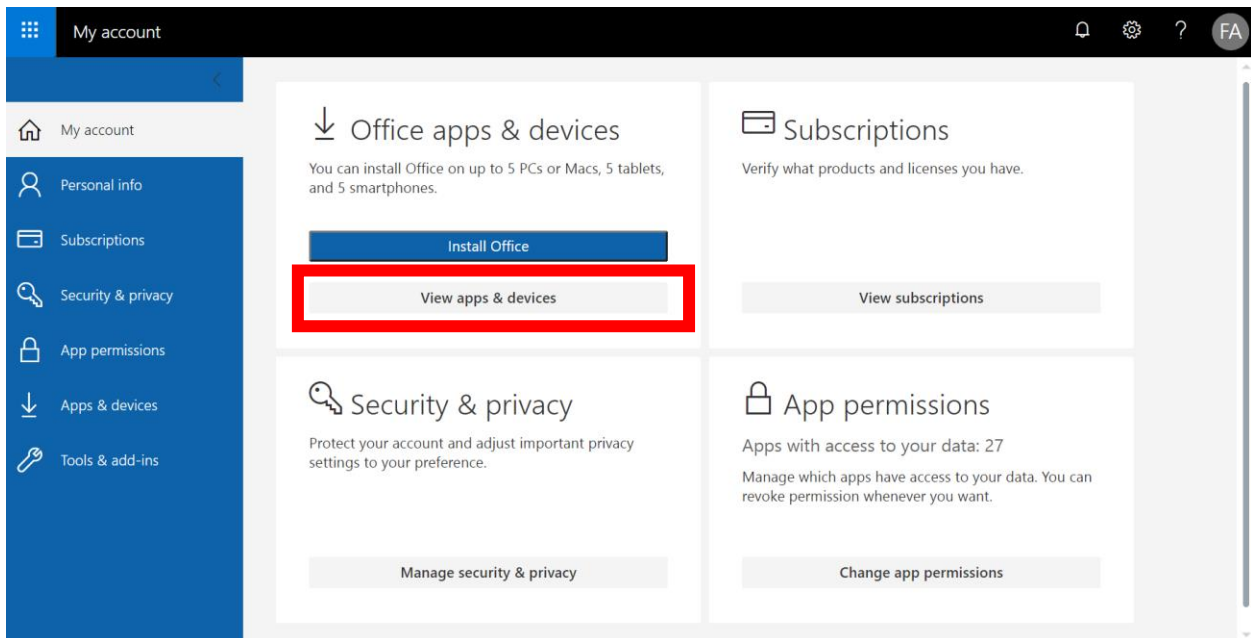

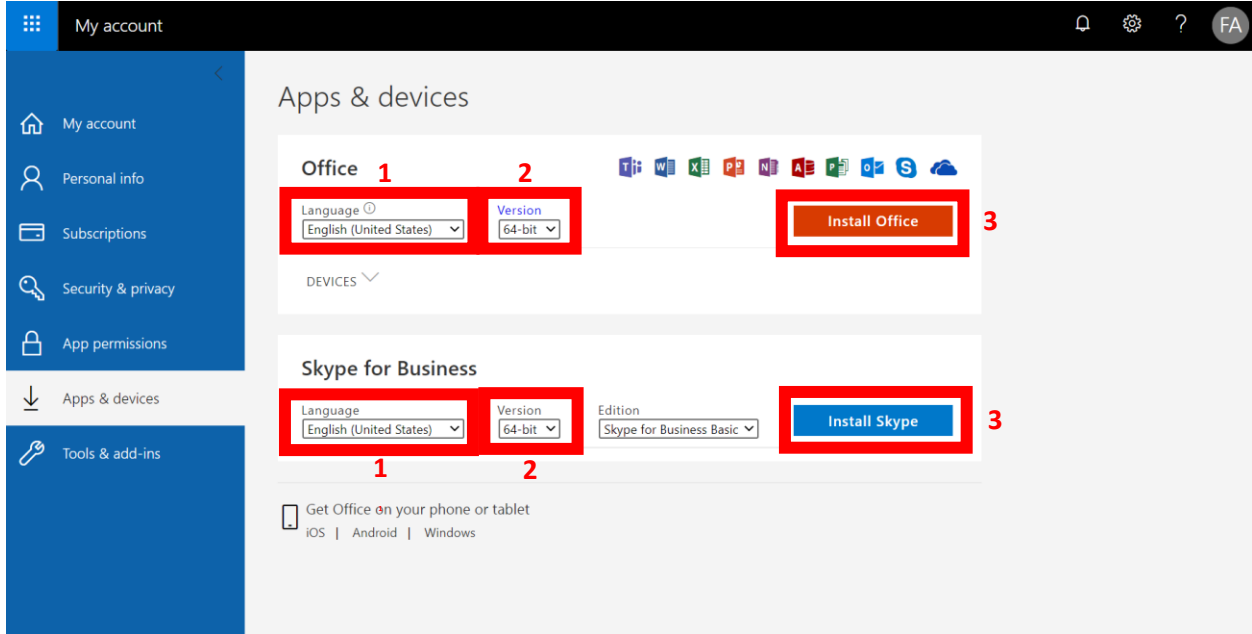2. Select *Login to myMail*. Login using your EKU email and password.

3. 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].

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

5. 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].

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.