Guide To Download/Install Office 365

Note: The following procedure is for installing Office 365 on a PC. The steps for installing on a Mac are slightly different but the procedure is very similar.

1. Open your Internet Browser (Chrome, Firefox, Safari, Internet Explorer, Edge, etc.).

2. Enter **email.dbq.edu** in the address bar.

3. Log into your UD e-mail, review *Accessing UD Email* documentation on www.dbq.edu/tech for further

    assistance.

4. Once logged into UD e-mail, click on nine dots in the upper-left corner of the windows.
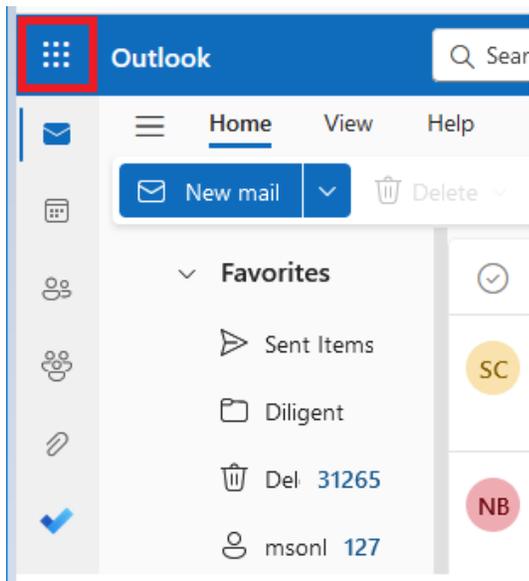
5. Then click on Microsoft 365
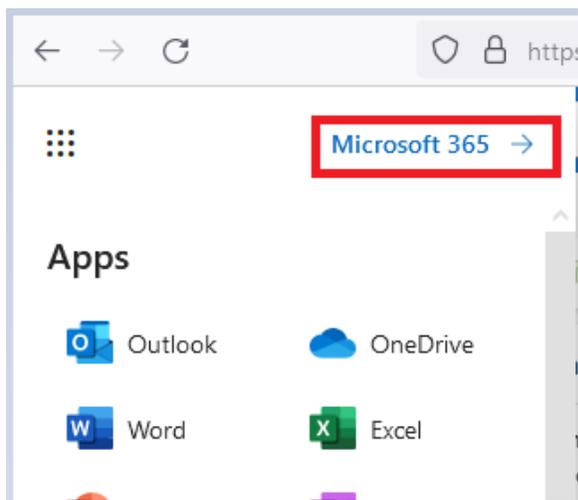
6. On the far right click on **Install apps** and choose Microsoft 365 apps.
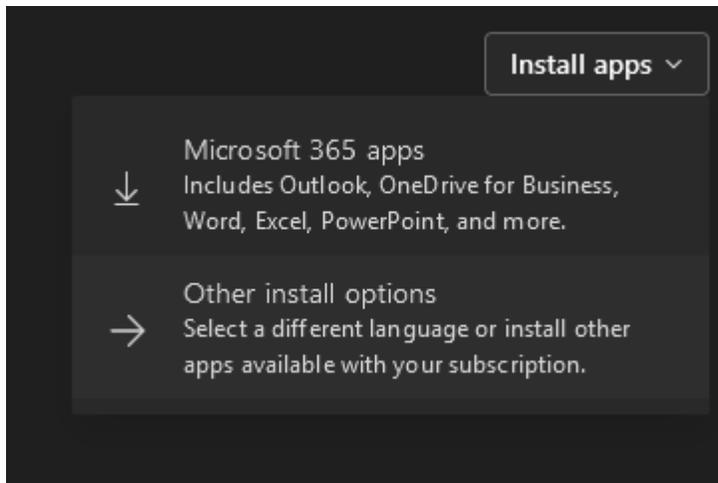
7. A download will appear at the top/bottom of the screen depending on the browser.

8. Once the file is downloaded, Click on the file to open and select **Run**.
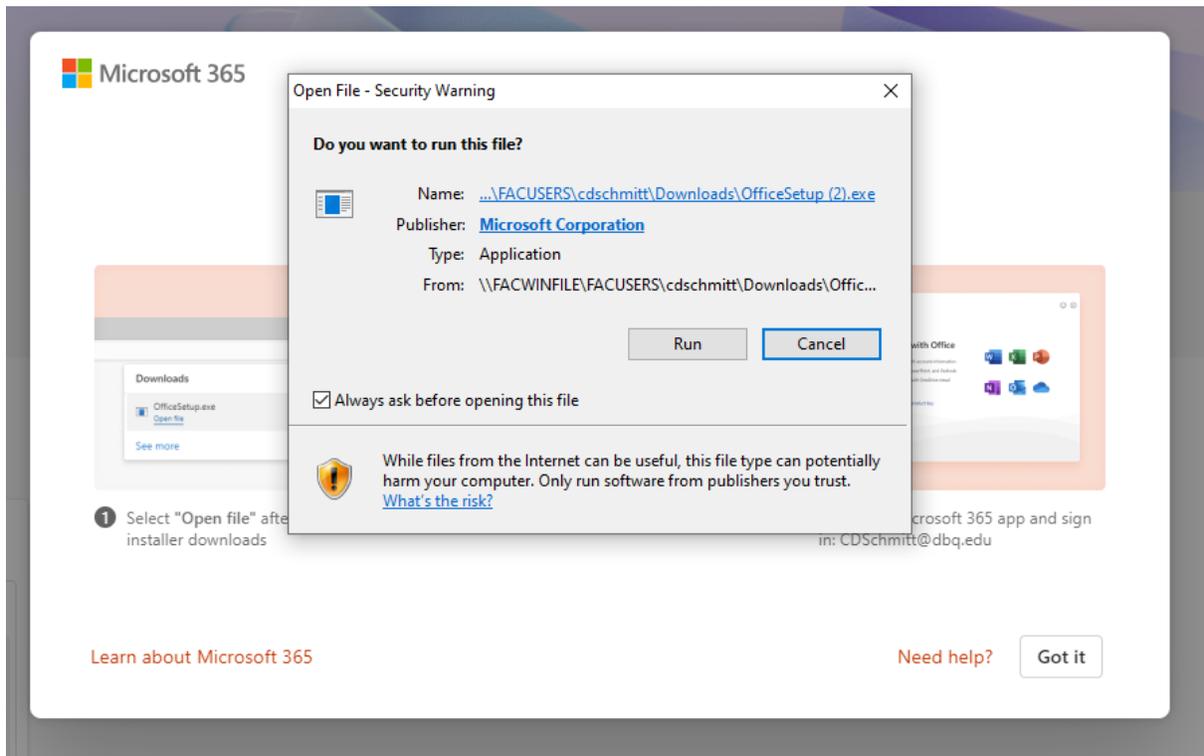
9. Take all default option while installing. It will take about 15 minutes to fully complete the installation so make sure your computer is plugged in and connected to the internet during the setup process.

10. Once installation is complete, you will need to open one of the Office applications (Word, Excel or PowerPoint) to activate the product by using your UD email address and password.