

## Download Office 2013 Suite of Application from Office 365 on your Computer

As an employee or student of Manhattanville College, you may install up to five free copies of Microsoft Office 2013 applications. These can be downloaded and installed via your Outlook 365 mail account. After installation you will have access to Word, Excel, Outlook, and other Office 2013 applications.

1. Sign into your Manhattanville email account:  
Faculty and Staff should login at: <https://outlook.office.com/owa/>  
Students can login at: <http://outlook.com/owa/student.mville.edu>

2. Select 'Office 365' from the top left of the page

3. The default settings will make Bing your search engine and MSN your browser homepage after installation



Office 365 Home

Let your ideas go free.

Install Office 2013 on your PC

Word Excel PowerPoint Outlook OneNote Skype for Business

Language: English Change

Make Bing your search engine

Make MSN your browser homepage

Applies to Internet Explorer, Firefox, Chrome, and Safari

Install now

Troubleshoot installation

Got a Mac? Sign in to Office 365 on your Mac to install.

How do I get the new 2016 apps?  
Smartphone or tablet? Get Office on your devices  
Learn how to set up email and Office 365 apps on your device

Collaborate with Office Online

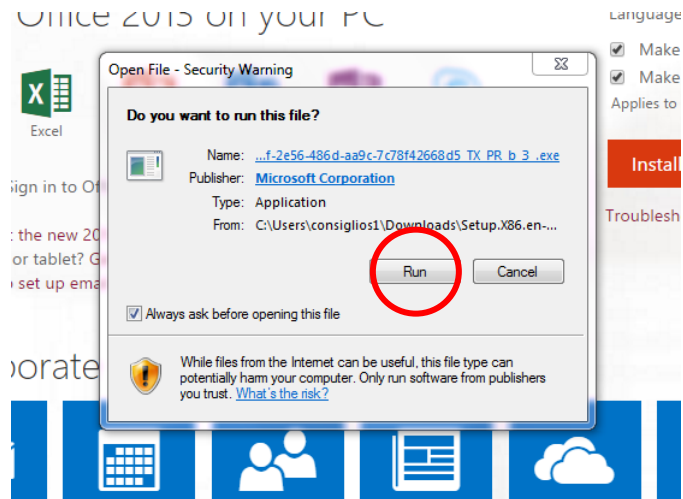
Mail Calendar People Newsfeed OneDrive Sites Tasks

Delve Video Word Online Excel Online PowerPoint Online OneNote Online Sway

4. To avoid these changes, deselect the appropriate boxes (circled above) prior to installation

5. To install the applications, click on 'Install Now' (red arrow in step 3).

6. The file will automatically download. Click on it and select 'Run'



7. You now have access to Word, Excel, Outlook, and the other Office 2013 applications.

Note: You must have administrator rights on the computer. You cannot install this software on Manhattanville computers.