

## How to Download Word 2016

1. Go to <http://www.umass.edu/it/software>
2. Go down to the "Microsoft" section
3. Click on "Microsoft Office 365 Education"
4. Click on "Office 365 for Students"
5. Follow the 5 steps listed under "To download and install Office 365 for Students"  
Note: you can skip the "Invite people" section when you get to that
6. After finishing those steps, there should be a button to "Install Office 2016" in the top-right corner of the screen. Click this button.
7. Let the download complete. If your computer asks if you want to "discard" or "keep" Microsoft Office.pkg click "keep"
8. Click on the download to get it to install
9. Follow the instructions in the installation wizard
10. On Mac, you find "Word" by using the Spotlight tool (looks like a magnifying glass, usually in the top right of your screen) and typing in "Word"
11. When you open "Word" you may have to sign in with your UMass email and password you used for "Office 365 for Students"