



Office 365

Iowa Wesleyan University provides Microsoft Office to every student free of charge.

You can download and use the latest version of the full Office suite, including Word, Excel, PowerPoint, Teams and OneNote as long as you are a student. You can install Office on up to five computers and additionally up to five iPads or Android tablets.

First create an account.

- Go to <http://Office.com/GetOffice365>.
- Enter your **IW email address** into the prompt and click Get Started. **It will only work with your iw.edu email address.**
- Then select that you are a student.
- Fill out the form that creates your password and sends a verification code to your email. Click Start to submit the form. Keep track of the password you use.

Then Install Office on your computer.

If you're on a laptop or desktop computer, after you verify your account you'll see a blue "install Office" button.

Depending on your browser, select Run (in Edge or Internet Explorer), Setup (in Chrome), or Save File (in Firefox). If you see the User Account Control prompt that says, "Do you want to allow this app to make changes to your device?" select Yes. The install takes quite a while, so be prepared to wait.

If you're on a tablet, go to your app store to download the Office app or you can individually download Word, Excel and PowerPoint. You'll need to sign in with the account you just created.

You can find instructions from Microsoft specific to your device using these links.

Android <https://support.microsoft.com/en-us/office/install-and-set-up-office-on-an-android-cafe9d6f-8b0c-4b03-b20a-12438a82a22d>

iPad <https://support.microsoft.com/en-us/office/install-and-set-up-office-on-an-iphone-or-ipad-9df6d10c-7281-4671-8666-6ca8e339b628>



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