

All Mountwest Students may download a full-licenses version of Microsoft Office while they are enrolled in classes. To do so, follow the steps below:

1. Remove/uninstall any trial and/or older versions of Microsoft Office products from the Control Panel -> uninstall programs menu
2. Then go to www.mctc.edu
3. Click on the “**Email**” link at the top of the screen
4. Login to your Mountwest email using your username and password. (Please reference the directions for logging into your Mountwest email account as needed.)
5. You should now be at in your MCTC email/inbox
6. In the upper left, there are 9 dots forming a 3x3 box
7. Click to expand that menu
8. In the upper right of that menu, click on “**Office 365➤**” link
9. This will open a new tab
10. If you do not automatically get taken to this new tab, click on this new tab to view it
11. You should see several apps listed – including Word, PowerPoint, Excel, etc. If you do not, then you will need to contact the IT HelpDesk so they can assist.
12. In the upper right, there is a button that says “**Install Office**”
13. Click it to expand a drop-down menu with download options
14. Select the “**Office 365 Apps**” option
15. A pop-up asking you to save a file
16. Click “**Save File**”
17. Continue to follow the on-screen instructions to complete the download/install
18. It will ask you to “**run**” the file
19. Then it will ask you to “**install**” the file
20. Say “**yes**” to both options

After this, you should have access to Word, PPT, Excel, etc. while working off-line as you would for a “regular/desktop” version of Office.

If you are unable to access the free Office software, please call 304-710-3471, visit the IT HelpDesk in room 108, or go to <http://cs.mctc.edu>.