


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

1. You will first want to remove/uninstall any trial and/or older versions of Microsoft Office products from your machine. You can do this by navigating to the Control Panel and selecting the option to uninstall programs.
2. Go to www.mctc.edu
3. Click on the “**Email**” link under Student Links at the top of the Mountwest homepage.
4. Login to your Mountwest email account. You must do this from your MTCTC web email account and not in Outlook.
5. In the upper left, there are 9 dots forming a 3x3 box. This is your menu. 
6. Click on the icon.
7. In the upper right of that menu, click on the link that reads “**Office**”.
8. This will open a new tab. If you do not automatically get taken to this new tab, click on this new tab to view it.
9. You should see several apps listed – including Word, PowerPoint, Excel, etc. If you do not see these options, contact the IT HelpDesk so they can assist.
10. In the upper right, there is a button that says “**Install Office**”.
11. Click it to expand a drop-down menu with download options.
12. Select the “**Office 365 Apps**” option.
13. A pop-up asking you to save a file. Click “**Save File**”.
14. Continue to follow the on-screen instructions to complete the download/install.
15. It will ask you to “**run**” the file. Select Yes.
16. You will be asked if you want to “**install**” the file. Select Yes.

You should now have access to Word, Powerpoint, Excel, etc.

If you are unable to access the free Office software, please call the IT Helpdesk at 304-710-3470 or visit us in room G12. You can also submit a support ticket at: <https://support.mctc.edu/>