

Weekly Tech Tip: How to Install Microsoft Office on Your Personal Computer

Note

This tutorial utilized the Firefox web browser, behavior may vary on other browsers such as Safari.

All members of ENMU students, faculty, and staff have access to installing Microsoft Office for personal use. You may accomplish this by following the below steps:

Step 1 - Go to my.enmu.edu and log in with your credentials

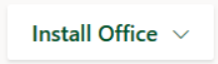
Step 2 - On the left hand side of the Portal homepage under  **LaunchPad**

if student:

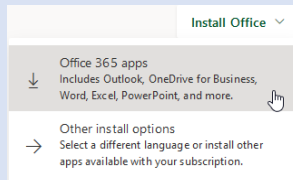
left click  **Office 365**

if Faculty or Staff:

left click  **Office 365 AD**

Step 3 - On the top right of the next page, click on 

Step 4 - On the drop down that appears, click on the bottom option as seen below:



Then left click on



Step 5 - This step varies by user browser. Either the installer will auto run, or you may have to go to the folder where you downloaded the installer and click on it from there. After the installer starts running, just follow the installer's instructions.

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–ENMU Portales ITS Technical Trainer