

How to Download Microsoft Office for Windows from MercerLive

- 1. Log into MercerLive: http://mercerlive.mercer.edu
- 2. Click the gear icon 🗱 located in the upper-right corner of the page.



3. Click Office 365 Settings.



4. Click Install and manage software.





5. Select the Language and click Install.

Office											
Install the latest version of Office											
This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, InfoPath, OneDrive for Business											
w	x∎	P	N	A	P	0					
Word	Excel	PowerPoint	OneNote	Access	Publisher	Outlook					
S	Ţ										
Skype for Business	InfoPath	OneDrive for Business									
Language:			Ve	rsion:							
English (United States)					ed						
Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).											
Review system Troubleshoot i	requirements	5									
Install											

6. You will be prompted to Run or Save a file, depending on your web browser. Run the file and grant permission to allow it to execute if you are prompted.







7. When the "Welcome to your new Office" window appears, click Next.



8. Click Next.





9. Click Sign in.



10. Enter your MUID followed by @live.mercer.edu and click Next.





11. Enter your MercerLive password and click Sign in.

	Sign In				
	User ID: 10933790@live.mercer.edu				
	Password:				
	☑ Keep me signed in				
	<u>S</u> ign in				
	Can't access your account?				

12. Click Next.





13. Select a look for Office and click Next.

1 Office				
Hello S	Steve Ford	d!		
How would	/ou like vour Office	e to look?		
No Background	A			
Circles and Stripes				
Circuit	•			
				Next

14. Click Take a Look if you're interested in learning about Office, or the No, Thanks link if not.

Office
We're getting things ready.
Office has lots of great new stuff, and we'd love to show you around while we wrap things up. Here's a quick introduction on what's new.
Take a look No, thanks



15. Click All done!

