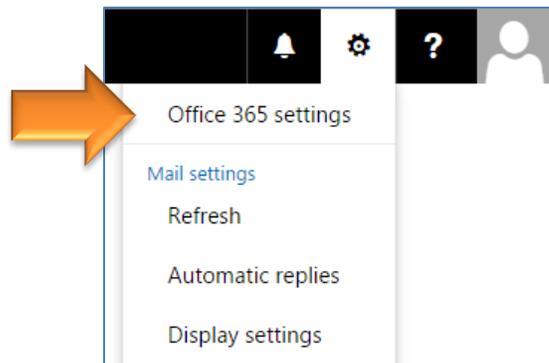


## How to Download Microsoft Office for Windows from MercerLive

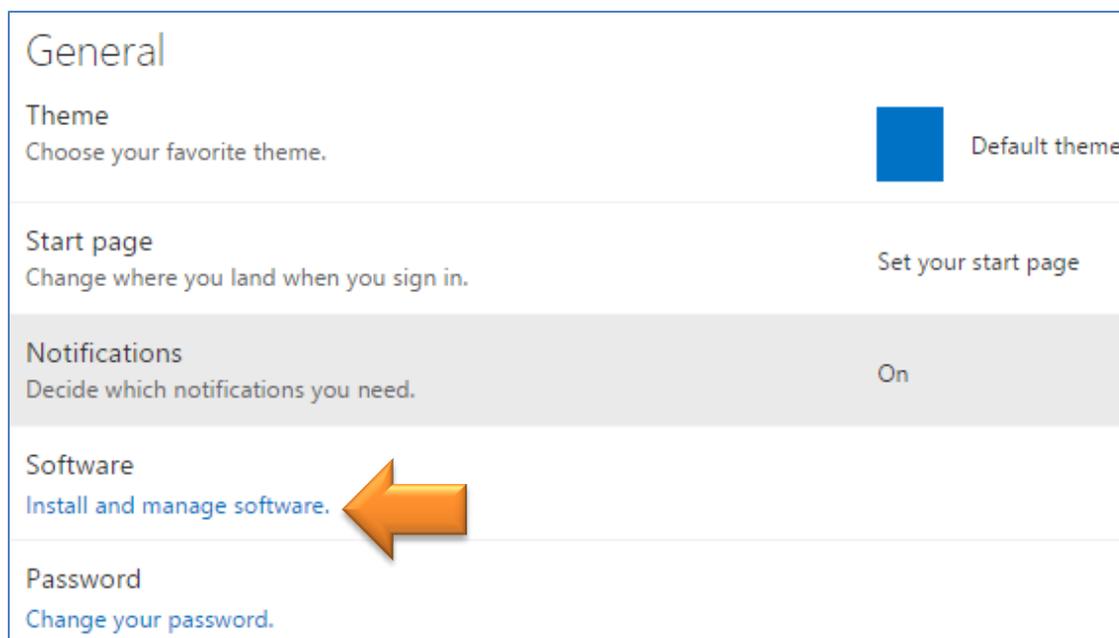
1. Log into MercerLive: <http://mercerlive.mercer.edu>
2. Click the gear icon  located in the upper-right corner of the page.



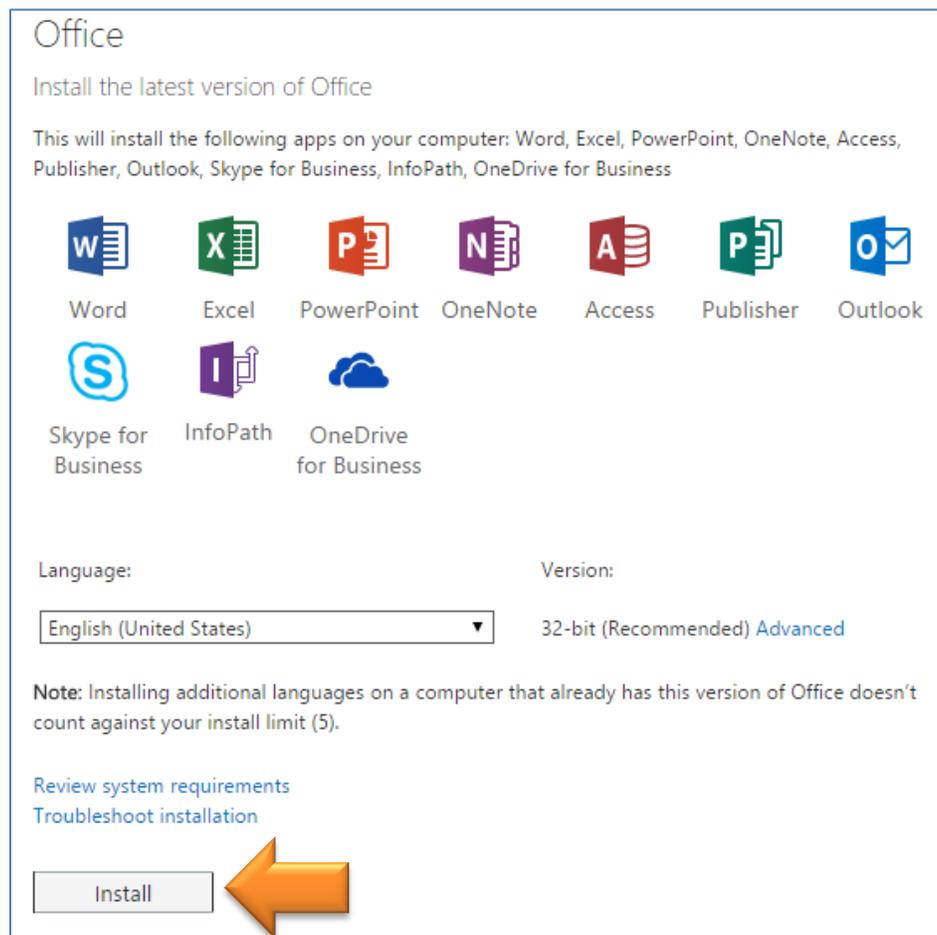
3. Click **Office 365 Settings**.



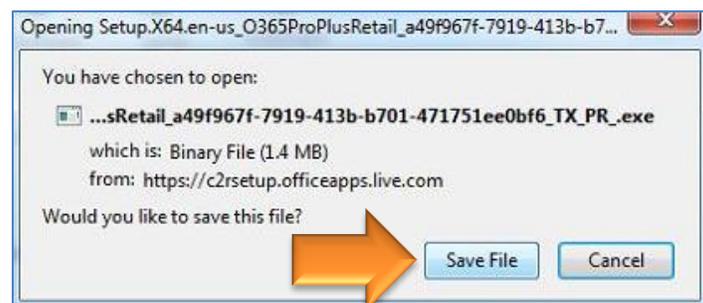
4. Click **Install and manage software**.

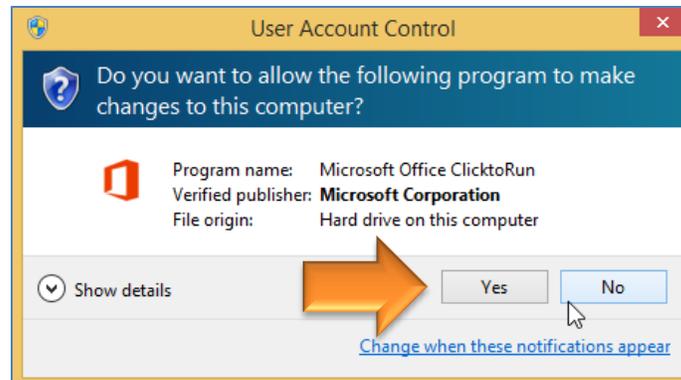


5. Select the Language and click **Install**.



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.

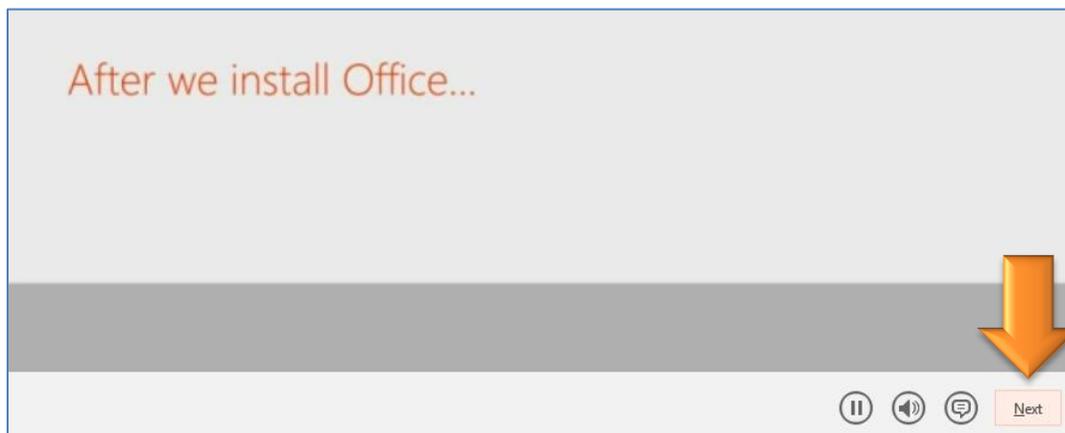




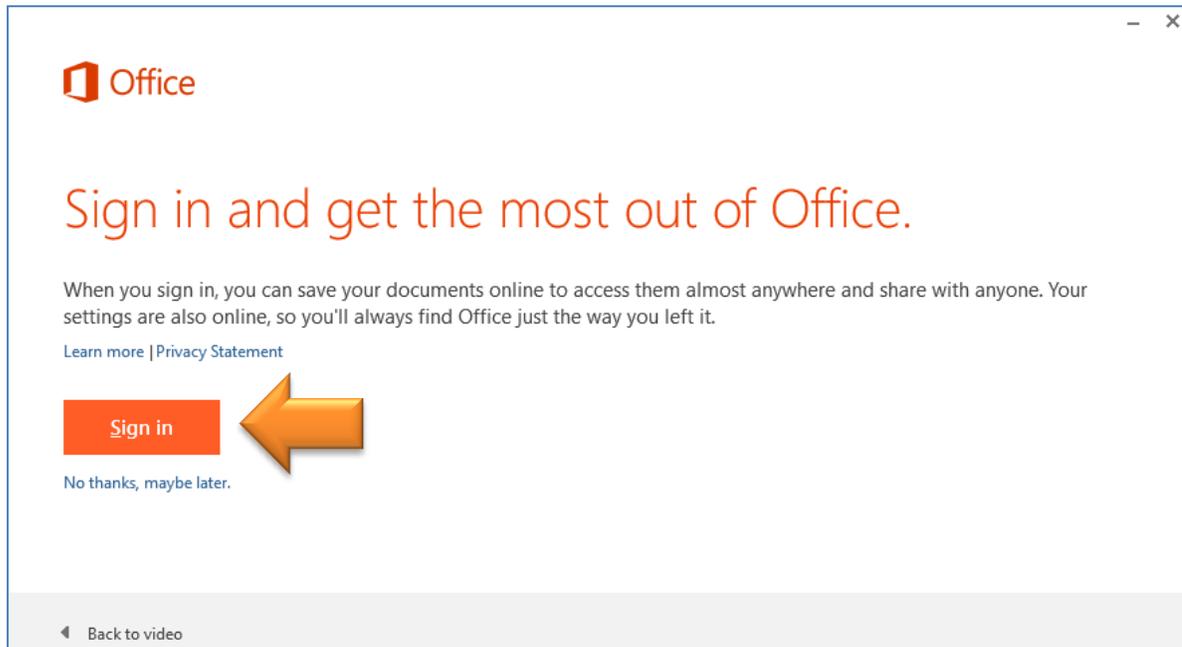
7. When the “Welcome to your new Office” window appears, click **Next**.



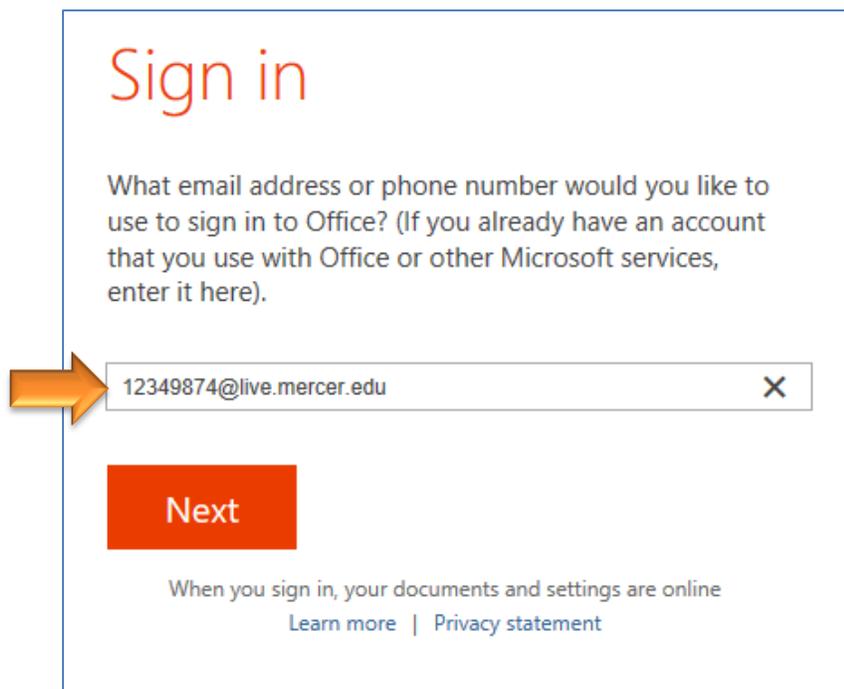
8. Click **Next**.



9. Click **Sign in**.



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

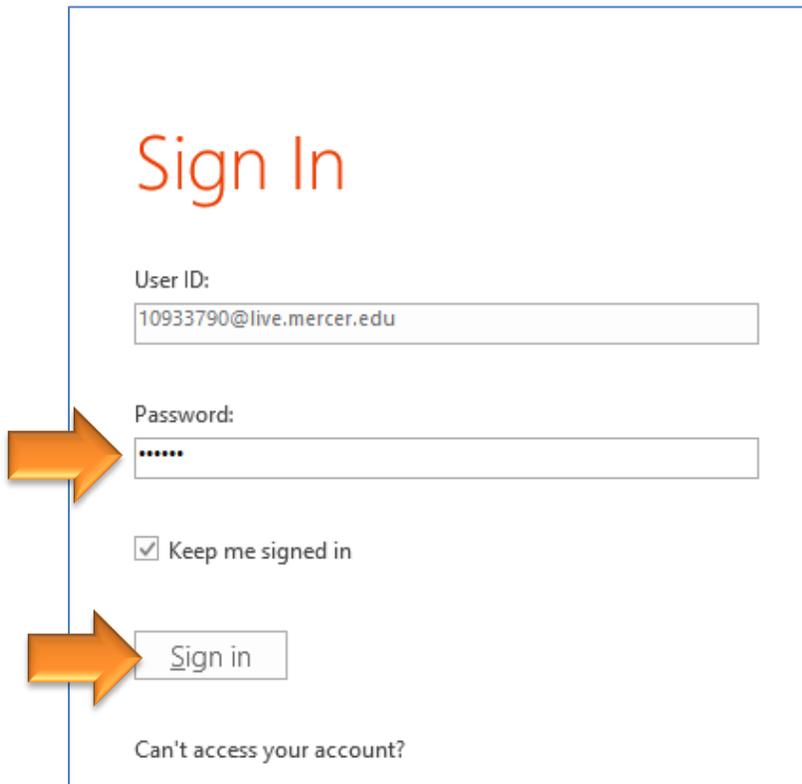


**Next**

When you sign in, your documents and settings are online

[Learn more](#) | [Privacy statement](#)

11. Enter your MercerLive password and click **Sign in**.



**Sign In**

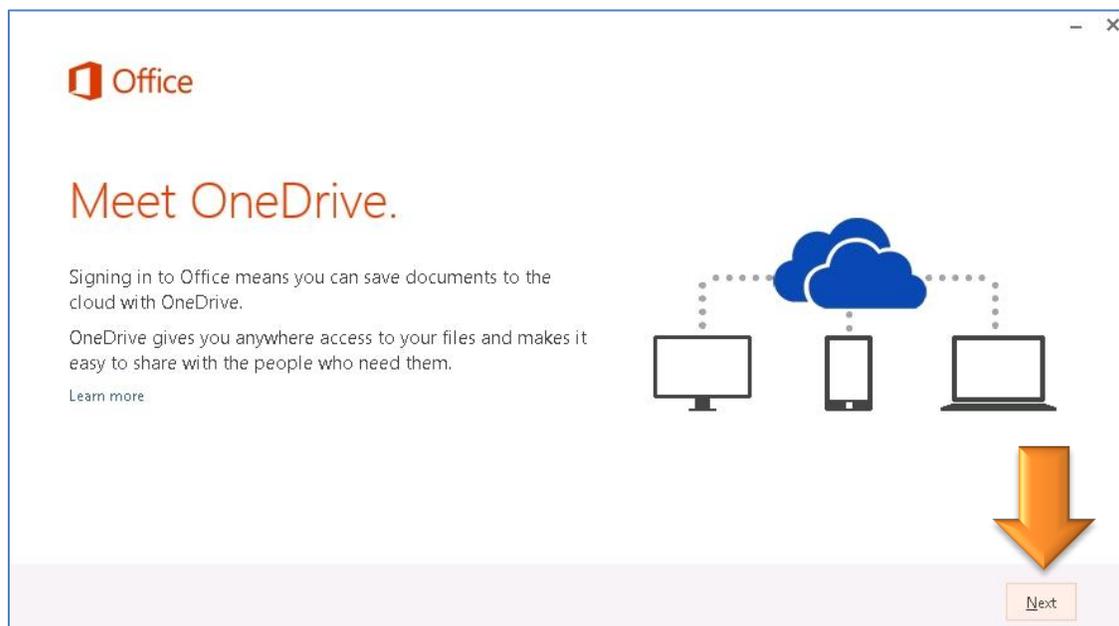
User ID:  
10933790@live.mercer.edu

Password:  
\*\*\*\*\*

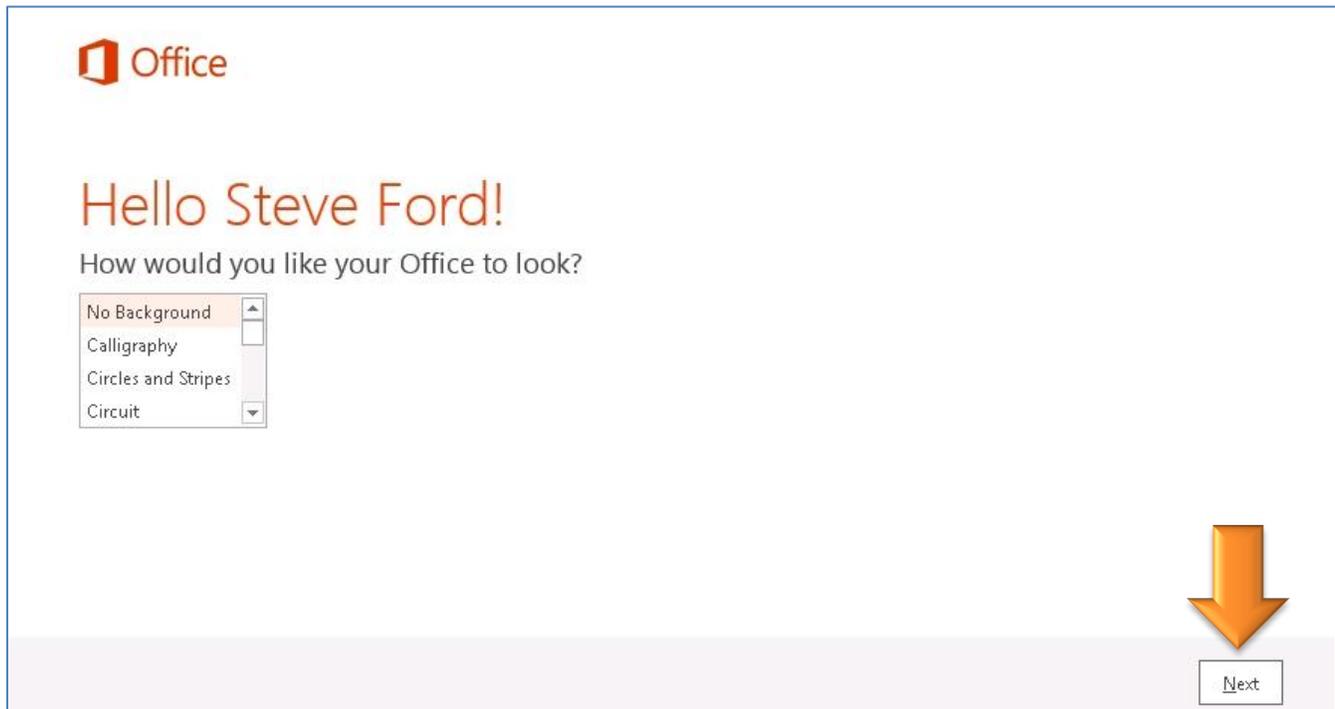
Keep me signed in

[Can't access your account?](#)

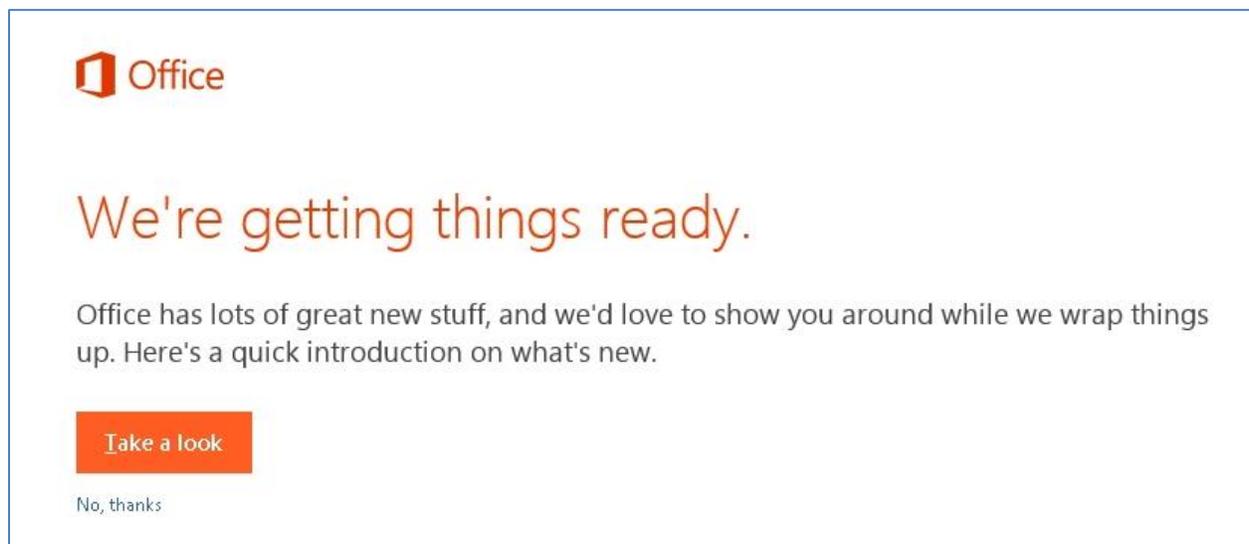
12. Click **Next**.



13. Select a look for Office and click **Next**.



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



15. Click **All done!**

