

# Get Microsoft 365 For Free

Get Word, PowerPoint, Excel, and more for free.

## Navigate to Office.com

Visit **www.office.com**. Click the Sign in text near the top of the page. When asked for an email, use your Siena Heights email address and associated password to sign in.



## Use Applications on the Web

Once logged in, you'll be presented with your Microsoft 365 dashboard. Microsoft Word, PowerPoint, Excel, Outlook, and other applications can all be used in-browser. Files created and saved through your browser will be automatically saved to your personal OneDrive.

## Download the Applications

Programs can be downloaded and installed on to 5 different computers, phones, or tablets. You can download the programs from the Microsoft 365 dashboard. Simply click the **Install Office** button near the top-right of the page and follow the instructions.



## Finish Setup

After the installation completes on your device, launch one of the applications and sign-in with your Siena Heights email and password. These applications will remain free as long as you are a member of Siena Heights University.

## Get IT Help

Our Helpdesk can assist you every weekday.  
Call or email us for assistance!

Phone: **517-264-7655**

Email: **helpdesk@sienaheights.edu**