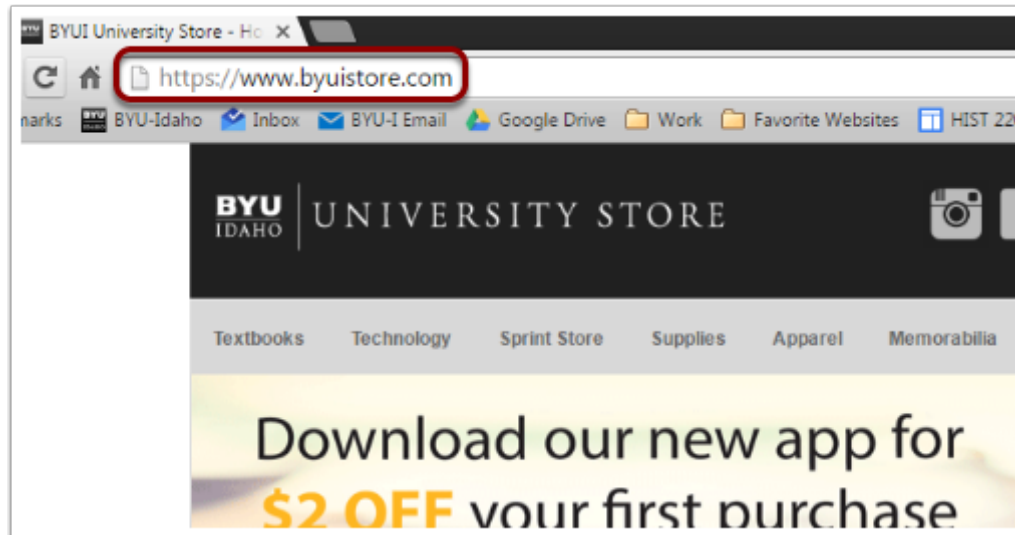


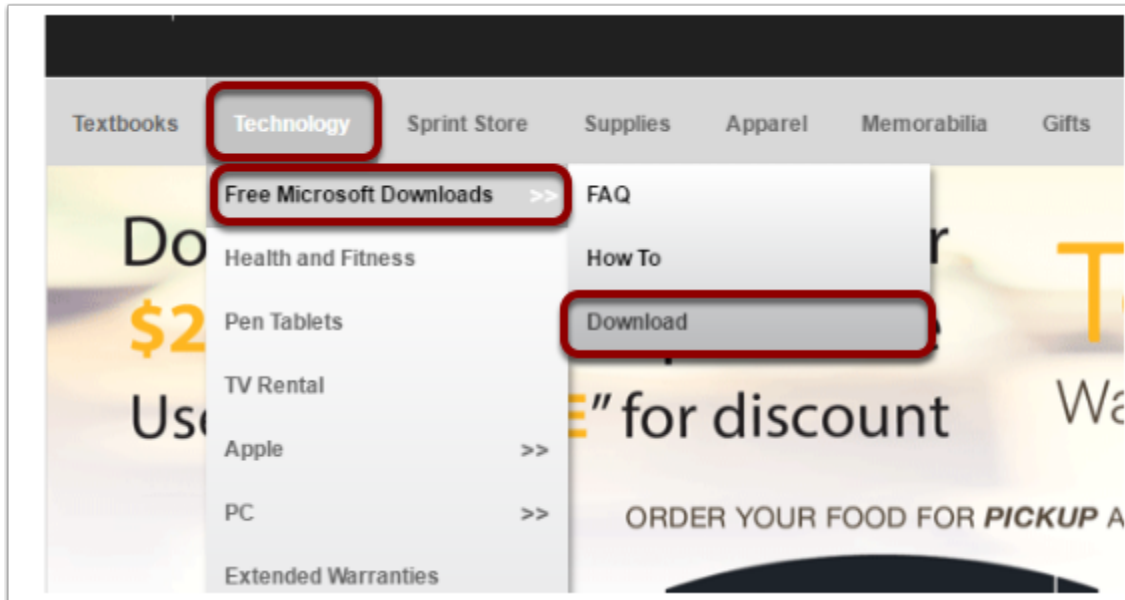
How Do I Download Microsoft Office?

University Store



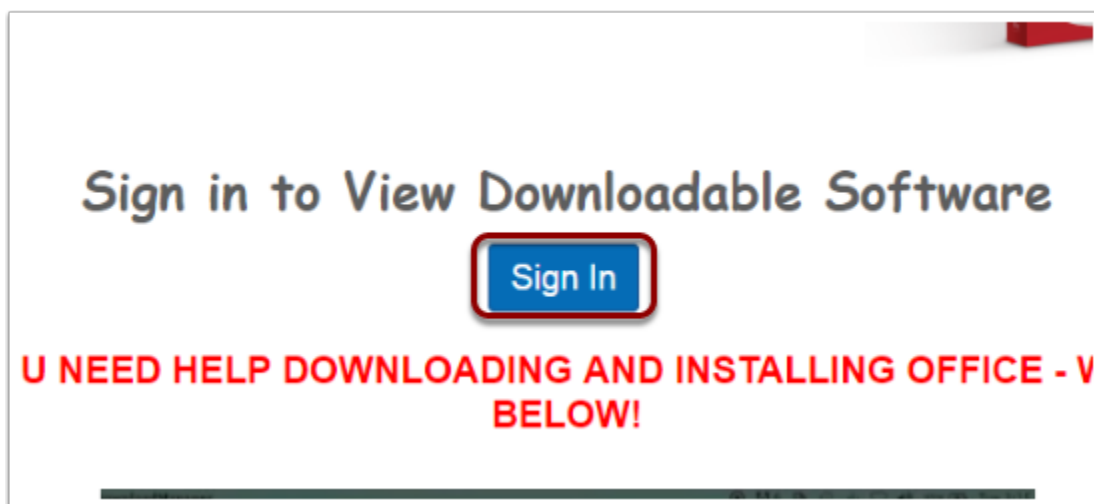
You will first need to access the BYU-I store website at <https://www.byuistore.com/>

Microsoft Downloads



Hover your mouse over the **Technology** tab, and then hover over the **Free Microsoft Downloads** tab. **Click** on **Download**.

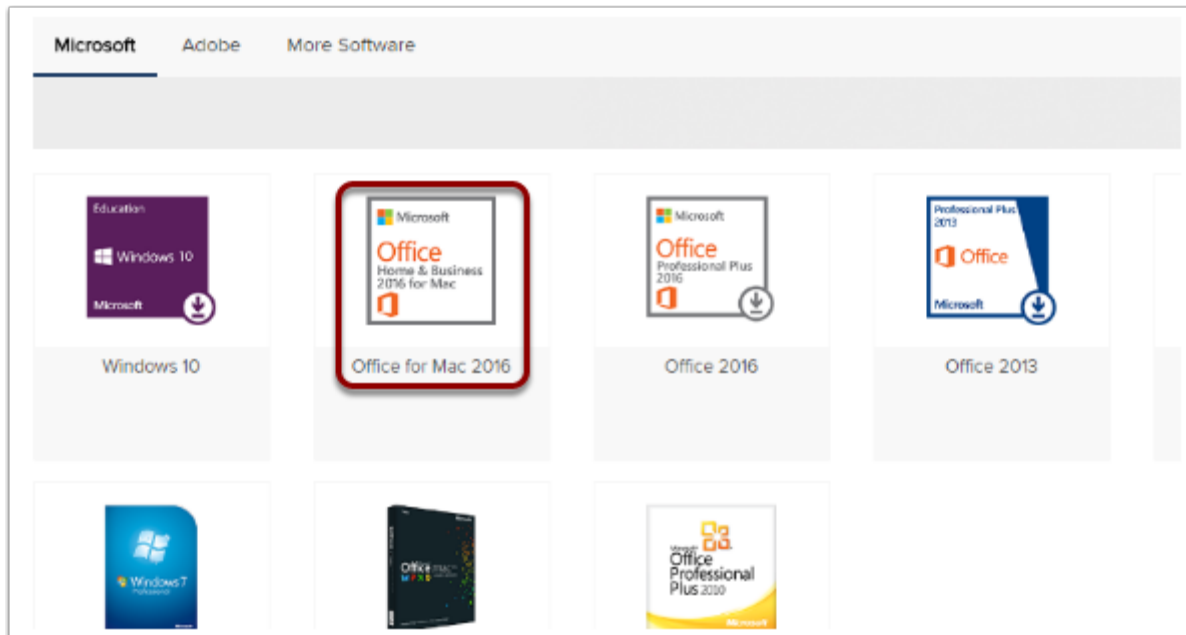
Sign In



BYU-Idaho Online Knowledgebase

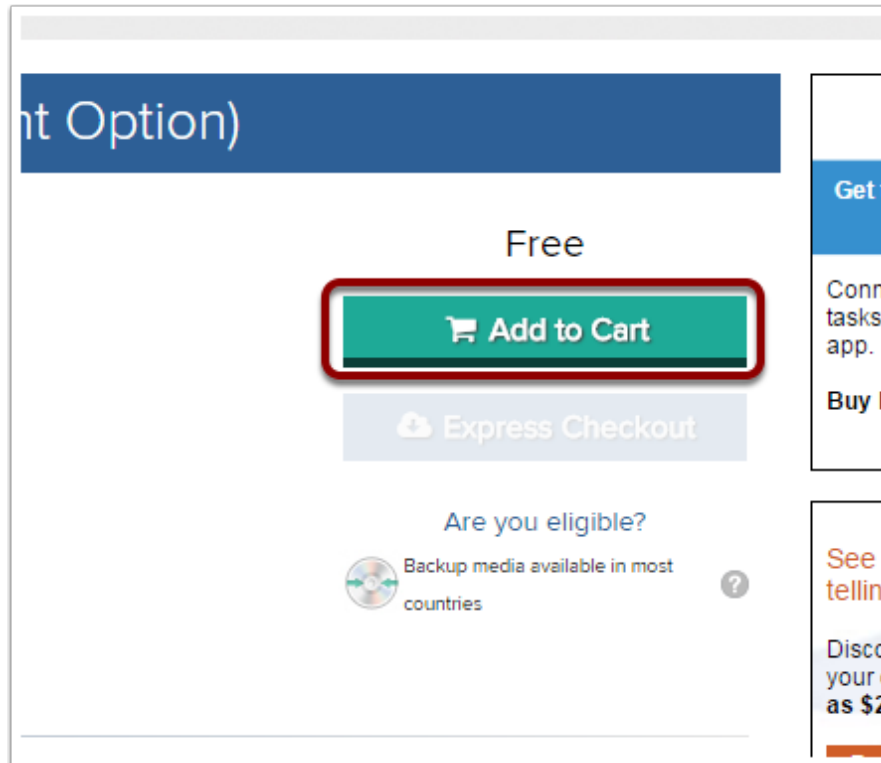
Click the **Sign In** button. This will prompt you with a log in screen. You will need to sign in with your BYU-Idaho credentials.

Product Selection



Click on the product you wish to download. For this tutorial, we are going to click on **Office 2016**.

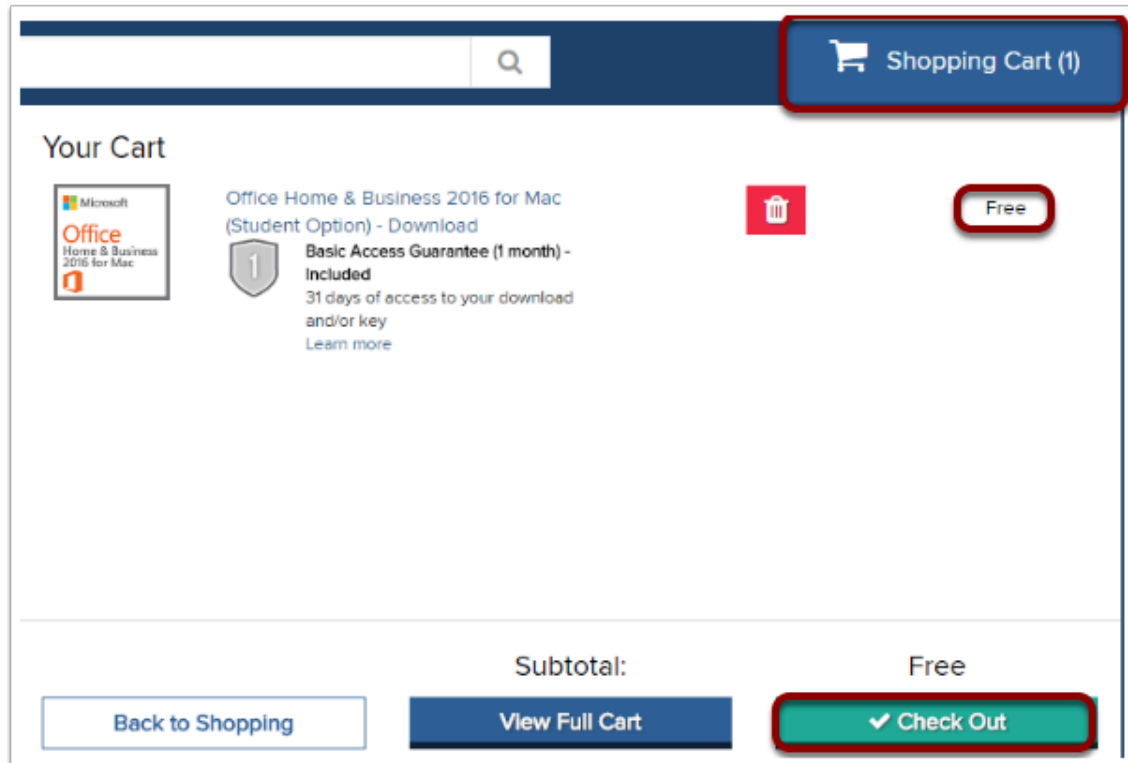
Add to Cart




- i This product is free for students - you will only run through the checkout system to "purchase" the free product in the system.

Click on the **Add to Cart** button.

Checkout



Click on the **Shopping Cart** button in the top right. Then **click** on the **Check Out** button in the bottom right.

 Note that this product is free.

License Agreement

3. *Copyright.* All title and copyrights in and to the software (including but not limited to any image incorporated into the software), and any copies of the software are owned by Microsoft or its provisions. Therefore, student must treat the software like any other copyrighted material except student keeps the original solely for backup or archival purposes.

Date: Wednesday, July 27, 2016

Username*:

TestUsername

thevito1274

Signature (type name)*:

Anthony DeVito

Anthony DeVito

Decline Accept

Read the license agreement and sign the document digitally using your **Username** and typed **Signature**.

Click the **Accept** button.

Complete Order

1 Messages 2 Order 3 Receipt

Items All prices are in US Dollars

Microsoft Office Home & Business 2016 for Mac

Office Home & Business 2016 for Mac (Student Option) - Download

Basic Access Guarantee (1 month) - Included
31 days of access to your download and/or key
[Learn more](#)

Amount Free

Subtotal: Free
Taxes: --
Total: Free

Contact Information Fields marked with an asterisk (*) are required

First Name* Anthony

Last Name* DeVito

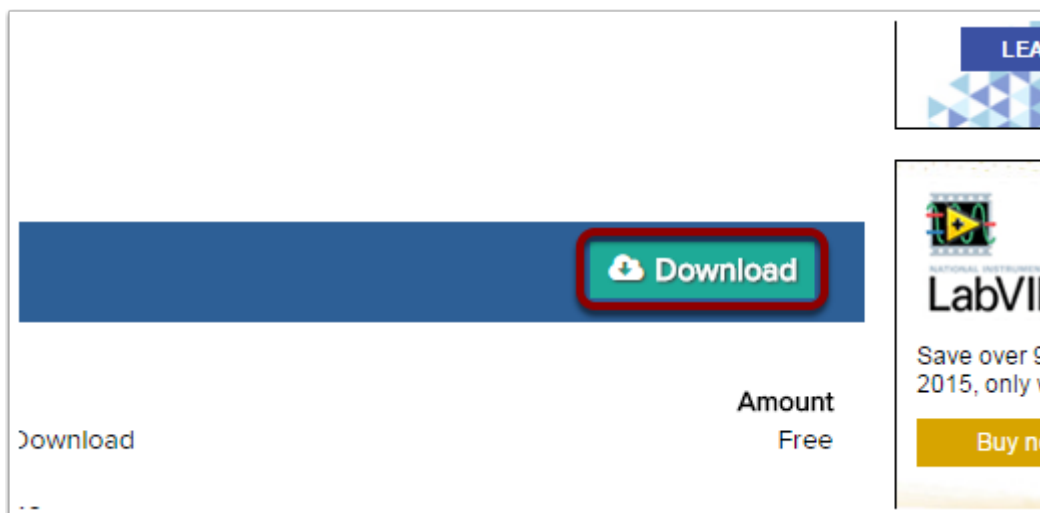
Email* myemail@byui.edu

☐ Receive email communications from OnTheHub, powered by Kivuto Solutions Inc., including information about promotions and new releases. You can unsubscribe at any time. For further details and contact information, please refer to the [Privacy Policy](#).

Proceed With Order

Verify that your name and email are correct and **click** the **Proceed With Order** button.

Download Software



Once the order has been placed, click the **Download** button on the right hand side.

- ❗ Note that your product key is displayed in red below the **Items** subheading. **You will need this key to install your product. After 30 days, the University does NOT keep record of this key, so write it down!**

Office Home & Business 2016 for Mac (Student Option) - Download

Notes:


- Skype for Business 2016 will be available on Mac in 2016.
- Until its release, Lync 2011 for Mac is available for download [here](#).

Product Key: XXXXXXXXXX-XXXXXX-XXXXXX-XXXXXX-XXXXXX

Messages.

- [Microsoft Student Option User Acceptance Form](#)

Agreement Number: 6192182 **Enrollment Number:** 6192182

 **Basic Access Guarantee (1 month) - Included**
31 days of access to your download and/or key
[Learn more](#)

Expires: 2016-08-27 (31 days remaining) [Extend](#)

Finish

Follow the on-screen instructions to proceed with your download.