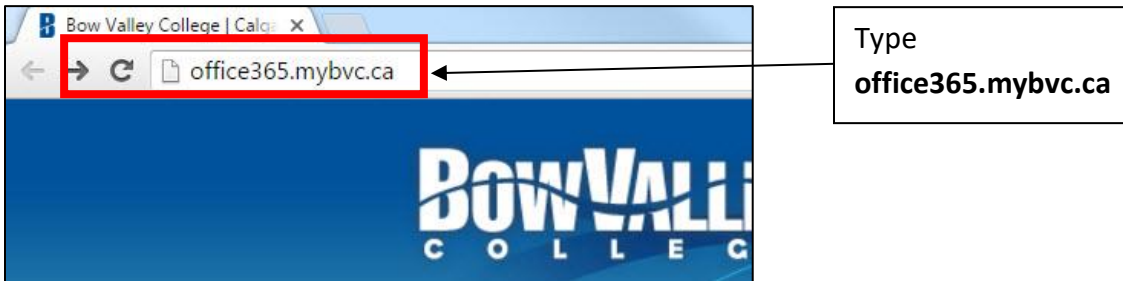


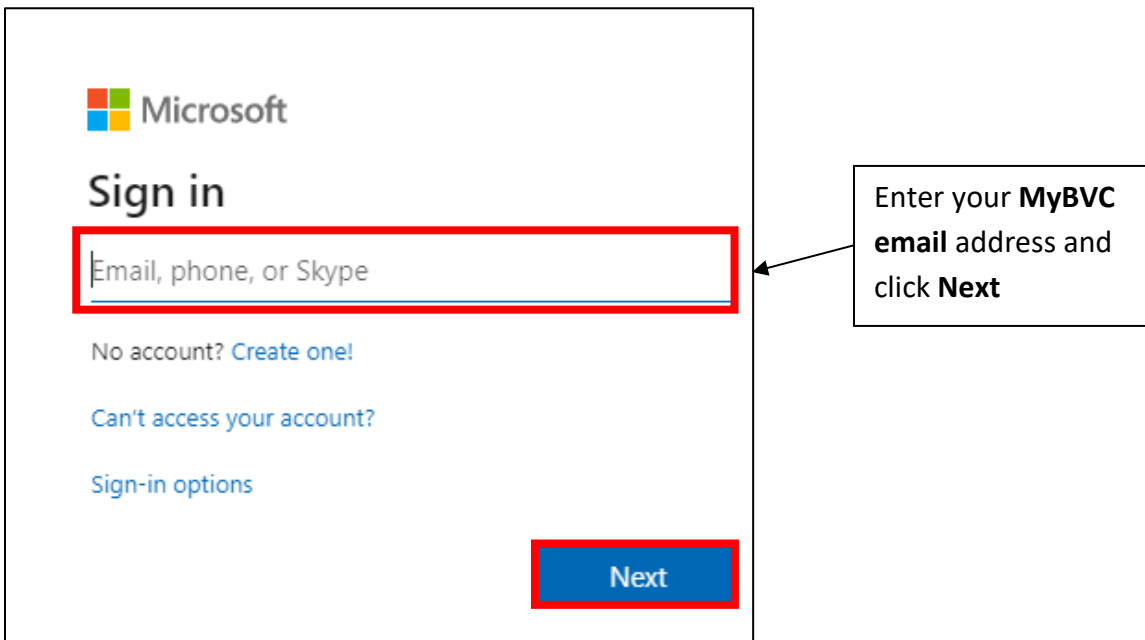
How to Download Microsoft Office 2016

Bow Valley College students can download a **FREE** version of Microsoft Office 2016. Office 2016 works for both Windows and Mac Computers

1. Type **office365.mybvc.ca** into the address bar of your Internet browser.



2. Type your **MyBVC e-mail** and click **Next**.



3. Type your **MyBVC password** and click **Sign in**

BOW VALLEY
COLLEGE

← a.directory882@mybvc.ca

Enter password

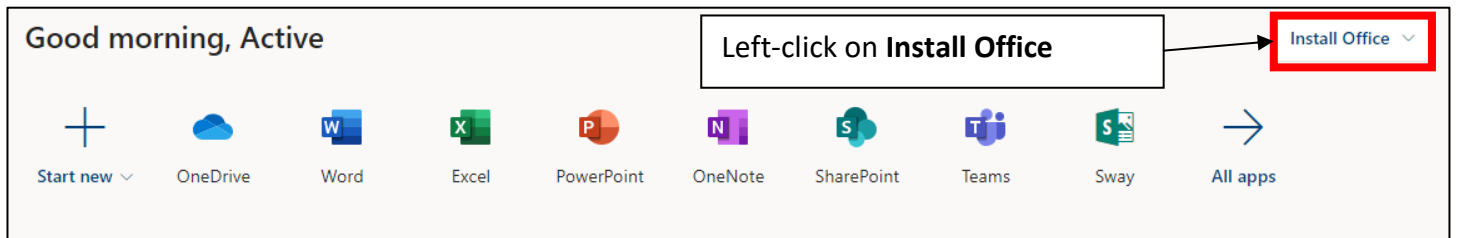
.....

[Forgot my password](#)

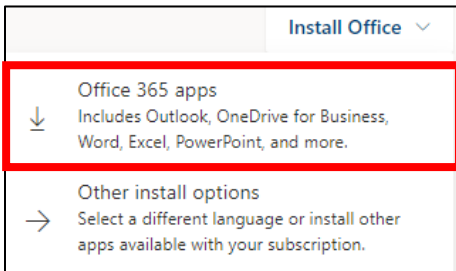
Sign in

Type your **MyBVC password** and click **Sign in**

4. Left-click on **Install Office**

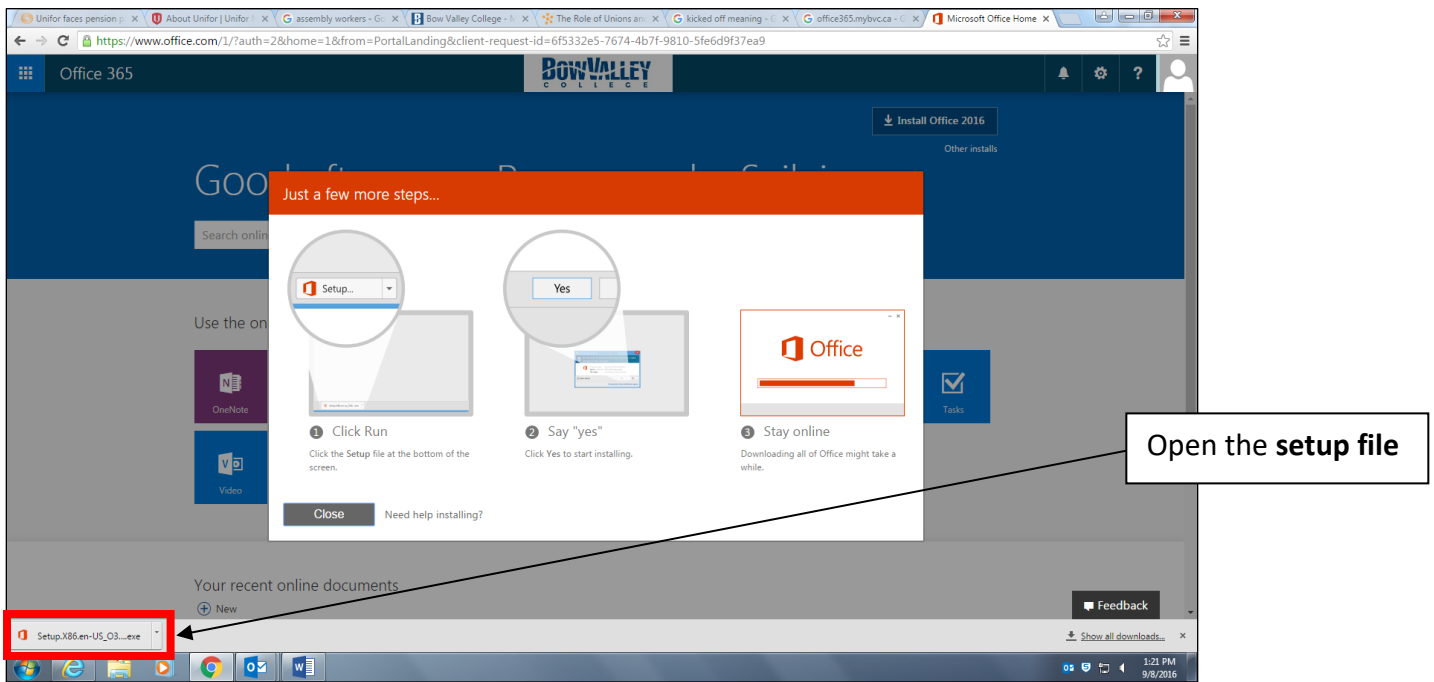


5. On the menu, choose **Office 365 apps**.



Choose **Office 365 apps**

6. Open the setup file and follow the instructions to install **Office 2016** on your computer.



IMPORTANT! For Mac Users

1. When you open the program the first time, Microsoft Office may ask you to sign in once again.
2. Enter your **same MyBVC username and password** and the program should authenticate.