

How to: Download Microsoft Office

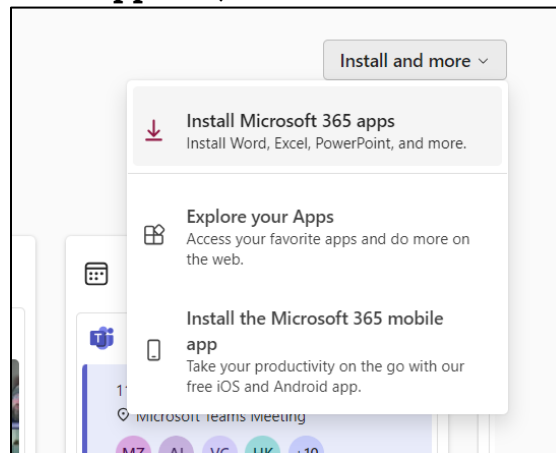
Bow Valley College students can download and access Microsoft 365 (Word, PowerPoint, Excel) for **free**.

Microsoft 365 works for both Windows and Apple computers.

1. Scan the QR code or go to: <https://office365.mybvc.ca>
2. Log in with your full myBVC email address and password
3. At the top right, click on the “Install and more...” button

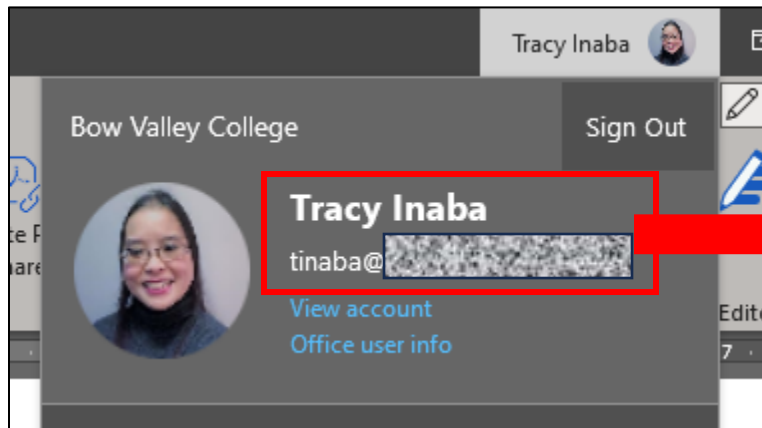


4. In the menu that appears, click on “Install Microsoft 365 apps”



5. Wait for the download to finish.
6. Double click the downloaded file and follow the instructions to install.
7. The first time you start a Microsoft 365 app on your computer – Word, PowerPoint, Excel – you will need to sign in.
 - a. Sign in with your MyBVC email address and password.
 - b. Allow the computer to “Sign in to all apps”

7. You can check if you are signed in by clicking on your name/picture at the top right of the window. Make sure you are signed in with your MyBVC email to have full access to all the features in your Office app.



Double check that you are signed in with your **MyBVC account**

***** Your Microsoft 365 subscription will expire 30 days after your last class at BVC.**
