Office 365 Install

1. Sign in to [www.office.com](http://www.office.com).

Graphical user interface, text, application, email

Description automatically generated

1. Use your **swbts.edu** email address.

Graphical user interface, application

Description automatically generated

1. After logging in, the top right of the home page will have an **Install Office** button. Click here and select Download **Office 365 apps**.

Graphical user interface, text, application

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1. In the computer’s **Downloads** folder, there is now a program to install Office. Run **OfficeSetup.exe**

Graphical user interface, text, application

Description automatically generated

1. You now have access to the full suite of Office 365. For any sign-ins, use your SWBTS email address and password.

Need further assistance?  
Contact Campus Technology at (817) 921-8555 or campustechnology@swbts.edu