

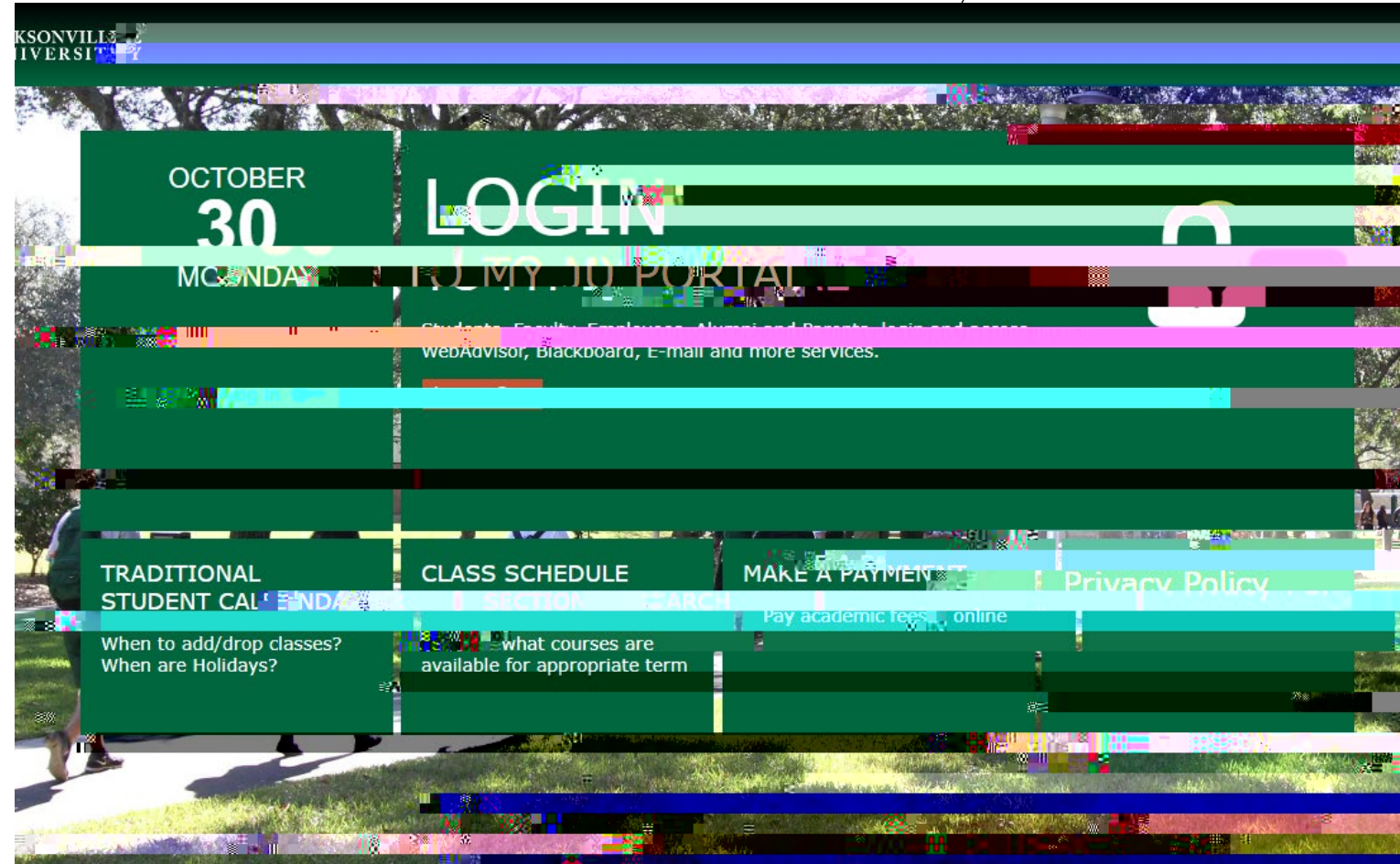
Jacksonville University offers Microsoft Office free of charge to all Jacksonville University Students, Employees, Faculty and Staff. You can install the software on up to (5) different computers. Unfortunately, this service is not extended to Alumni or Former Students.

This software is to be used on NON Jacksonville University owned computers. If Office needs to be installed/upgraded on a JU Owned computer, please contact the IT Helpdesk at extension 7200.

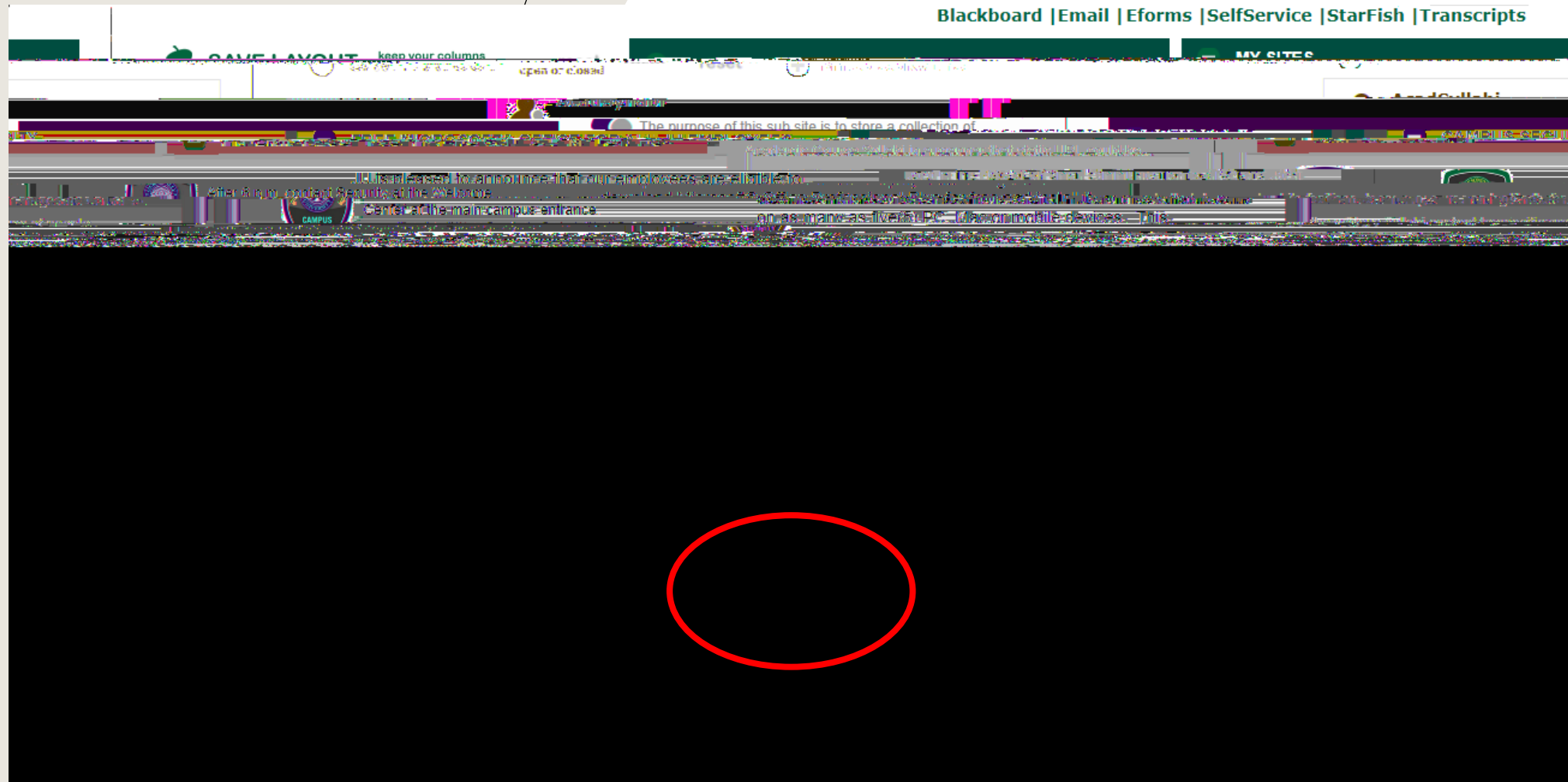
To install Office, please read the information below: Please go to the site:

<https://my.ju.edu/>

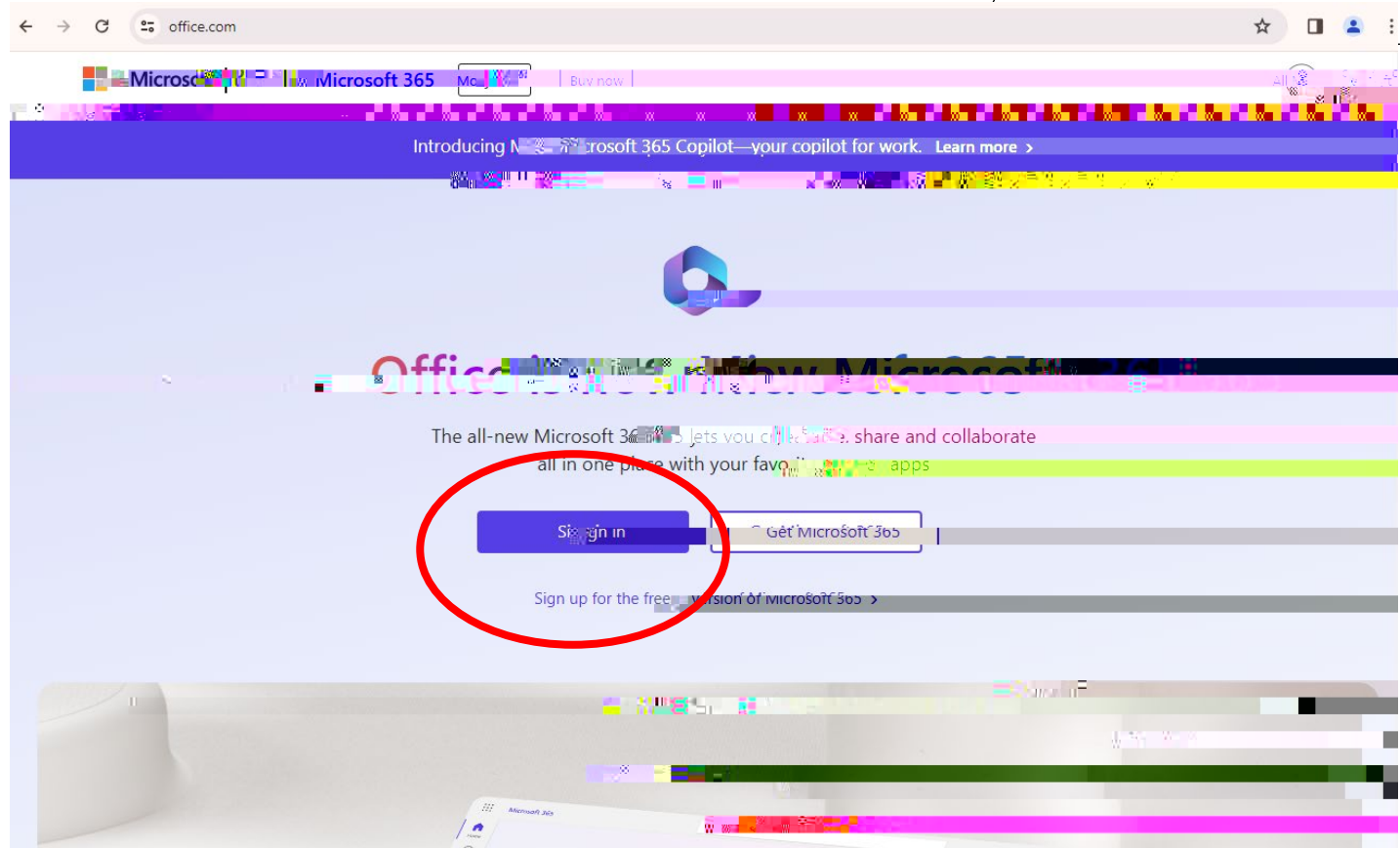
and sign in with your Jacksonville University user name and password



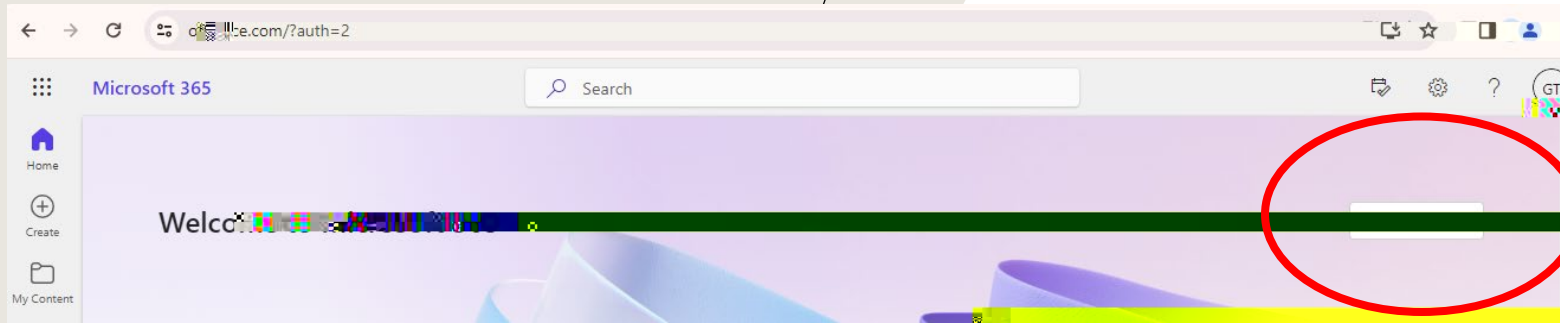
After signing on, click on the orange Install Now button located in the center of the page:



The next screen will prompt you to sign in, proceed to sign in with your JU credentials, the same as you would into your portal.



After signing in, there will be an option on the right hand side, select "install apps"



Then select "install apps" and proceed to complete the download. It may take a while.



The download may take a while. Once the file has been downloaded, install it.

When the install has completed, you will have all Office applications on your device, just search for them.

If you get an error, please email the IT Helpdesk with the error message you receive.

Our email address is helpdesk@ju.edu.

If you run into a problem installing the software, Microsoft has set up a site that can assist in correcting most installation issues, the site is located at:

<https://support.office.com/en-us/article/download-and-install-or-reinstall-office-365-or-office-2016-on-a-pc-or-mac-4414eaaf-0478-48be-9c42-23adc4716658?redirectSourcePath=%252fArticle%252fInstallOffice-on-your-PC-or-Mac-with-Office-365-for-business-72977511-dfd1-4d8b-856f405cfb76839c&ui=en-US&rs=en-US&ad=US>