

Get free copies of Microsoft 365!

As a student or employee of Union University, you can get free copies of Microsoft 365. This includes Word, Excel, PowerPoint, Outlook, Teams, OneDrive cloud storage, OneNote and more for your PCs/Macs and mobile devices.

If you have questions, contact IT Help at 731-661-4357 (HELP).

To get the apps for your mobile devices...

Visit your app store, search for Microsoft 365, download each app, open it, sign in with your Union email address and password.



Create, edit, and share documents with Word



Create spreadsheets and analyze data with Excel



Create great presentations with PowerPoint



Manage your email and calendar with Outlook



Capture notes, ideas, and memos with OneNote



Store your files and photos in the cloud with OneDrive



Collaborate with others using Teams: Share files; edit documents; communicate with chat, video calls, or audio calls; schedule meetings on Outlook calendars; create online forms

To get the software for your PCs/Macs...

1. Go to a computer where you want Microsoft 365 installed. (The installation file is large, so be sure you're using an internet connection that does not require you to pay for large downloads.)
2. Sign into office.uu.edu
3. On the left side of the screen, select the Apps icon.
4. On the menu that appears next, click blue "Install Apps" button in the upper-right corner.
5. From the drop-down menu, select "Microsoft 365 apps".
6. In the new window, click the orange "Install Office" button.
7. If you are asked to download a file, approve/save it. Follow the on-screen instructions for standard software installation.
8. During the installation process, if you are asked to sign in, use your University email address and password. You may also be asked for your computer password, to approve the software installation.
9. After the installation completes, your software should be ready to use. On a PC, look at the Start menu or your normal location to run software. On a Mac, look in the Applications folder or use the Launchpad icon in the Dock.
10. Repeat these steps on your other computers. You're done!

There may be a limit on the number of computers/devices running Microsoft apps at the same time. If needed, sign out of your Microsoft account on one computer/device so you can sign in on another one to use Office.