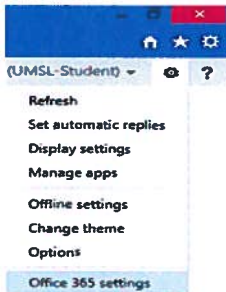


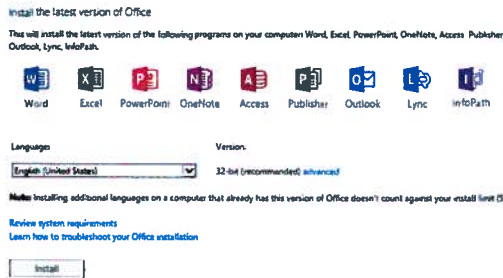


How to Install Microsoft office from UMSL email

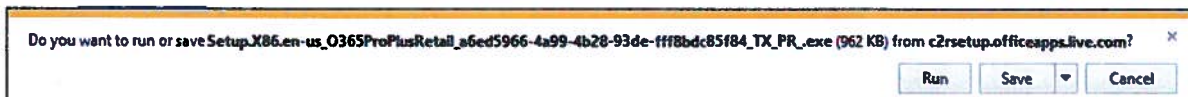
1. Log in to your mygateway account
2. Click "student email" on the left side.
3. Click the "settings" button in the top right corner of the webpage. It is shaped like a gear.
4. On the drop down, Click "Office 365 settings"



5. Then Click "software" which is the second choice.
6. Scroll down the page where it says install and Click "install"



7. After saving, A box will pop up asking to Run or cancel. Click "Run"



8. Some computers will ask for you for to verify by clicking yes. Especially windows 8.
9. A office box will pop up to start the download.

