



### Instructions for downloading Free Office 365 - for Students

Point your browser to the [SOWELA](http://www.sowela.edu) website ([www.sowela.edu](http://www.sowela.edu))

1. Scroll to the bottom of the SOWELA homepage.
2. Under **Resources for Students & Faculty**, choose [Information Technology](#).
3. Under **SOWELA Discount Technology Resources**, choose [Microsoft Office 365 – Free](#).
4. Create a Microsoft Office 365 account with your **SOWELA student email**.\*
5. Download the Office 365 file when prompted and follow the instructions for cloud-based access.
6. Contact IT at [help.desk@sowela.edu](mailto:help.desk@sowela.edu) with your LoLA username, student ID#, and DOB (date of birth); and IT will activate a download license for Office 365 to download and install directly to your PC or Mac.
7. The download license will activate the next time you log into Office 365 virtually.

**\*Students must use their SOWELA email account.**