Install Microsoft Office

Open a web browser and navigate to the Westfield State homepage.
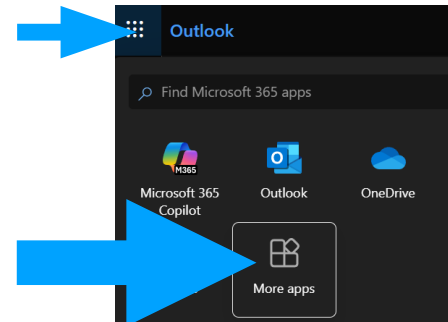
https://www.westfield.ma.edu

In the upper right corner, click 'QUICKLINKS/ SEARCH'. Then choose 'Email' under 'LOGINS' on the left side of the page. Login using your Westfield State username and password.

Click on the nine dots in the upper left corner and select 'More apps'.

Once the page loads, click on 'Install apps' on the upper right hand side of the page and then select 'Microsoft 365 apps'. This will download the needed install file. Once the download is complete, run the installer. Once the installer is complete, launch Microsoft Word and login using your full Westfield State email address and your current password.