Obtaining Microsoft Office 365

1. Log on to MyWay (https://myway.mccneb.edu/)
2. Click the **OneDrive** link
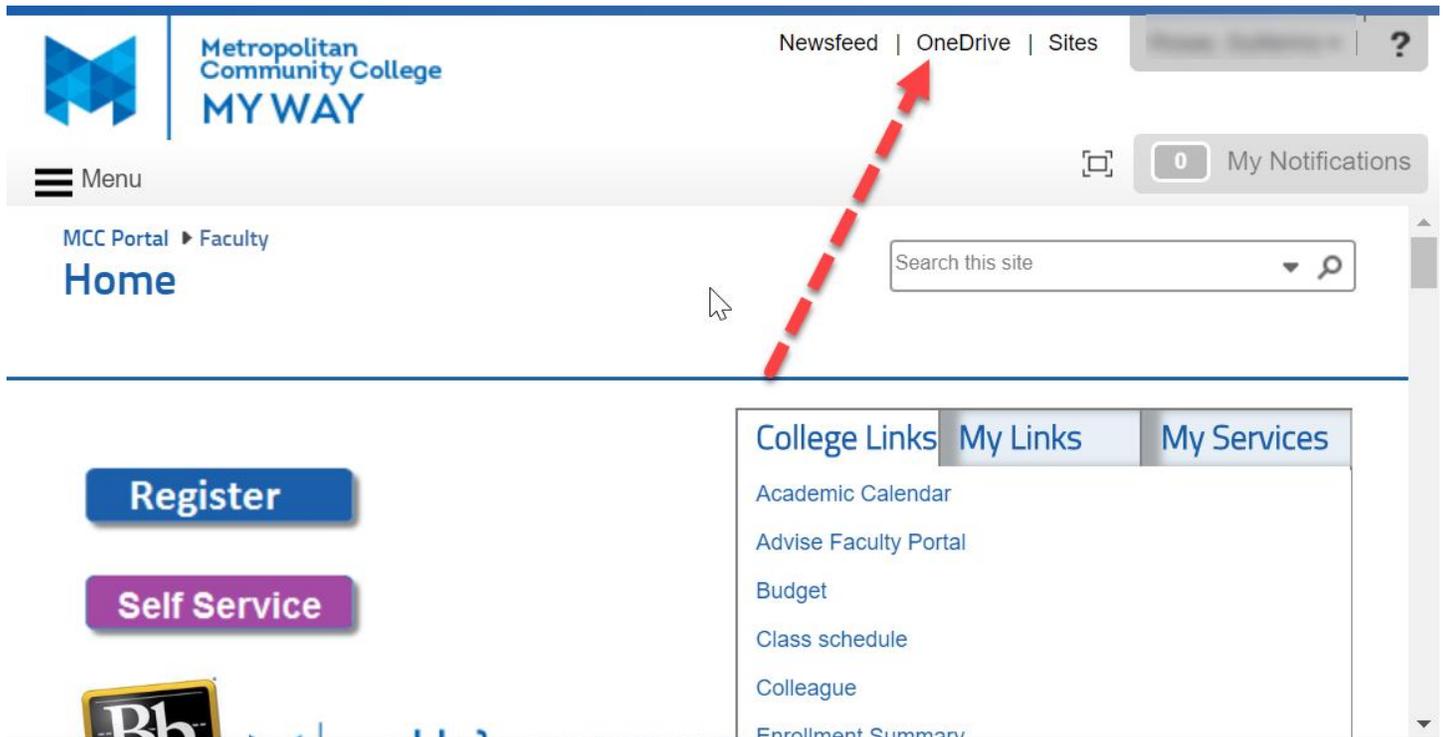
3. Once OneDrive has loaded, click the **App Launcher** button
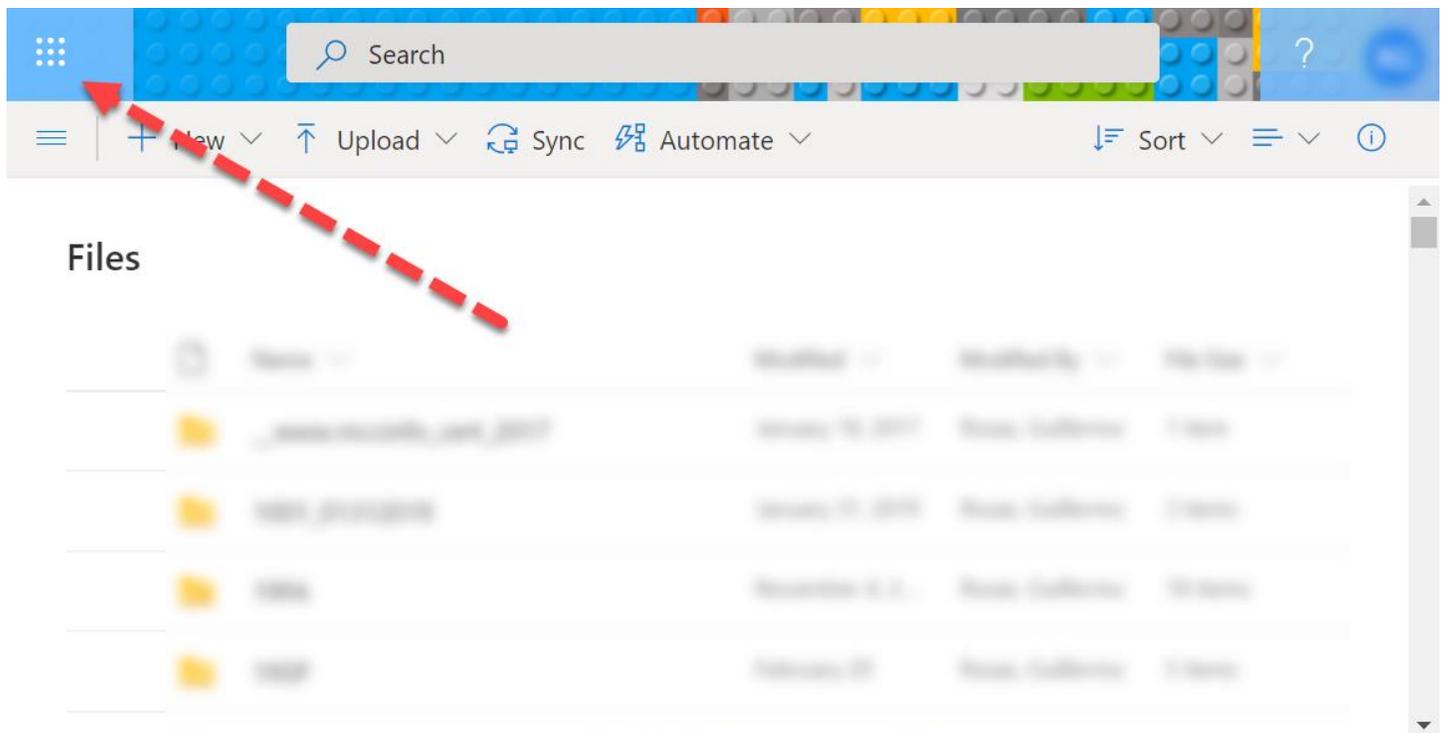
4. When the *App Launcher* appears, click the **Office 365** link
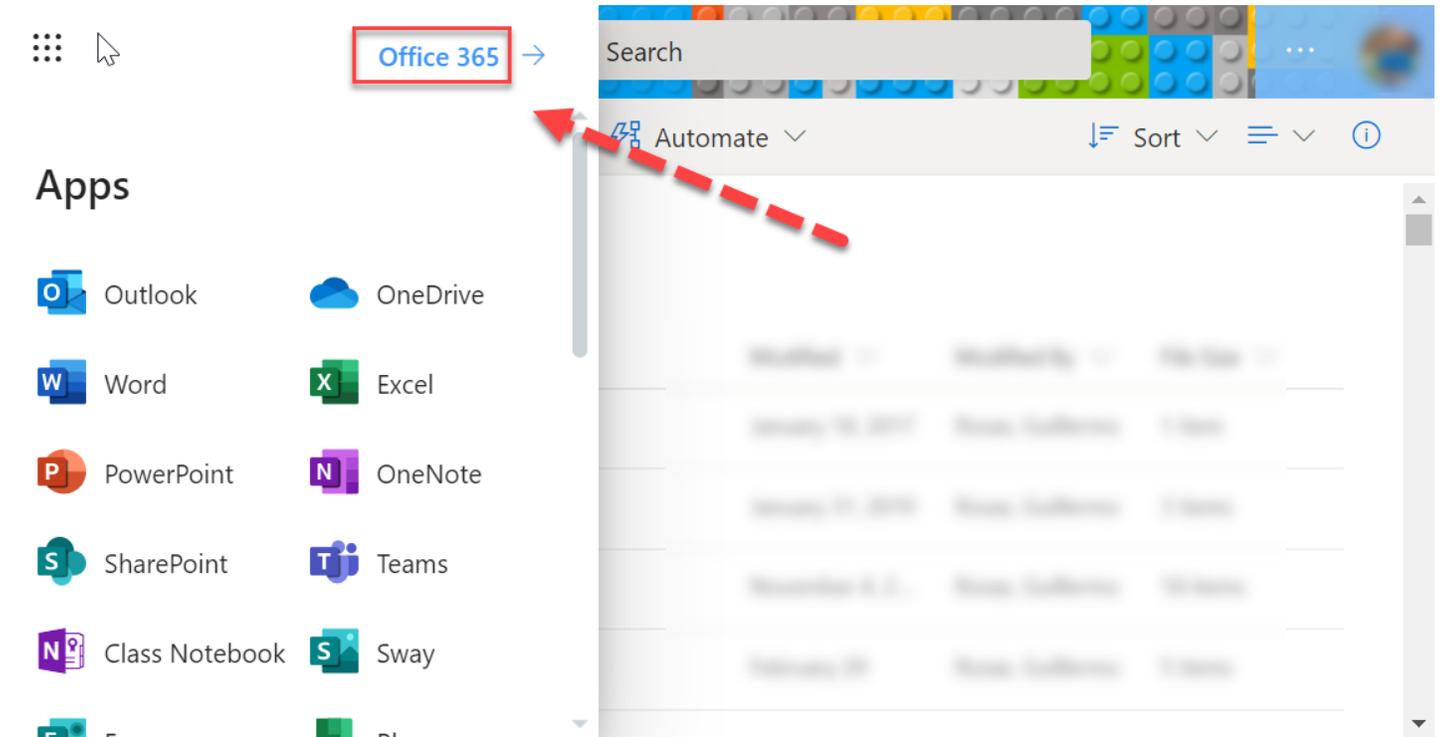
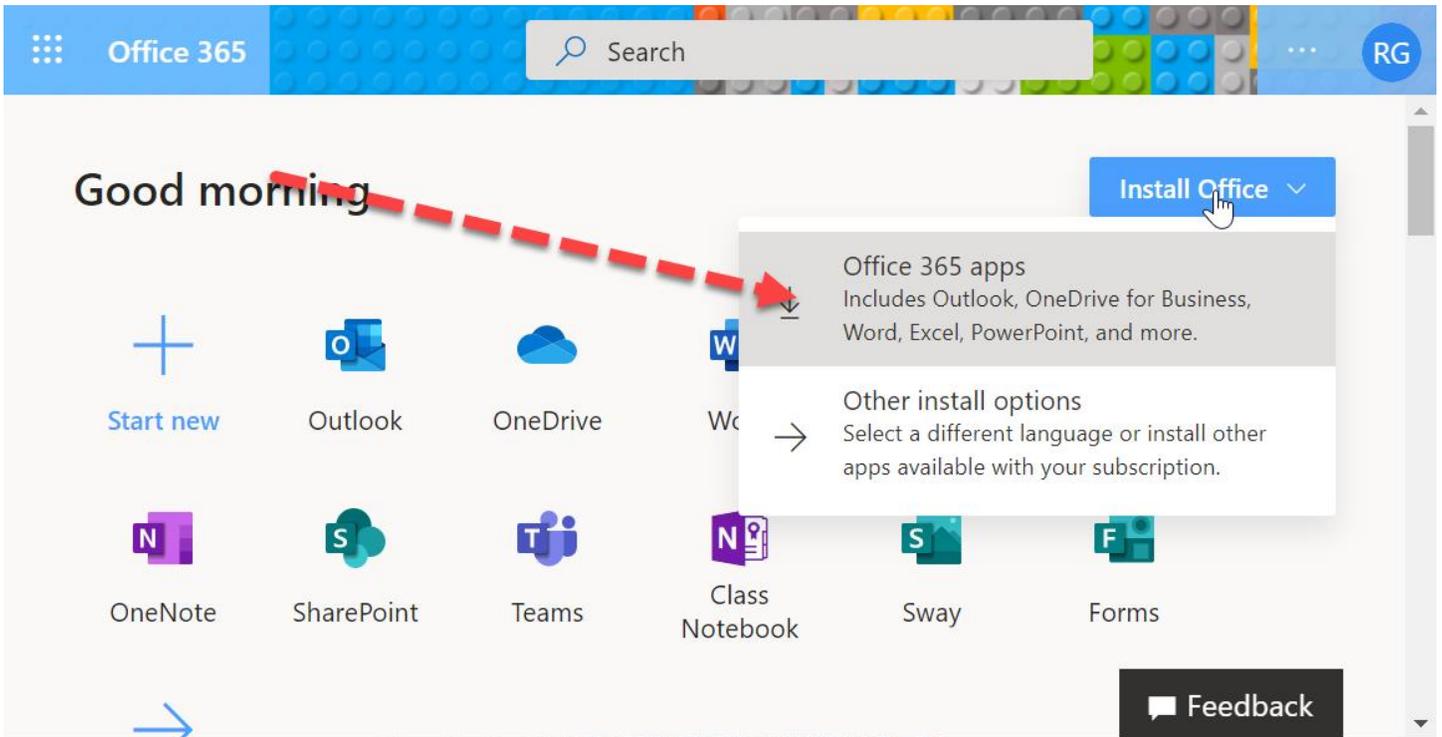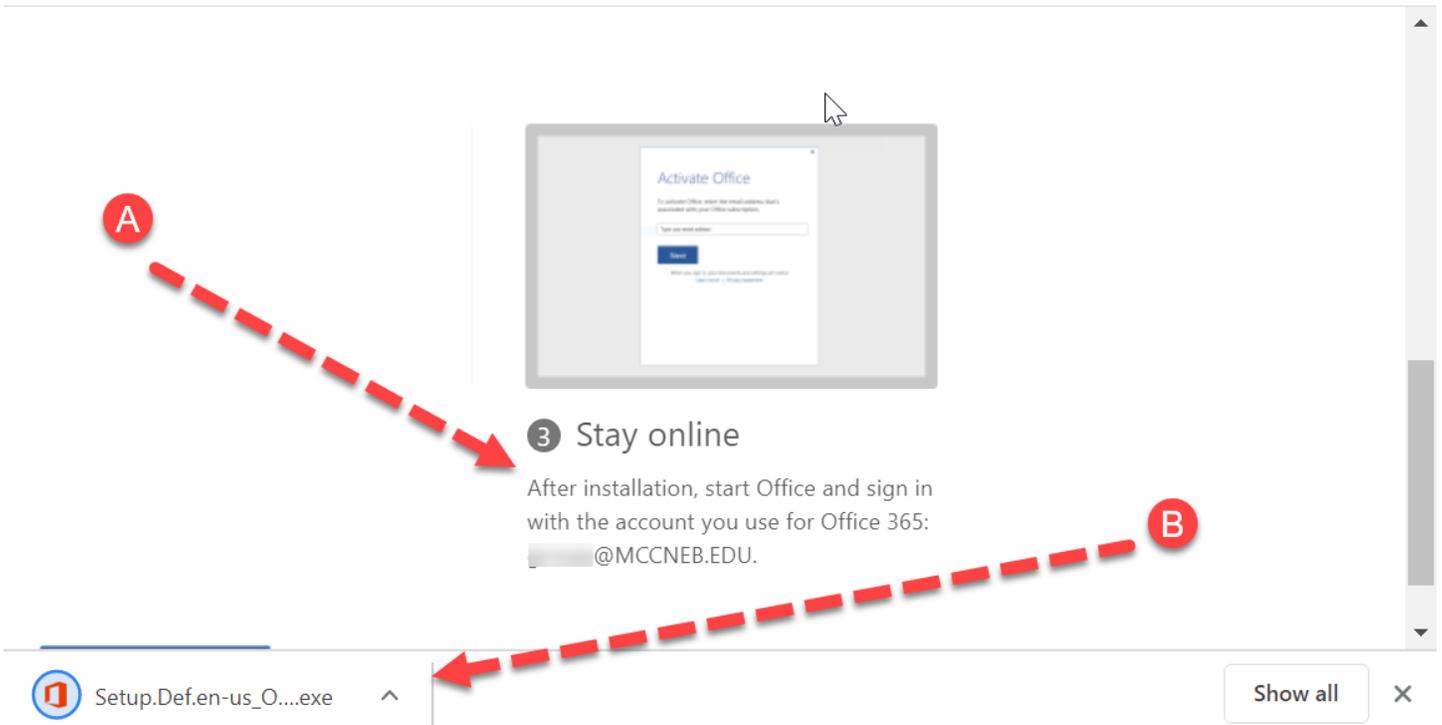

5. A new window/tab will open. Click on the **Install Office** link.
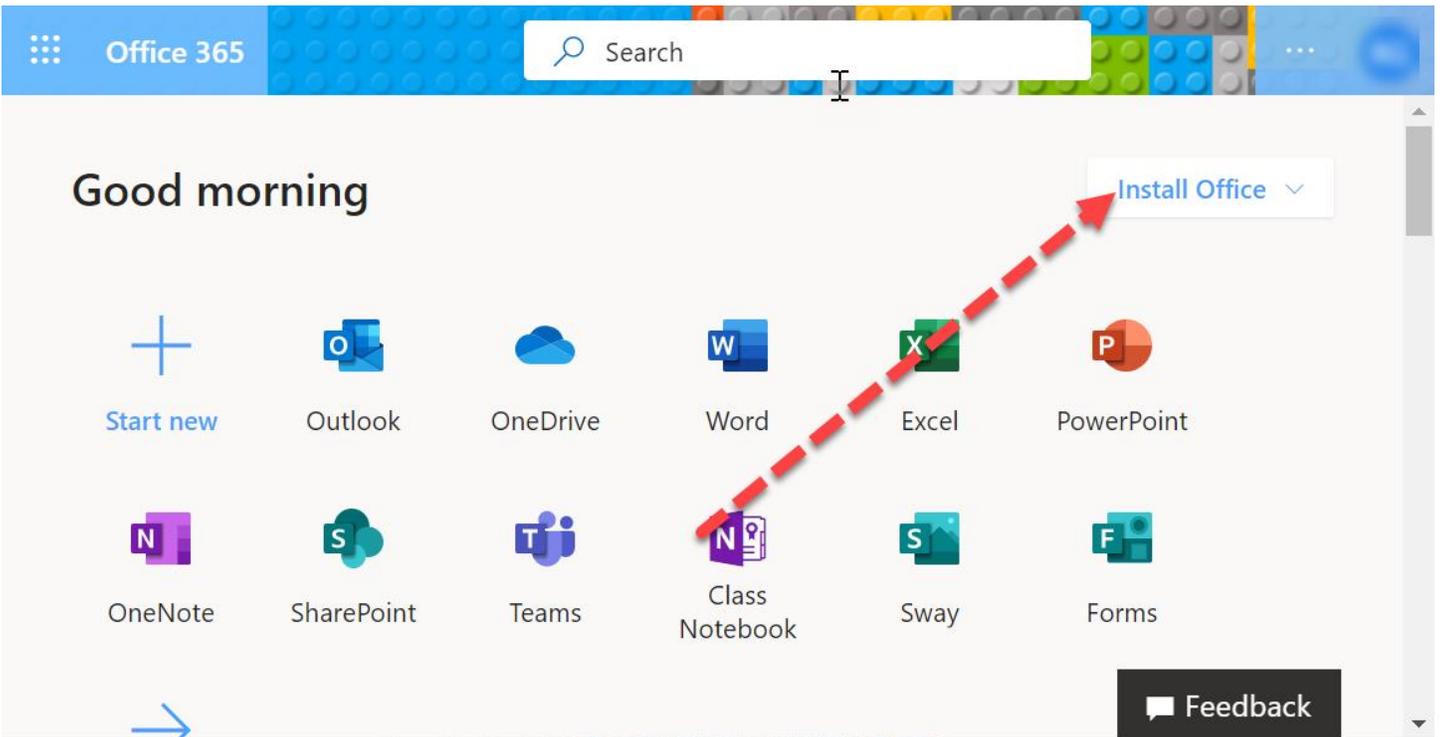
6. A dropdown will appear. Click **Office 365 apps**

7. A small installer application will download:
    a. Review the directions on the page.
    b. Launch the installer

8. When the installer appears complete the installations following the instructions you reviewed earlier (step 7a).