

Microsoft Office Suite Download Instructions for BGS Students

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These are the instructions to download Office365 at no cost through your PennMedicine webmail O365 account.

Go to the online PennMedicine mail server via:

<https://provider.www.upenn.edu/computing/webmail/index.php>

If you are an incoming student, you will need to set up your PennMedicine email account beforehand.

Once in your webmail account, click on the nine dots in the top left corner, then click on "Office 365". Then on the next page, click on 'Install Office' in the top right hand corner and follow the instructions.

If you run into any issues please contact Anne-Cara Apple in the BGS office (annecara@penmedicine.upenn.edu)