

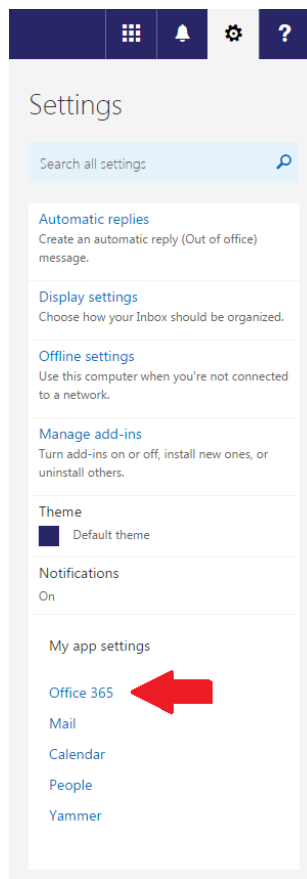
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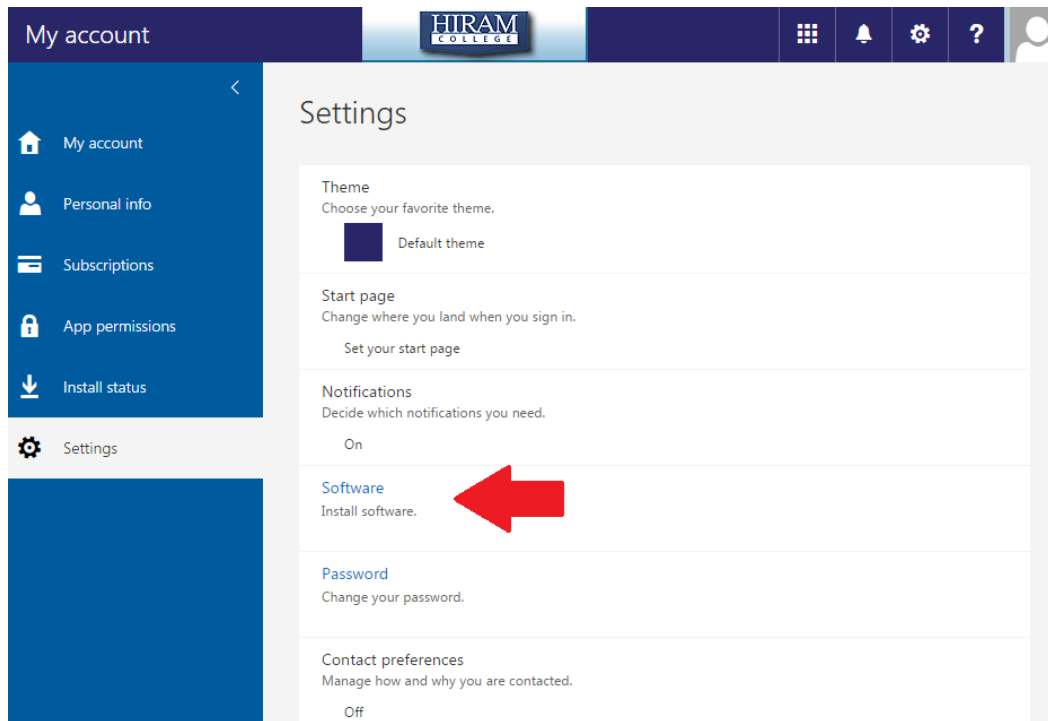
Every Hiram College student is provided with the ability to download Office 2013, the full version, directly to their computers from their student email accounts.

To locate the download for Office 2013, you will need to log-in to your Office 365 account either at mail.hiram.edu or my.hiram.edu (and thereby navigating to the Email Plus link). Once logged in, you

should see on the right-hand side a gear . Click on the gear and navigate near the bottom to “Office 365”:



Once that is selected, you will be redirected to a new page with the Settings bar on the left-hand side highlighted. On the right pane, click on the “Software” link:



After clicking Software, you will see the Office 2013 download area. There are a few things you need to know before downloading:

- Whether your computer is 32-bit or 64-bit. To find this out:
 - Windows: Go to your start bar, right click on computer, click properties, and a dialog box will show up with all your computer information.
 - Mac OSX: Go to the top-left and click the Apple logo. Click “About this mac” and locate the Processor line. After knowing that, refer to this table:

Processor Name	32- or 64-bit
Intel Core Solo	32 bit
Intel Core Duo	32 bit
Intel Core 2 Duo	64 bit
Intel Quad-Core Xeon	64-bit
Dual-Core Intel Xeon	64-bit
Quad-Core Intel Xeon	64-bit
Core i3	64 bit
Core i5	64 bit
Core i7	64 bit

- You have a limit of 5 installs.

To install, just click the **Install** button and the installation guide will walk you through the process. You will want to make sure that you have Office 2016 installed, since that is the most up to date version of Microsoft’s Office software, and will perform the best.