# MURPHY BI-WEEKLY WRITING TIP

Tech Tip: Download Free Office Suite

Dear Murphy Students:

This week's tip is not a writing tip but a reminder that you have software available to you, for **free**, as a student. Specifically, you have access to an office suite that consists of: Word, PowerPoint, Excel, and several other applications that can make it easier for you to complete class assignments.
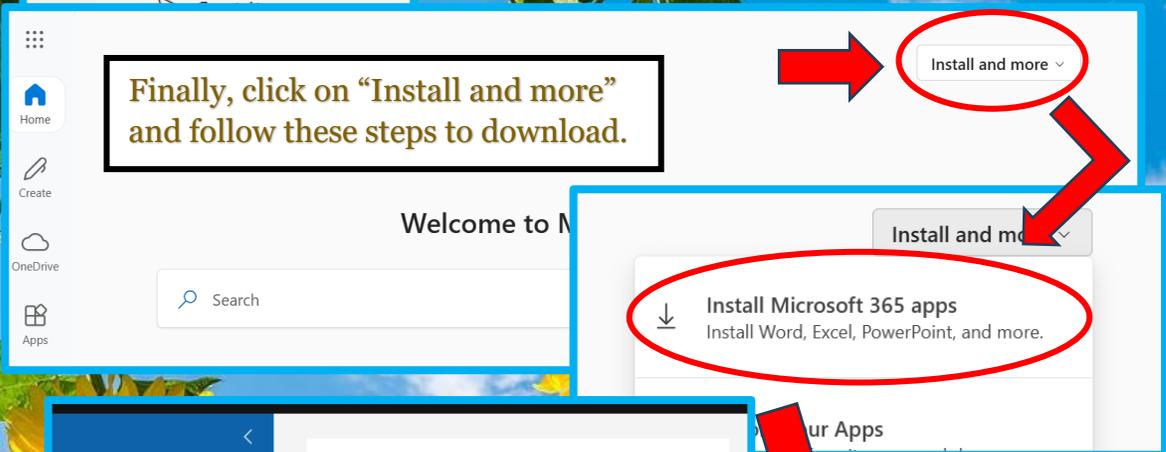
How to Download

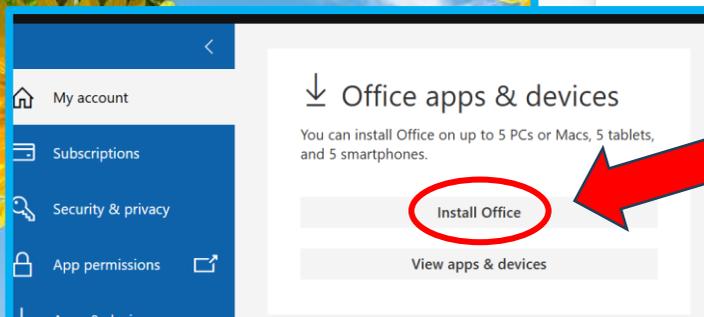First, sign into your student account, and go to the upper left corner.
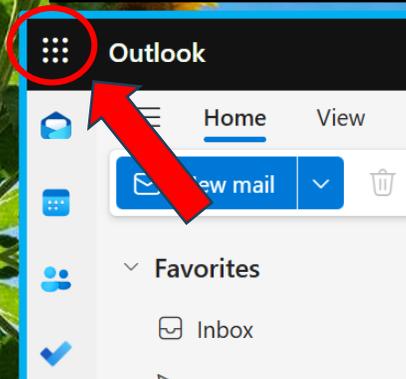
Click on "Microsoft 365"
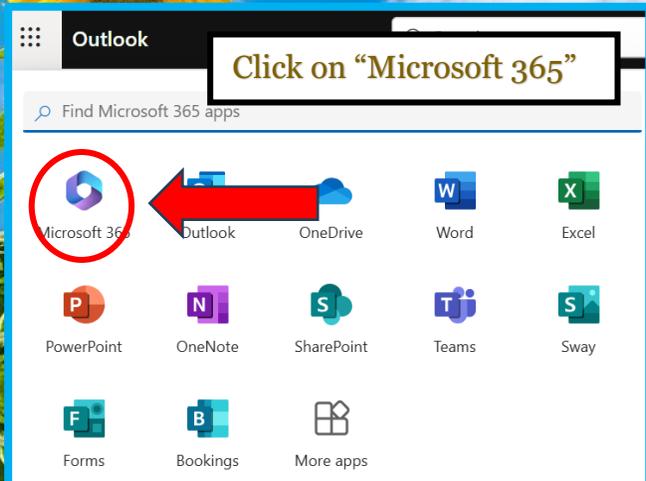
Finally, click on "Install and more" and follow these steps to download.

Install and more

Install Microsoft 365 apps
Install Word, Excel, PowerPoint, and more.

Office apps & devices
You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

Install Office

View apps & devices

https://murphywc.commons.gc.cuny.edu/bi-weekly-writing-tips/

Sign Up for a One-On-One Tutoring Session

1. Visit https://murphy.mywconline.net/
2. Register for an account
3. Log in and select the "Writing Support (All Campuses)" calendar.
4. Choose any of the available white rectangles.
5. Fill out the form with your assignment info.

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If you have questions or want to put this into practice, feel free to contact me! ☺