



Hardware & Software for Remote Work

Loaner Laptops | McAfee Anti-Virus | MS Office | Adobe Acrobat

Loaner Laptops

MSU Extension has a limited number of laptop computers available to loan to those who do not have personal computers at home, and who have an HR approved business need to work remotely from home. These will be loaned on a first-come, first-serve basis.

Anti-Virus

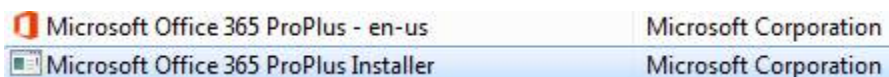
Antivirus is a critical piece of software to have on any device. While it is already installed on MSU-owned computers, if you will be working from a personal device while away from the office make sure that it has up-to-date antivirus installed. If you don't, MSU offers free McAfee antivirus for any personal computers that you own.

[Visit the UIT resource link for more information about installing McAfee](#)

Microsoft Office Software Installation

MSU licenses Microsoft Office software for installation on up to five computers, for both business and personal use.

To install O365 make sure there aren't any other versions of Microsoft Office Installed. To uninstall click Start then type "add remove" into the search. Open the Add or remove programs control panel entry. Search for Microsoft Office 365 and uninstall any entries for this. Also uninstall any other versions of Microsoft Office, examples include but are not limited to Microsoft Office 2010, Microsoft Office 2013, and Microsoft Office 2016.



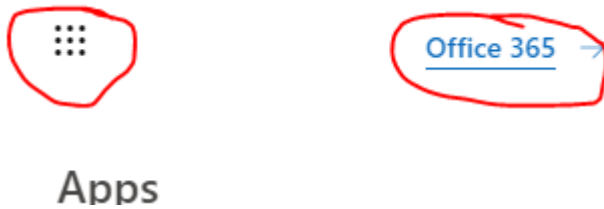
After uninstalling, restart your computer.

To start the installation process you will need to log into your www.outlook.com/owa/montana.edu account.

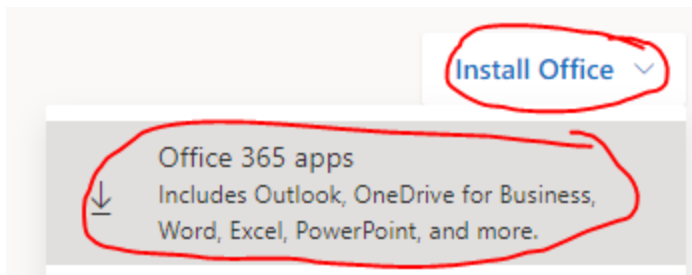
Sign in with your NetID@msu.montana.edu

Sign in

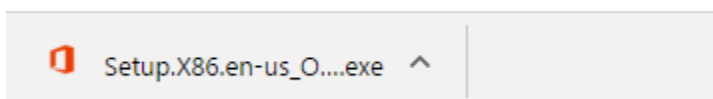
Click on group of 9 dots then click on "Office 365" in the upper left corner of the screen.



Next click on Install Office and select Office 365 apps on the drop-down prompt



If asked, click save on the prompt. Once the file finishes downloading double click to start the installation.

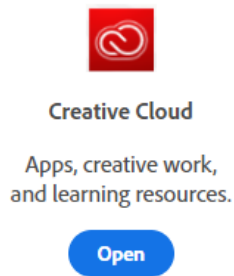


Follow the prompts to complete the installation.

Adobe Acrobat Software Installation

MSU's software licensing allow the same user to install Adobe Acrobat on 2 different systems for Extension related work. The first is your office computer, the second could be your home system for required remote work.

1. Go to Adobe.com.
2. Click the Sign in link in upper-right corner of window.
3. Enter your primary @montana.edu address ex. John.smith@montana.edu
4. Click Company or School Account
5. Sign in with your NetID on the next page
6. Click the Open Button under Creative Cloud



7. Click on the Acrobat DC tab then click on "Get desktop app"

