

CTIS Connection

Information Technology Services at Purdue University Calumet

MS Office Online Content

With the internet becoming an increasingly important part of our daily lives, it's not all that odd that Microsoft would start offering downloadable content for their software. This content includes things like, more dictionaries, more clip art, and more templates. To get this content, follow the instructions below substituting Word for the name of the program you are using.

- Open up **MS Word**
- Click on **Word Options**
- Click on the words **Trust Center** on the left hand side of the window
- Click the grey rectangle labeled **Trust Center Settings...**
- Click on **Privacy Options** on the left hand side of the window
- Click on the radio button next to **Update features links from Microsoft Office online**

These instructions will work in any MS Office product save Outlook and Publisher. For those two programs, use the following instructions substituting Outlook for the name of the program you are using.

- Open up MS Outlook
- Click on the **Tools** menu
- Click **Trust Center**
- Click **Privacy Options**
- Select the **Update featured links from Microsoft Office Online** check box.

www.calumet.purdue.edu/ctis

Your feedback on our services is always welcome. Please send your comments to Customer Service Center at csc@calumet.purdue.edu.