Microsoft Office 365 Install

Students-Faculty-Staff

- 1. Go to www.office.com and login to your WORK/STUDENT email account.
- 2. In the top-right corner, select INSTALL APPS. Then from the drop-down menu select MICROSOFT 365 APPS.



- 3. Go to DOWNLOADS and click on the OFFICE 365 installation file. Depending on your browser, select RUN (in Microsoft Edge), SETUP (in Chrome) or SAVE FILE (in Firefox).
 - If you are on an Apple device, it will download the Office for Mac installer, if you are on a Windows PC, it will download the normal Office installer.
 - If you see the <u>User Account Control</u> prompt that says, <u>DO YOU WANT TO ALLOW THIS APP TO</u> MAKE CHANGES TO YOUR DEVICE? select YES. Then the installation will begin.

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	Installing Office	
	We'll be done in just a moment.	

- 4. After installation, Office 365 will need to be activated, it will not work until this is complete.
 - Open one of the Office 365 applications (Word, Excel, PowerPoint). This can be done by searching for the applications in the START MENU.
 - When opening (Word, Excel, PowerPoint) for the first time, it will pop-up a window saying, "SIGN IN TO SET UP OFFICE".
 - > When you sign-in, make sure to use your WORK/STUDENT email and password.

Microsoft					
Sign in to set up Office					
8					
Use your regular email address	Get free cloud storage	Use your account to install Office on other devices			
Sign in with your work, school, or personal Microsoft account					
Sign in	Crea	ite Account			
Looit swint to sign in or create an account					