

How to install Office 365

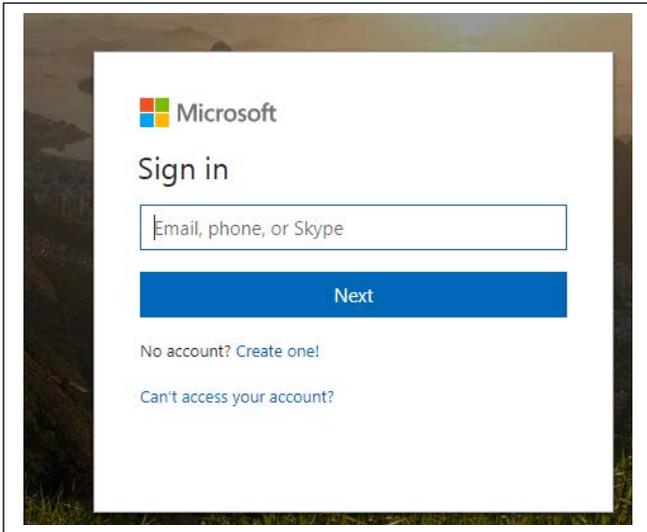
Revised 2019.01.22

Open a browser (Internet Explorer, Chrome, or Firefox) and Go to <https://portal.office.com>

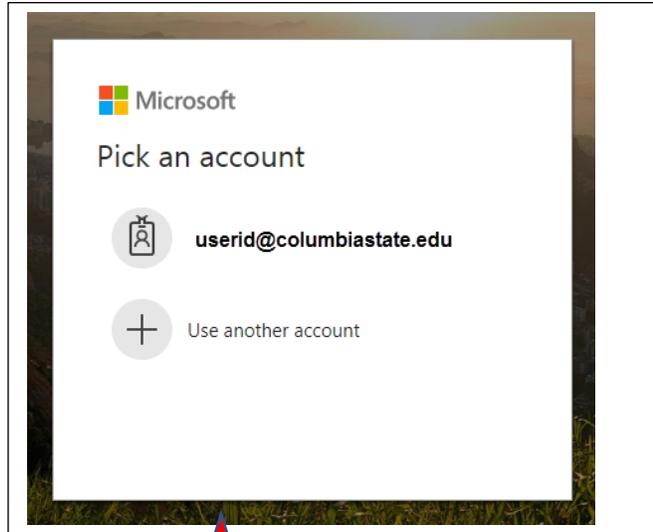
Enter your **FULL PVT email address (if shown, just click it)** and your **current PVT PWD**

PVT credentials are synched to the O365 portal every 30 minutes

New users may see:

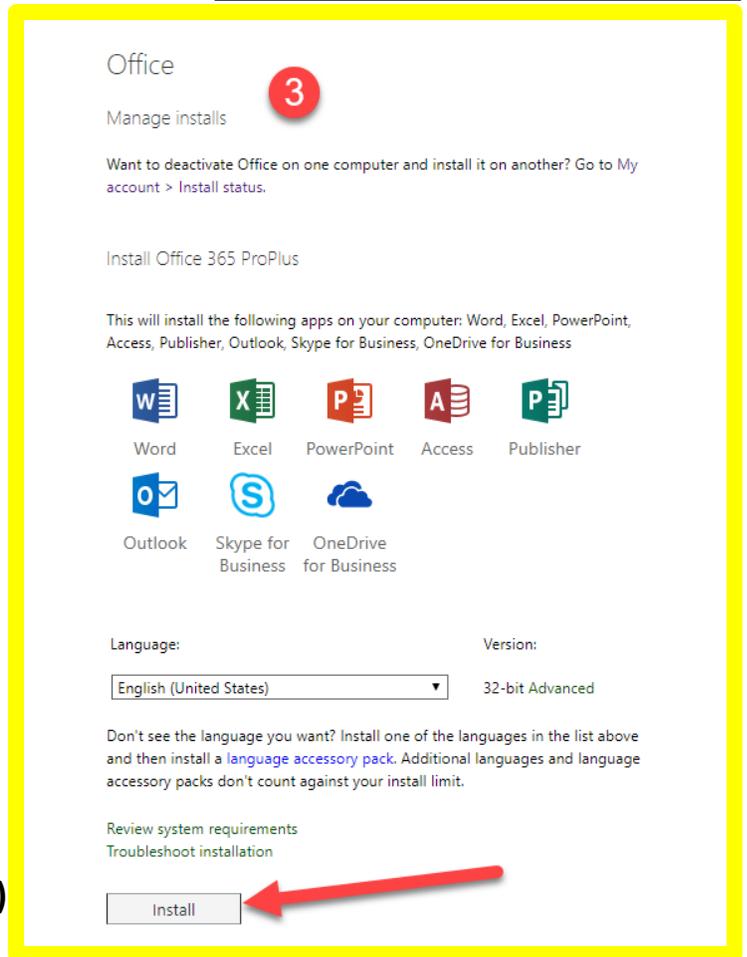
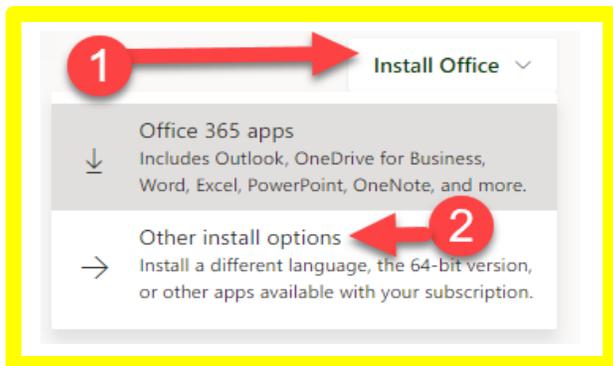


Returning users may see their PVT Email address:



Click "Install Office" > Click "OTHER INSTALL OPTIONS"

Note: Chrome OS devices will not show Install Office. Search on the device store for apps to Word, Excel, etc.



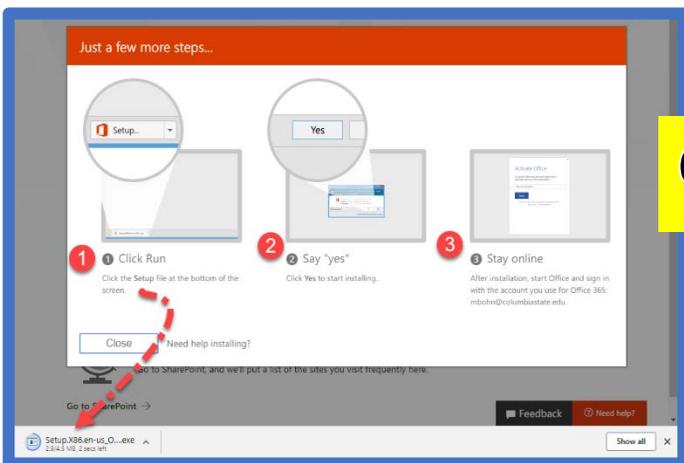
Office will auto detect the Operating System version being used and prompt for the correct install file. Select the appropriate language and click Install.

The installation file will be downloaded. Note: This may take a while.

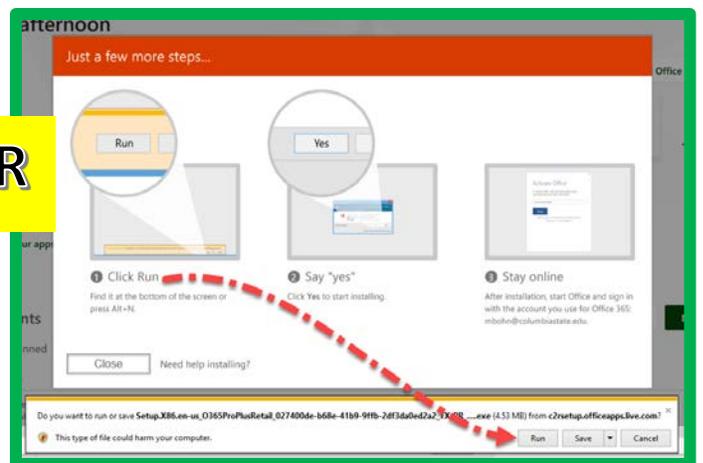
Follow the instructions on the screen to complete.

Once installation completes, Activate Office. Open Word. Click Activate (lower left corner) Follow the instructions and use the same PVT credentials (full email address) when prompted for login.

Instructions may vary in different browsers



OR



Columbia State Community College active employees and students: Email helpdesk@ColumbiaState.edu if you need assistance.