## How to install Microsoft 365 (Office 365)

Revised 2023.02.16

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- 1. Go to https://portal.office.com
- 2. Enter your FULL PVT email address (if shown, just click it)
- 3. If prompted, click "Work or school account" then enter your current PVT PWD

New Users May See:	Returning Users May See:
Microsoft Sign in userid@ColumbiaState.edu	Microsoft Pick an account (A) userid@columbiastate.edu
No account? Create one! Can't access your account?	Use another account

- 4. From the Microsoft 365 Welcome panel, Click "Install apps" (upper right area of screen)
- 5. Select "Other Install Options" for the installation method
- 6. From the "Office apps & devices" panel, click "Install Office"



Note: Chrome OS

 Microsoft will auto detect the operating system and download the Setup.exe file.
Click to Open/Run Setup.exe (It may be on the bottom toolbar or browser downloads area. Instructions vary for browsers). If prompted, click Yes to allow Microsoft Office to install.



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8. Installation begins and may take a while to complete. Once the complete window appears, **click Close.** 



- 9. Open the WORD app from the Start Menu
- 10. 'Welcome to Office' screen appears: Click CONTINUE to activate Office
- 11. Enter your FULL email address (@ColumbiaState.edu) and current PVT PWD to complete the activation.
- 12. Click OK on the 'Stay signed in to all your apps' or Click the 'No, sign in to this app only'

9 Microsoft Word Sign in R? - a X	
Microsoft Hello Your, welcome to Office Sign in to activate Office with this account Q userid@ColumbiaState.edu	Stay signed in to all your apps Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login. <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Note:</b> <b>Not:</b>
Change account       10     Continue	No, sign in to this app only

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