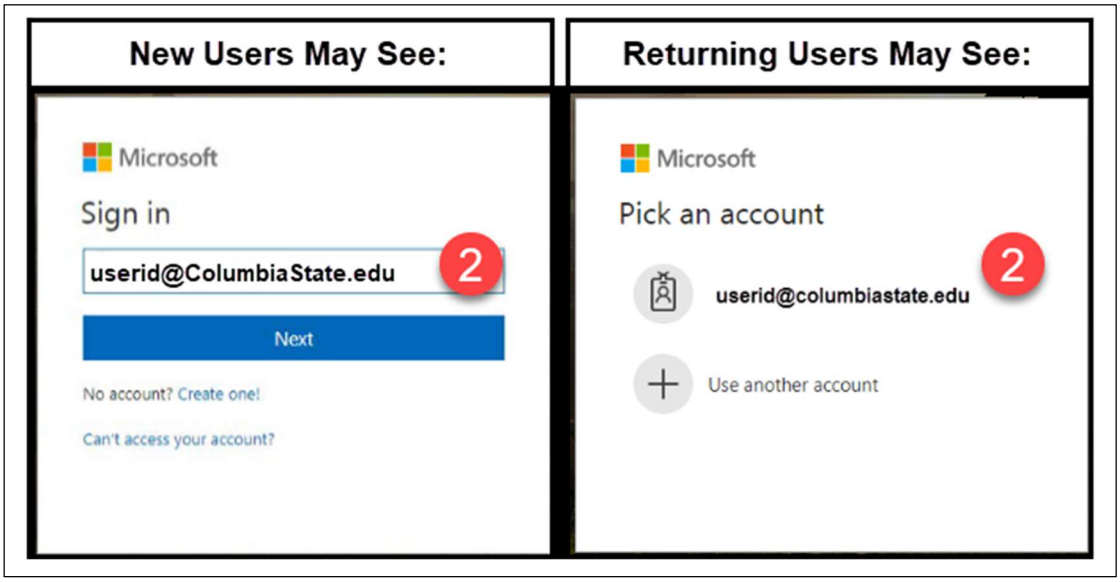
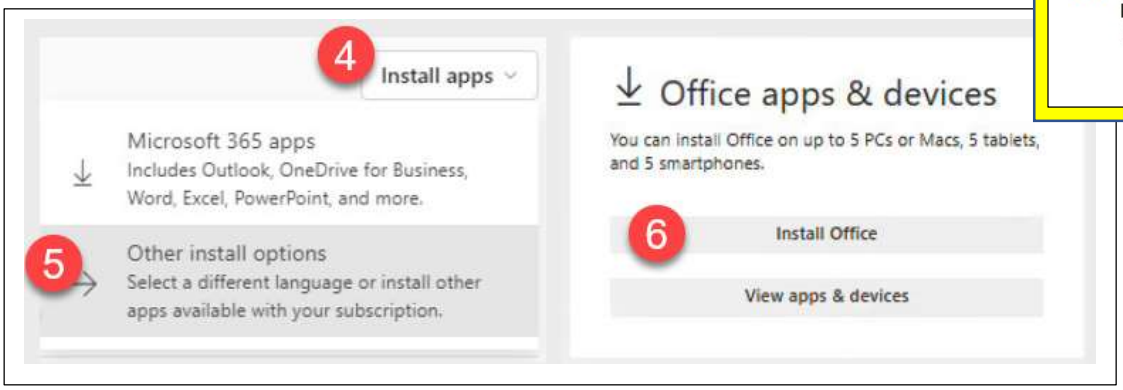
How to install Microsoft 365 (Office 365)

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

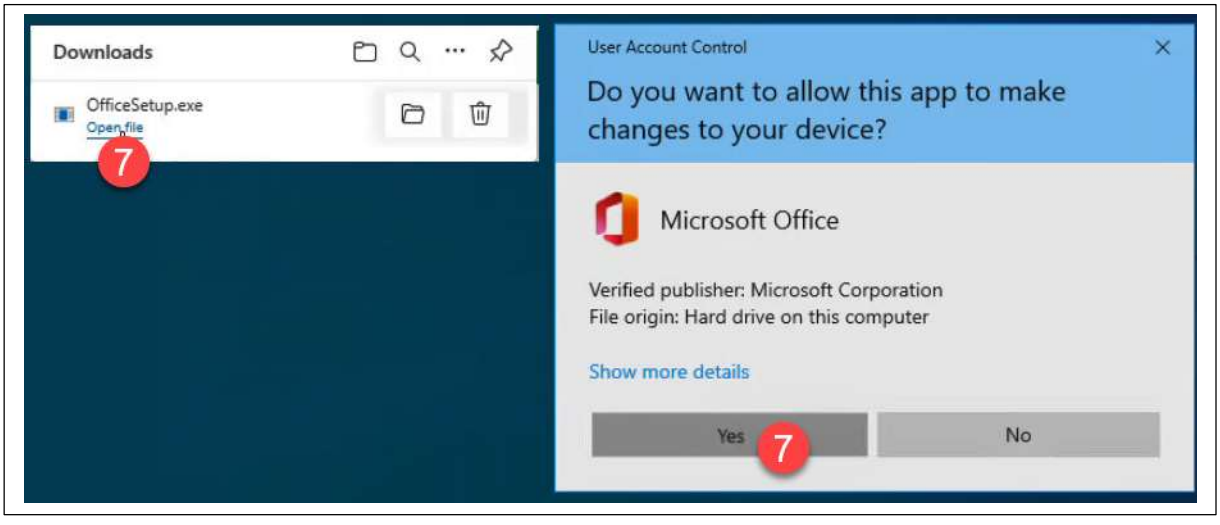


4. From the Microsoft 365 Welcome panel, **Click “Install apps”** (upper right area of screen)
5. Select **“Other Install Options”** for the installation method
6. From the **“Office apps & devices”** panel, click **“Install Office”**

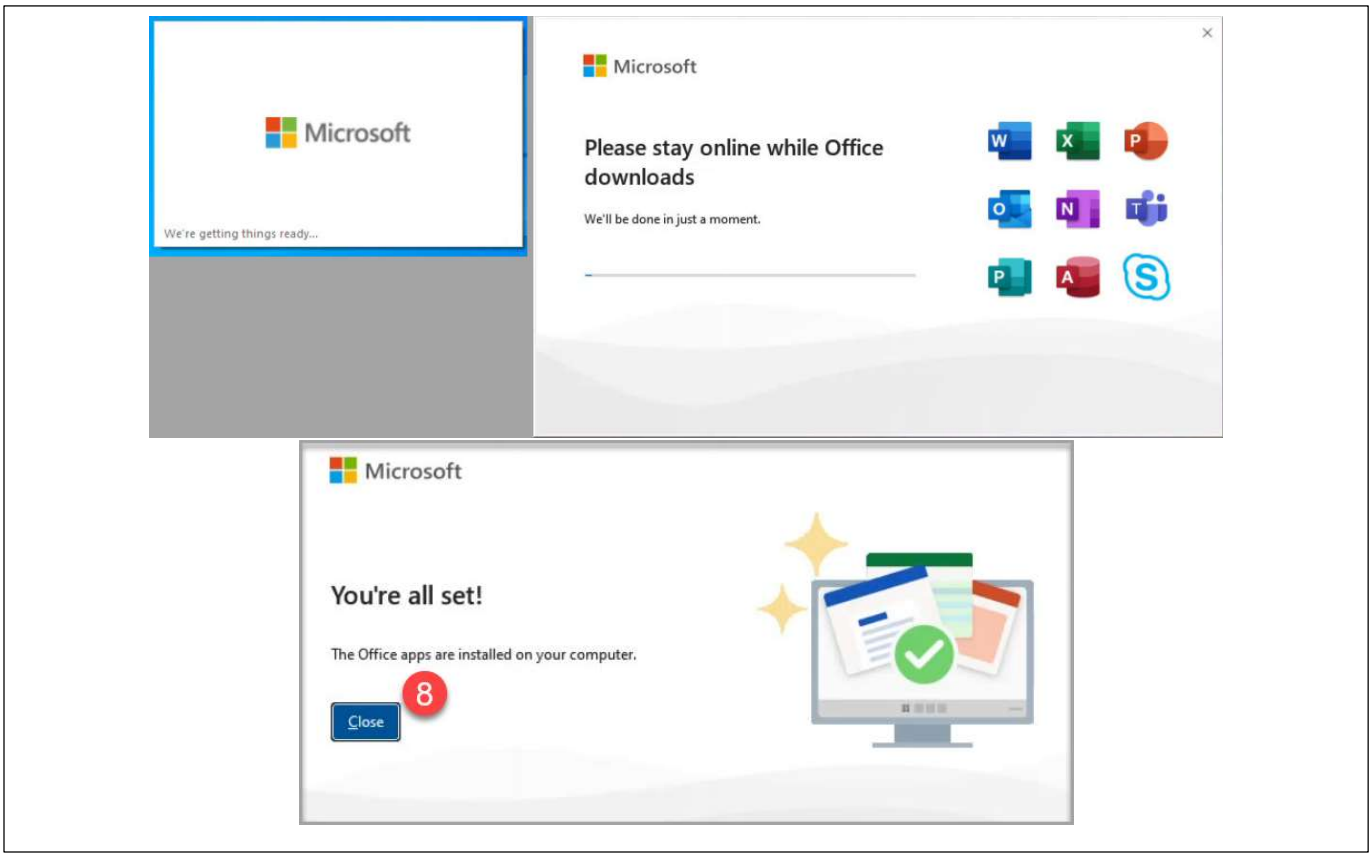
Note: Chrome OS devices will not show Install Office. Search on the device store for apps to Word, Excel, etc.



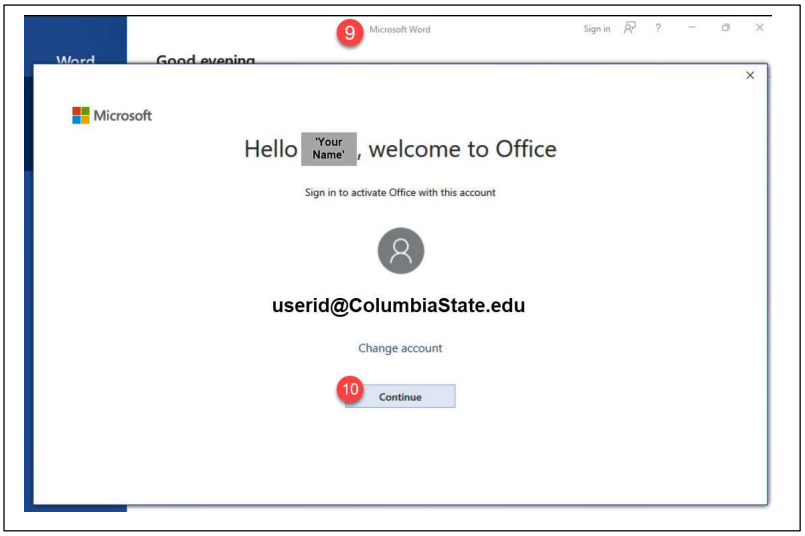
7. Microsoft will auto detect the operating system and download the Setup.exe file. **Click to Open/Run Setup.exe** (It may be on the bottom toolbar or browser downloads area. Instructions vary for browsers). If prompted, **click Yes** to allow Microsoft Office to install.

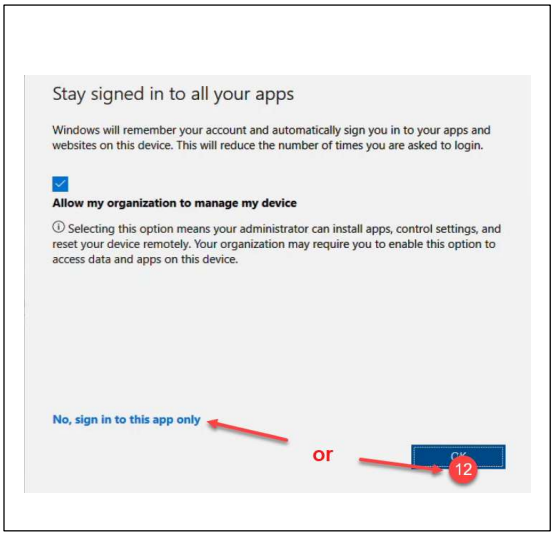


8. Installation begins and may take a while to complete. Once the complete window appears, **click Close.**



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'**





Columbia State Community College active employees and students: Email helpdesk@columbiastate.edu for assistance.