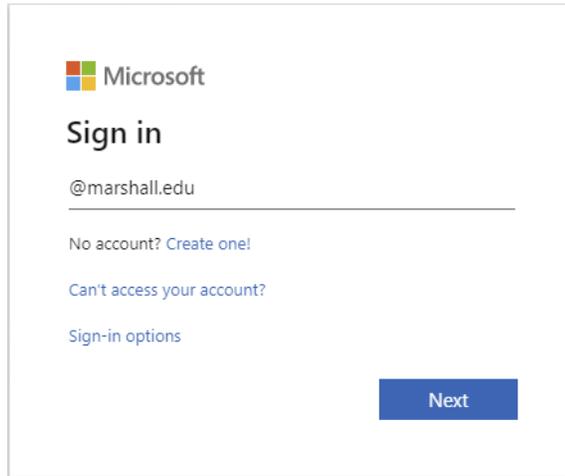




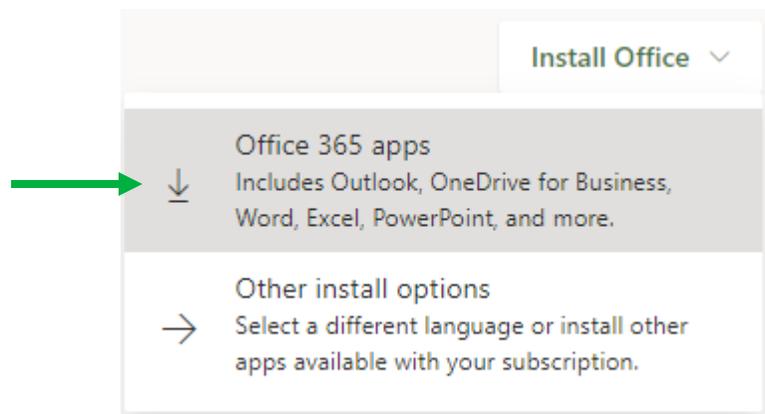
# Install Office 365

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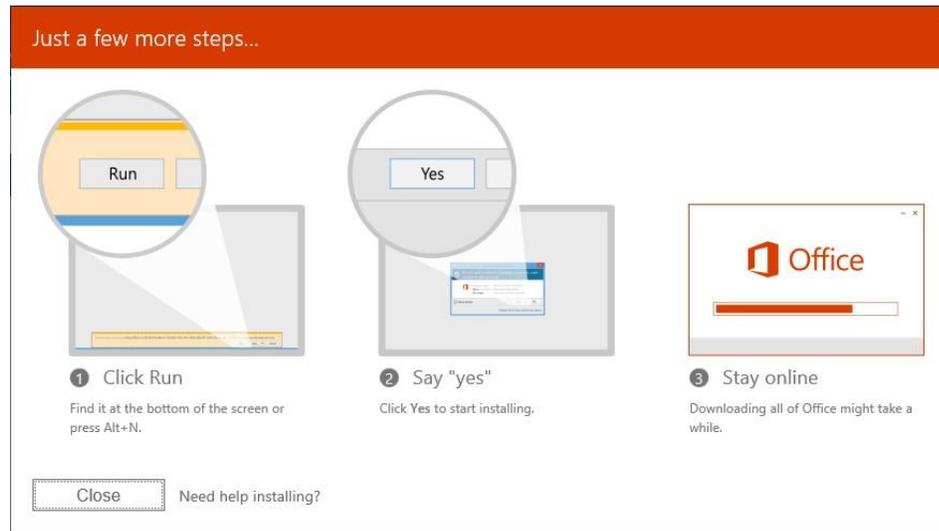
1. Go to [Portal.office.com](https://portal.office.com) and sign in using your Marshall University email.



2. Once you are logged in, click on the **Install Office** button on the upper right side of the apps landing page.



3. Choose Office 365 apps.
4. Click "Run" at the bottom of your screen. This is the installation file.
5. Select "Yes" on the pop up. (Password to your device might be required)



6. An orange Office 365 window should appear, leave this open until prompted otherwise and follow the instructions.
7. After installation is complete, run any Office application (Word, Excel, PowerPoint, etc) and sign into Office 365 using your MUNet password. Email addresses used should be in the format: [username@live.marshall.edu](mailto:username@live.marshall.edu) and your password remains the same.

Please contact the IT service desk for assistance. | 304-696-3200 – [servicedesk@marshall.edu](mailto:servicedesk@marshall.edu)