

1. Go to Portal.office.com and sign in using your Marshall University email.

Microsoft	
Sign in	
@marshall.edu	
No account? Create one!	
Can't access your account?	
Sign-in options	
	Next

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)

Just a few more steps		
Run	Yes	Office
Click Run Find it at the bottom of the screen or press Alt+N. Close Need help installing?	Say "yes" Click Yes to start installing.	Stay online Downloading all of Office might take a while.

- 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: <u>username@live.marshall.edu</u> and your password remains the same.

Please contact the IT service desk for assistance. | 304-696-3200 – servicedesk@marshall.edu