

## HOW TO DOWNLOAD AND INSTALL MICROSOFT OFFICE 365 ON YOUR HOME COMPUTER

All enrolled students have free access to Microsoft Office 365 (O365) and can download and install it directly on up to 5 devices. Your O365 access includes Word, Excel, and PowerPoint, in addition to other productivity software.

Here are the steps for logging into your Office 365 account and downloading the Office 365 software.

### Log into Office 365

You can access O365 either from the link inside MyNortheast:

## Student Mail

[Microsoft Office 365 and Student 365 Mail](#)

Use (student username)@stumail.northeaststate.edu for username, password is six digit date of birth mmddyy format.

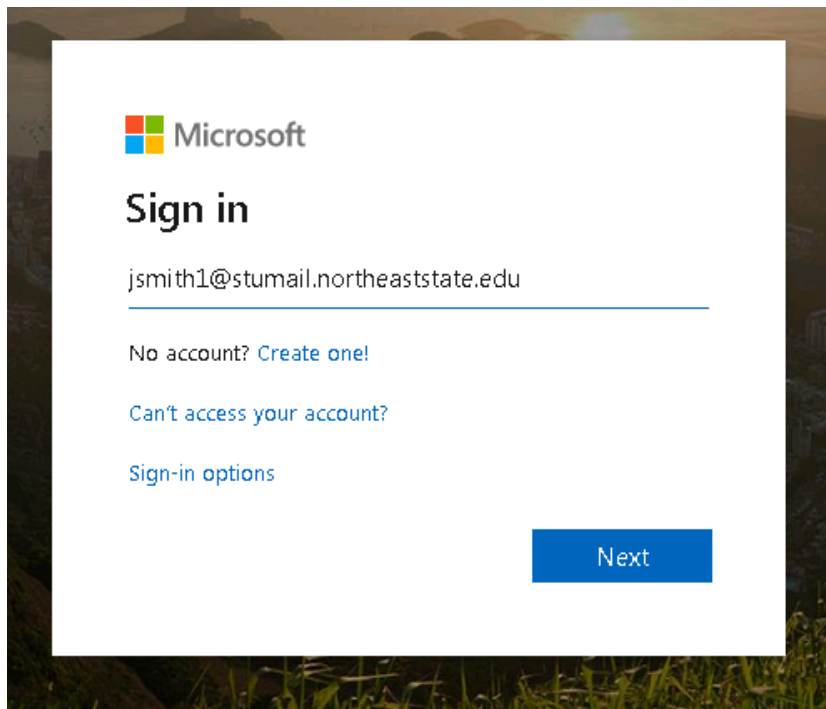
Need access to old Google gtest account please call 423-354-2492 or email msnickols@northeaststate.edu and will get you access.

Or directly from the following link:

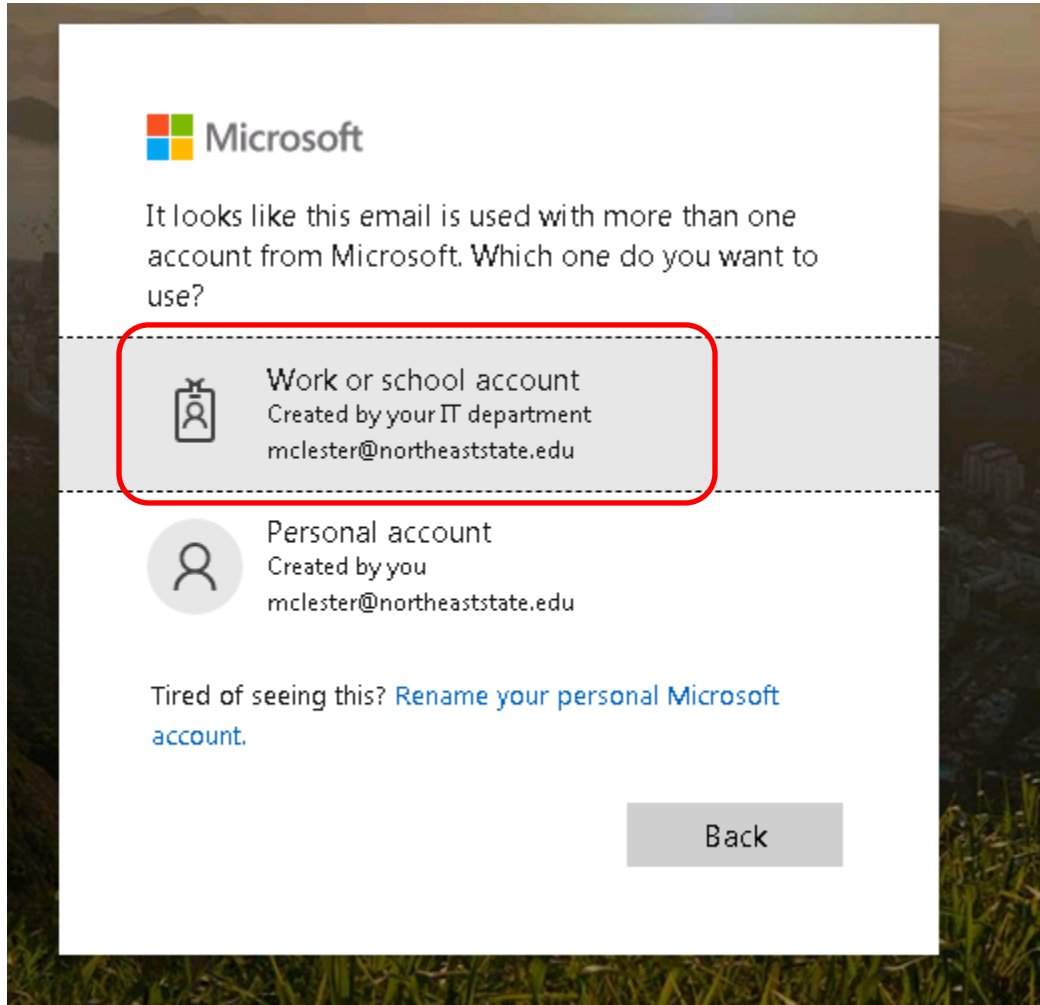
<https://portal.office.com>

You will see a Sign In box – your login for O365 is your full Northeast State email address, which is <your-username>@stumail.northeaststate.edu

For example, if your Northeast State username is “jsmith1”, your O365 login will look like this:

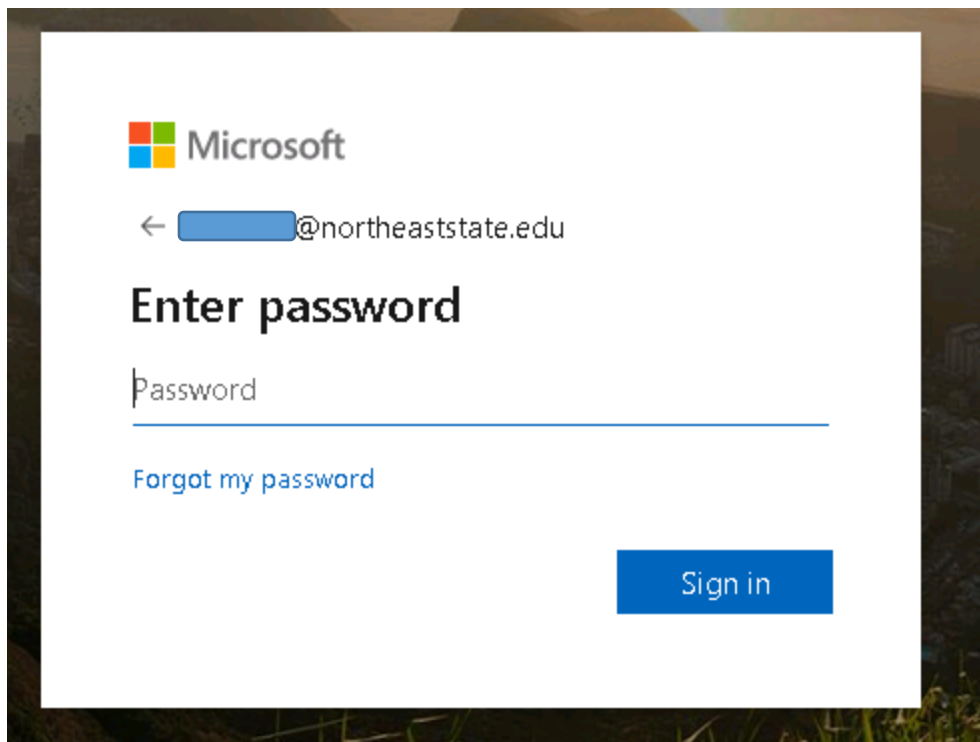


Click the “Next” button – if you see the following screen, click on the “Work or school account” option:



Enter your password – **this is the same password that you use to log on the computers in the campus labs or to log onto the campus WiFi.** If you do not know this password, please contact one of the following:

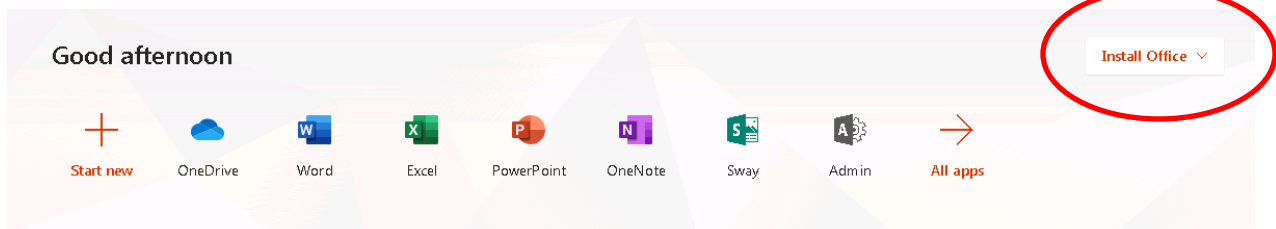
Steve Nickols	423.354.2492	<a href="mailto:msnickols@northeaststate.edu">msnickols@northeaststate.edu</a>
Kevin Hubbard	423.354.2447	<a href="mailto:kshubbard@northeaststate.edu">kshubbard@northeaststate.edu</a>
Tamra Harris	423.354.5182	<a href="mailto:taharris@northeaststate.edu">taharris@northeaststate.edu</a>
Margaret Lester	423.323.0202	<a href="mailto:mclester@northeaststate.edu">mclester@northeaststate.edu</a>



Click "Sign in"

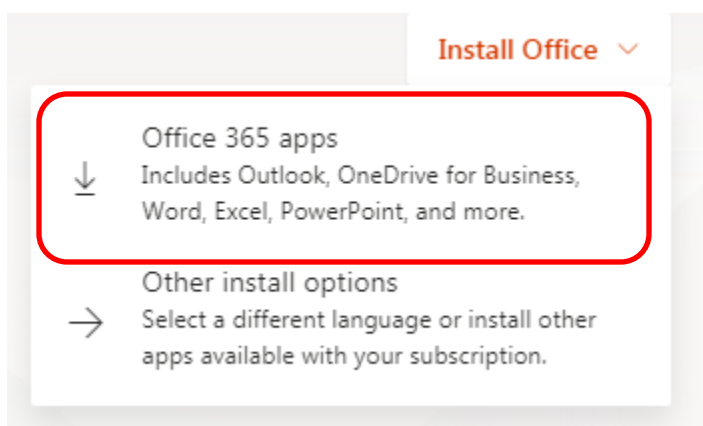
### Download the Office 365 software

You will now see the O365 dashboard, and all of the apps that are available to you:

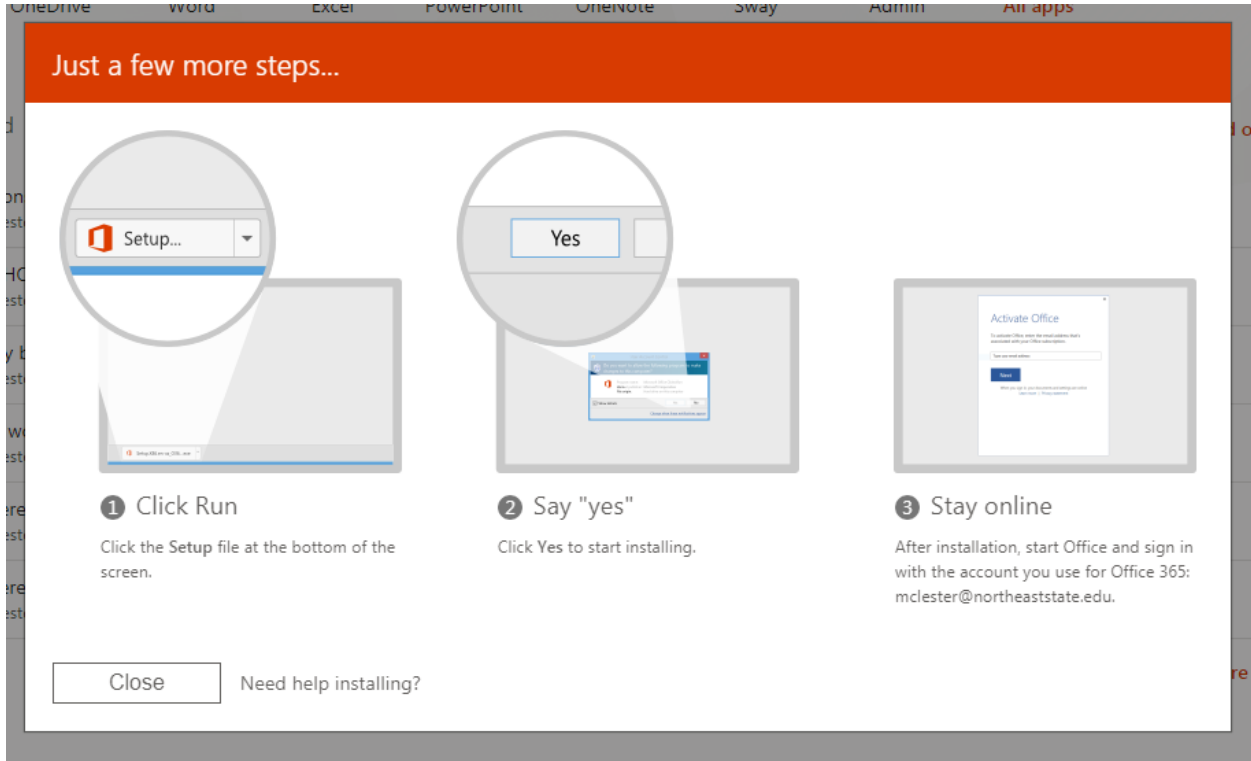


You can use all of these apps as they are in the cloud, or you can download the software to your device by clicking on the "Install Office" button (circled above).

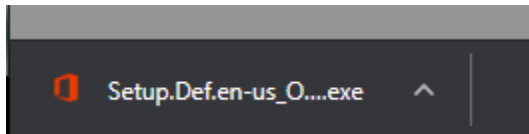
If you choose to download and install the software on your personal device, you will choose the first option to install the Microsoft Office Productivity Software, which includes Word, Excel, and PowerPoint.



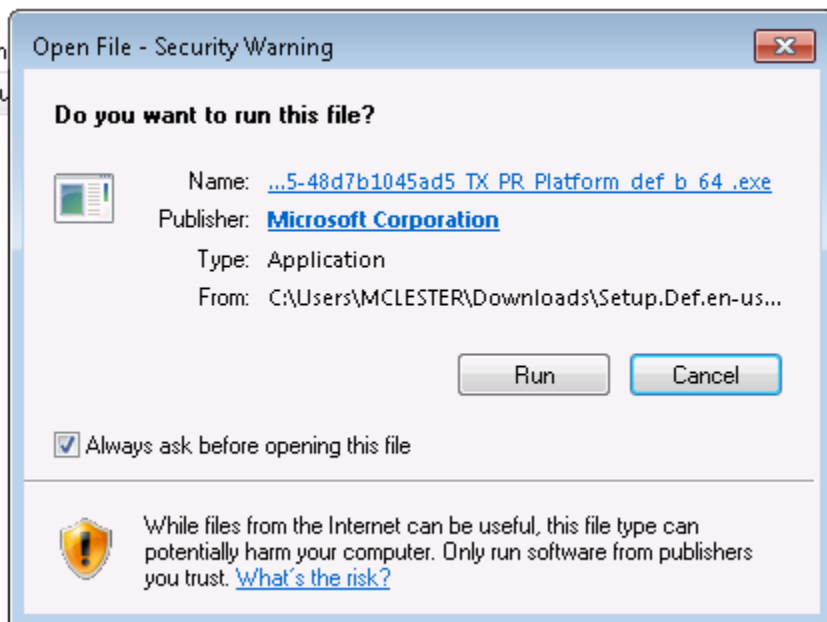
The software download will begin, and the dialog box below will be displayed. **READ THESE INSTRUCTIONS CAREFULLY!!**



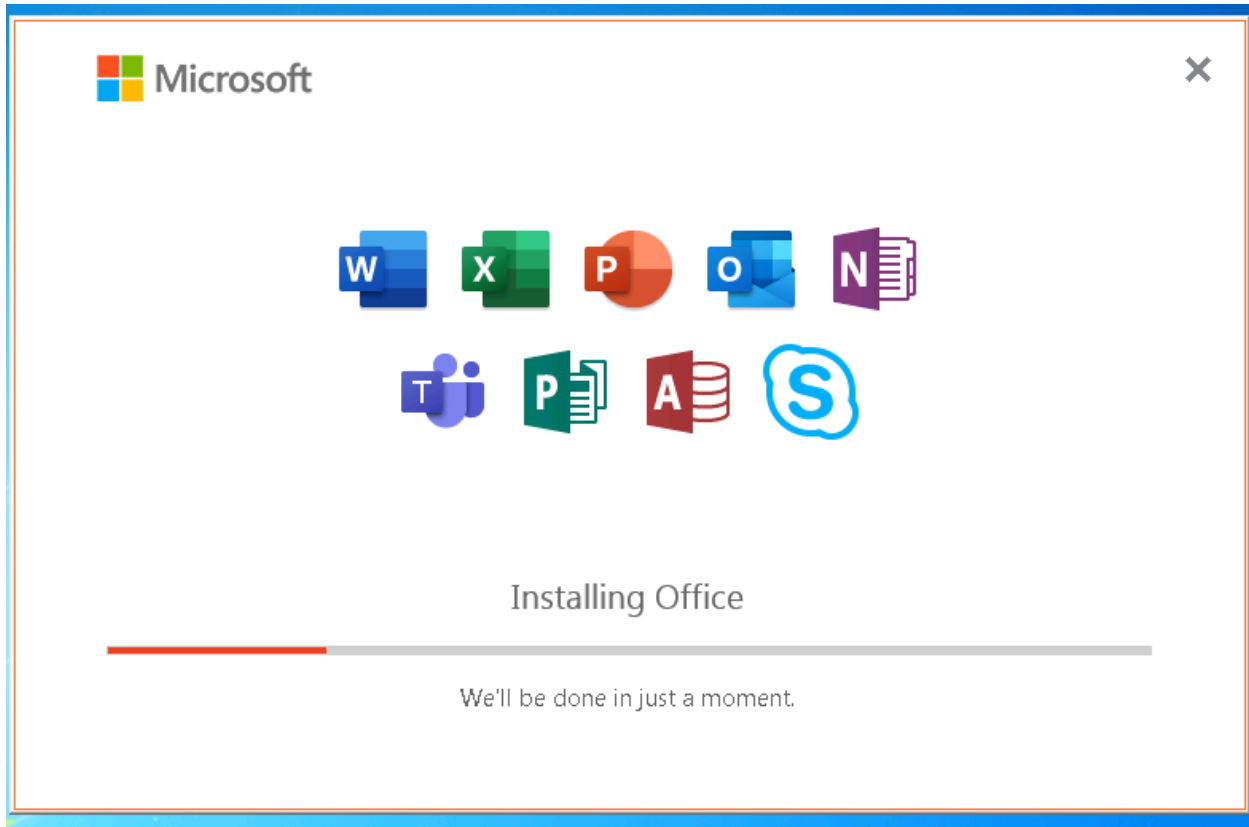
When the software has finished downloading, you will see a box with the setup file name at the bottom left corner of your browser screen:



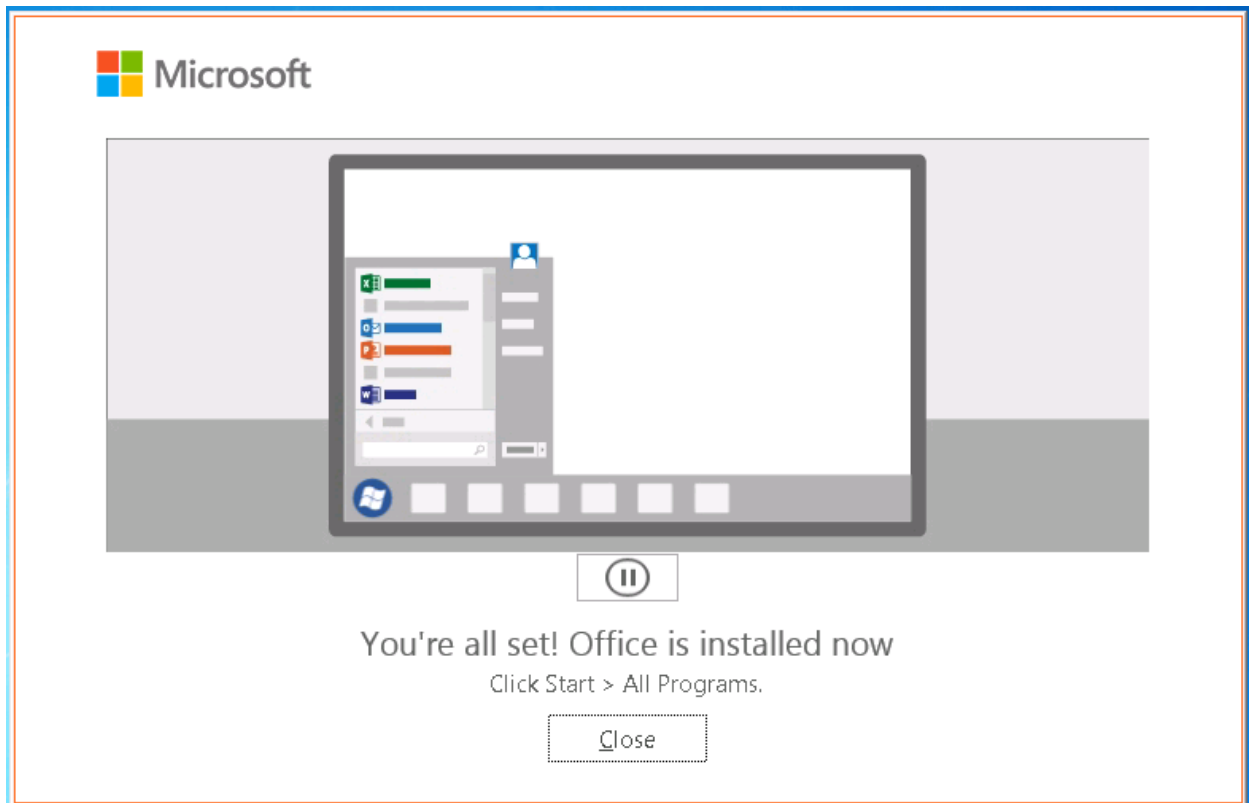
Click on the link, and then click "Run" in the next dialog box:



The installation should begin (this can take a while, depending on the speed of your computer):

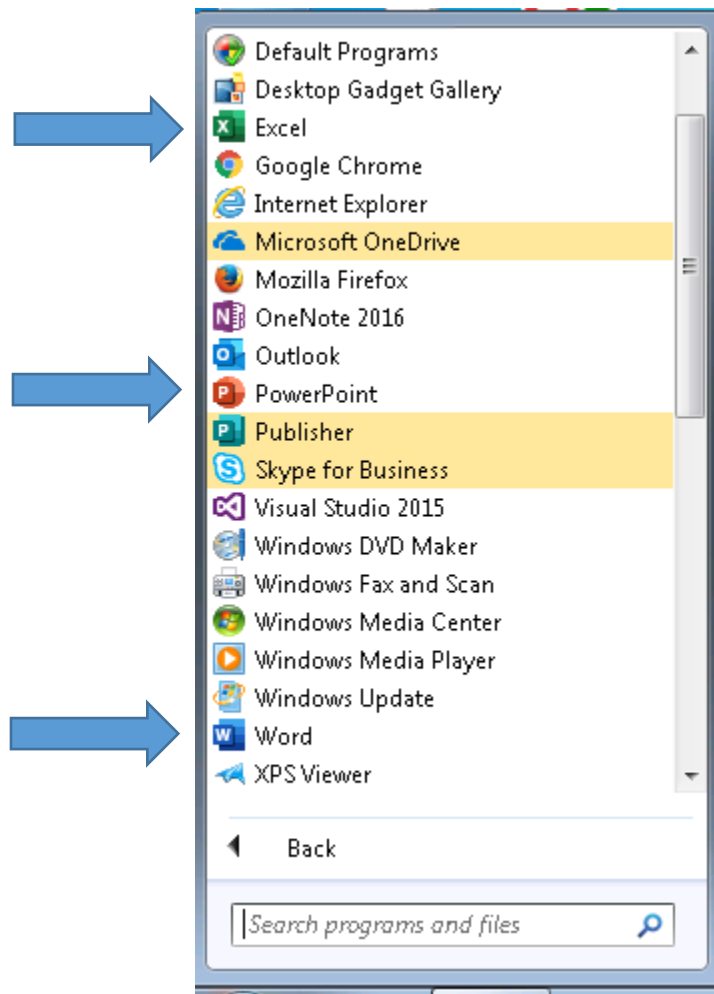


After the software has finished installing, you will see the following screen:



Click the "Close" button

You should now see all of the Office 365 software products in your “All Programs” list. Click the “Start” button, and “All Programs” to display:



You're all set! You can begin using your Microsoft Office 365 applications, even when you aren't connected to the Internet.

If you have any questions, please contact the Office of Information Technology at Northeast State.