

Installing Microsoft Office 365

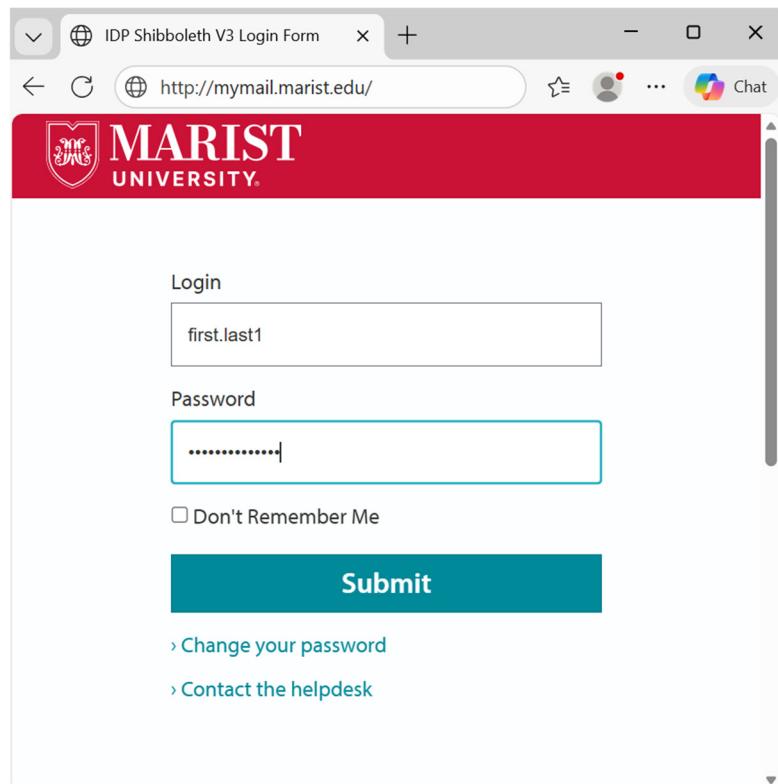
Use this guide to install Office on a personally-owned device.

These directions apply to Windows and macOS devices.

This guide is not intended for devices issued by Marist University.

1. Open a browser and visit mymail.marist.edu.

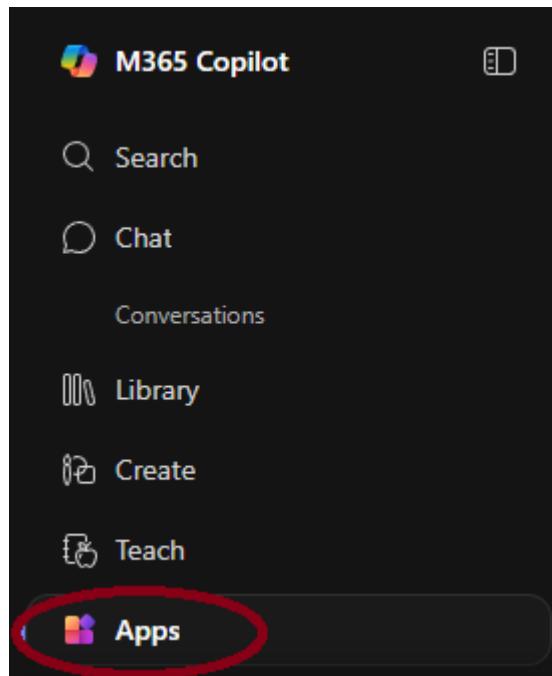
Log in with your Marist account:



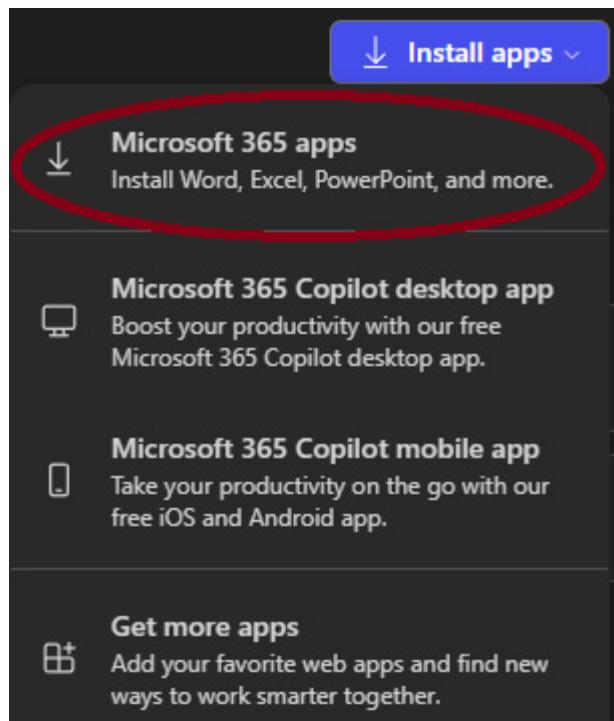
The screenshot shows a web browser window with the following details:

- Header:** IDP Shibboleth V3 Login Form
- Address Bar:** http://mymail.marist.edu/
- Content:**
 - Marist Logo:** MARIST UNIVERSITY
 - Login Form:**
 - Email:** first.last1
 - Password:** (Redacted)
 - Checkboxes:** Don't Remember Me
 - Buttons:** **Submit** (Large teal button)
 - Links:**
 - > Change your password
 - > Contact the helpdesk

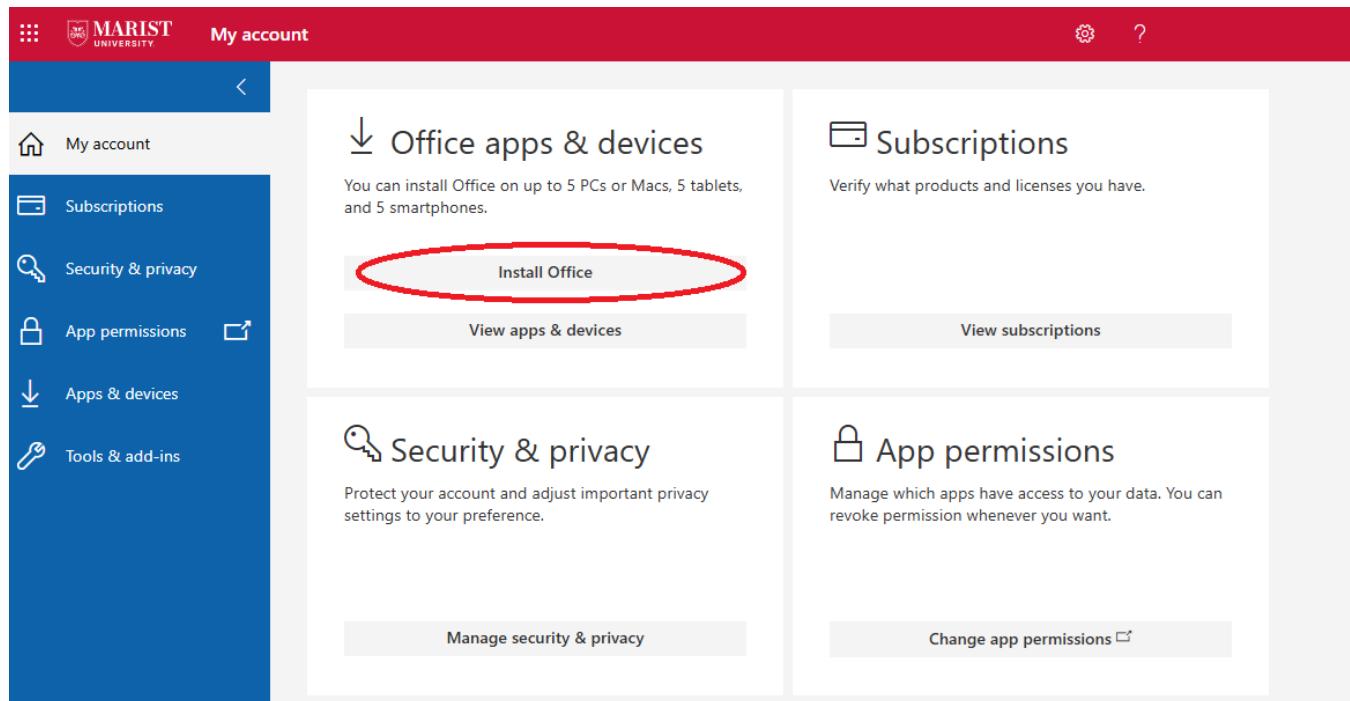
2. In the left-hand pane, click the Apps button.



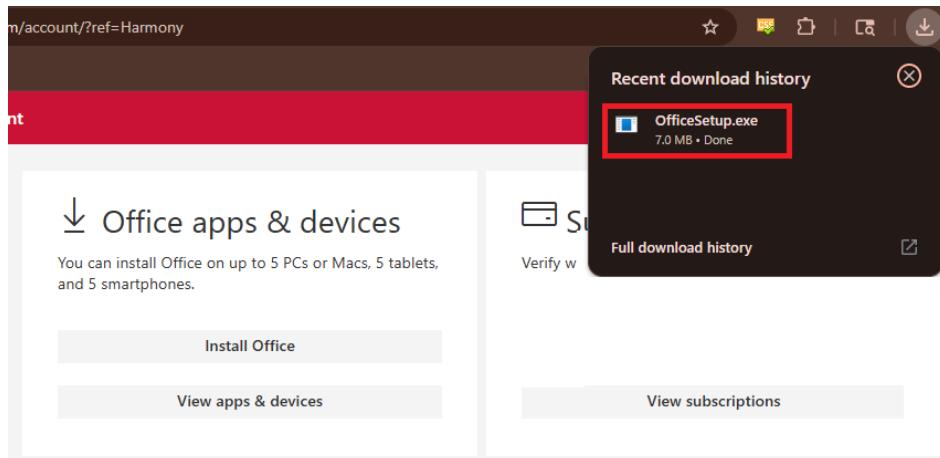
In the upper-right corner, click the Install Apps menu, then select Microsoft 365 apps.



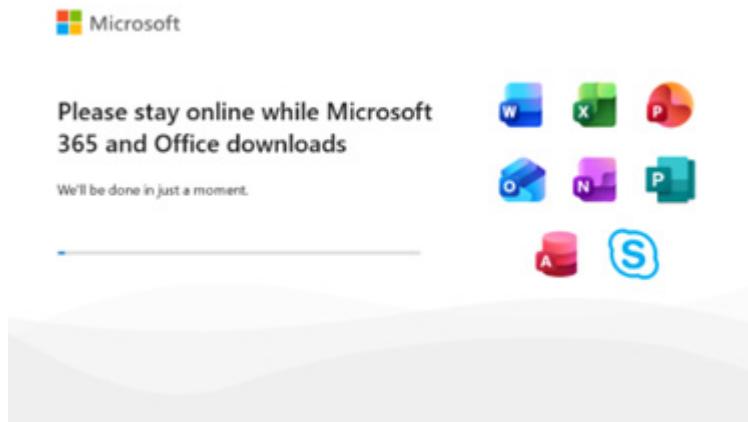
3. Click Install Office. The setup file downloads.



Open the Office setup file that you just downloaded.

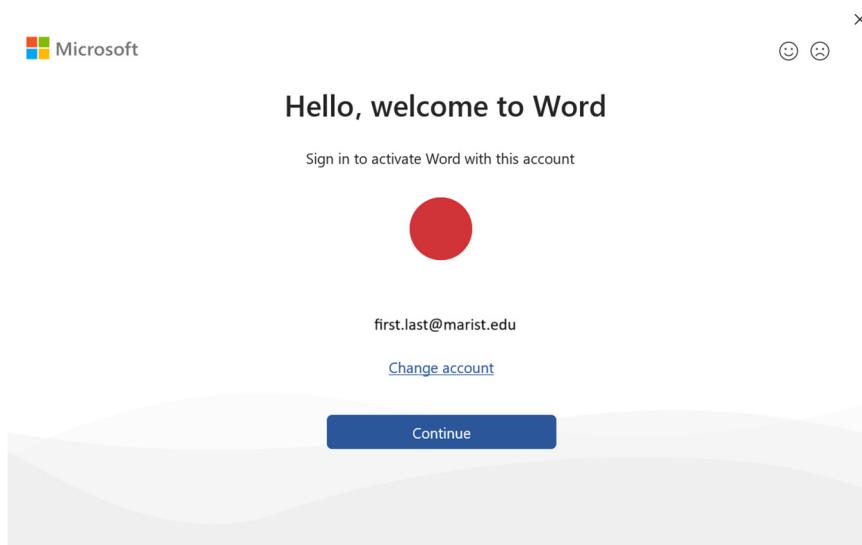


4. The Office setup will run.



5. When setup is complete, open any Office app (ie, Word or Excel).

Click Continue.



6. Enter your Marist username and password when prompted.



7. Once logged in, click Accept to accept the license agreement.
Office is now installed and activated.

