

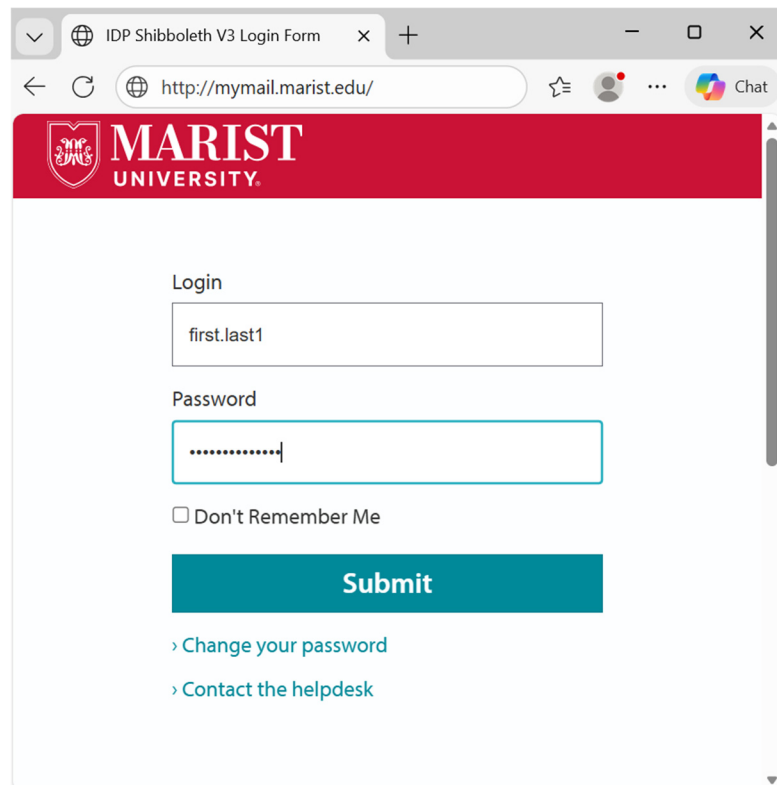
# Installing Microsoft Office 365

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.

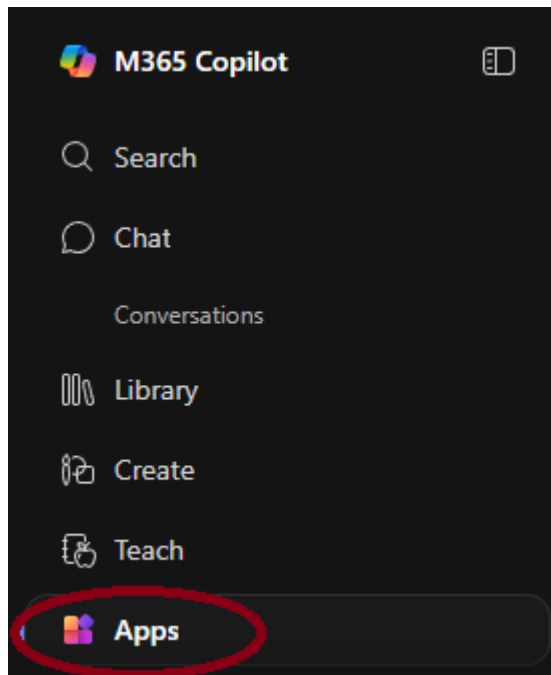
1. Open a browser and visit mymail.marist.edu.  
Log in with your Marist account:



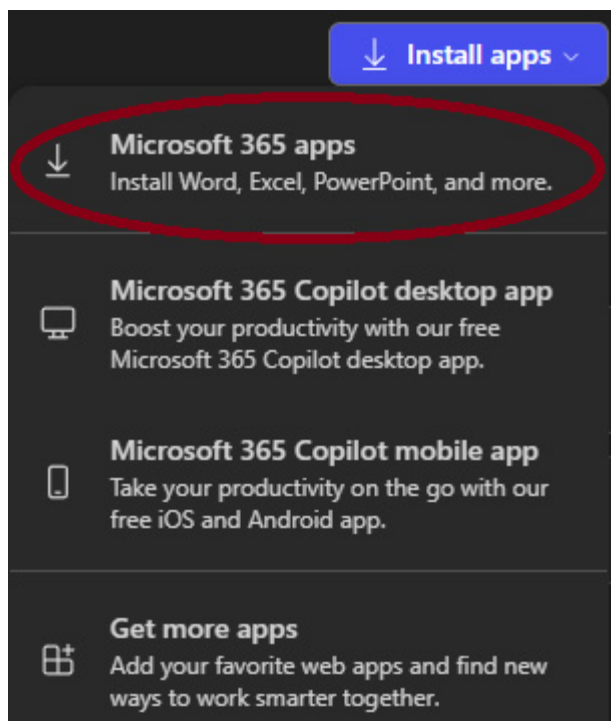
The screenshot shows a web browser window with the address bar displaying "http://mymail.marist.edu/". The page features the Marist University logo at the top. Below the logo, there is a login section with the following elements:

- A "Login" label above a text input field containing the placeholder text "first.last1".
- A "Password" label above a password input field containing a series of dots.
- A checkbox labeled "Don't Remember Me".
- A teal "Submit" button.
- Two links below the button: "› Change your password" and "› Contact the helpdesk".

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

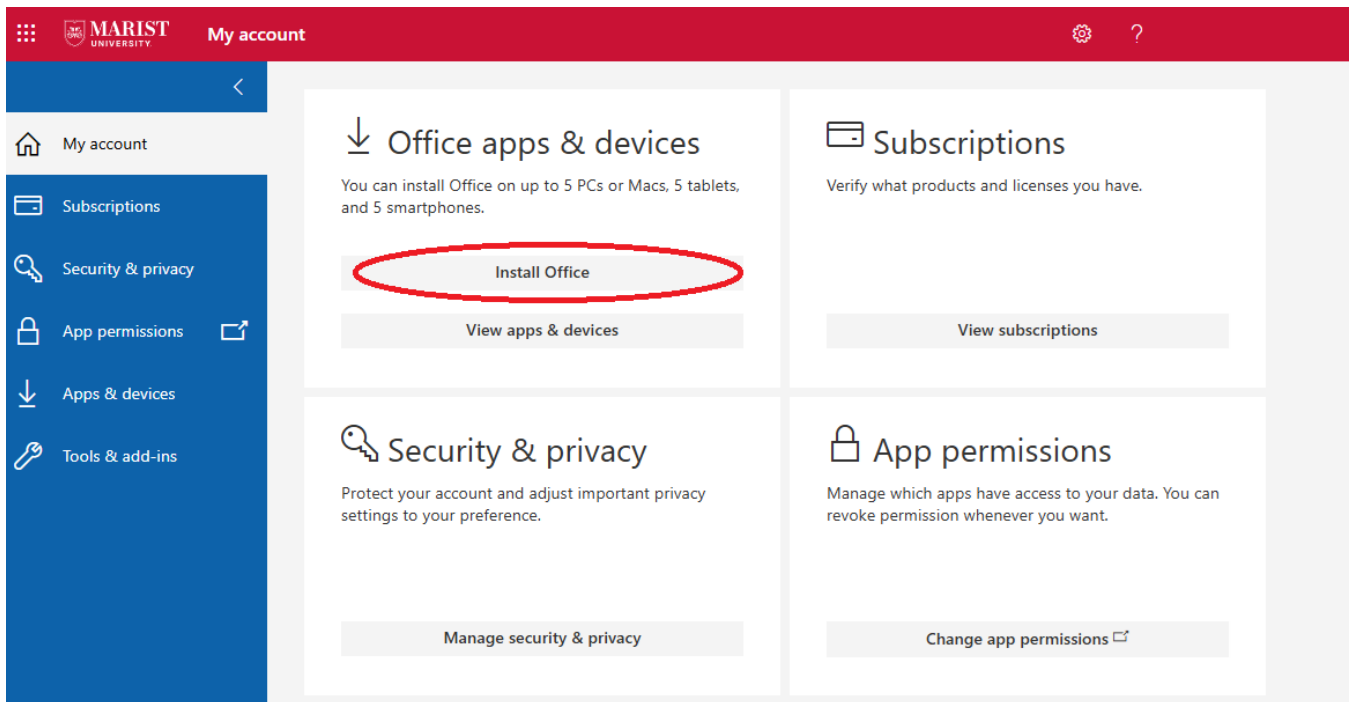


In the upper-right corner, click the Install Apps menu, then select Microsoft 365 apps.

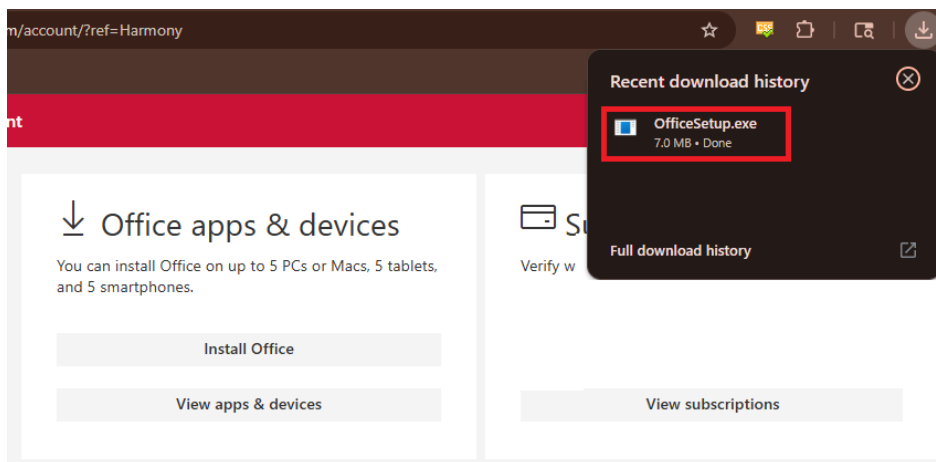




3. Click Install Office. The setup file downloads.



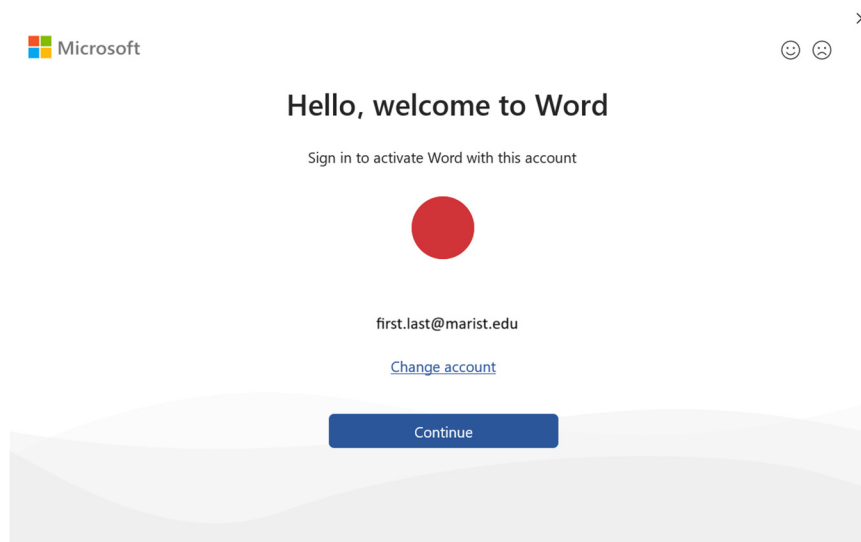
Open the Office setup file that you just downloaded.



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.



## Sign in

first.last@marist.edu

No account? [Create one!](#)

Next



Login

first.last

Password

.....

☐ Don't Remember Me

Submit

[Change your password](#)

[Contact the helpdesk](#)

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



## Accept the license agreement

Microsoft 365 Apps for enterprise includes these apps:



This product also comes with Office Automatic Updates.

[Learn more](#)

By selecting Accept, you agree to the Microsoft Office License Agreement

[View Agreement](#)

Accept