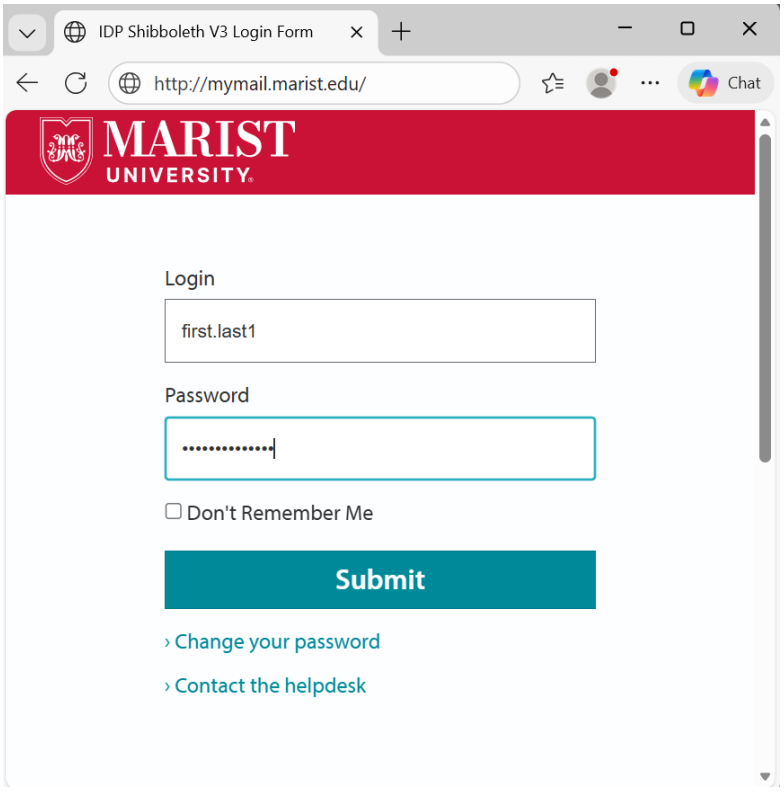
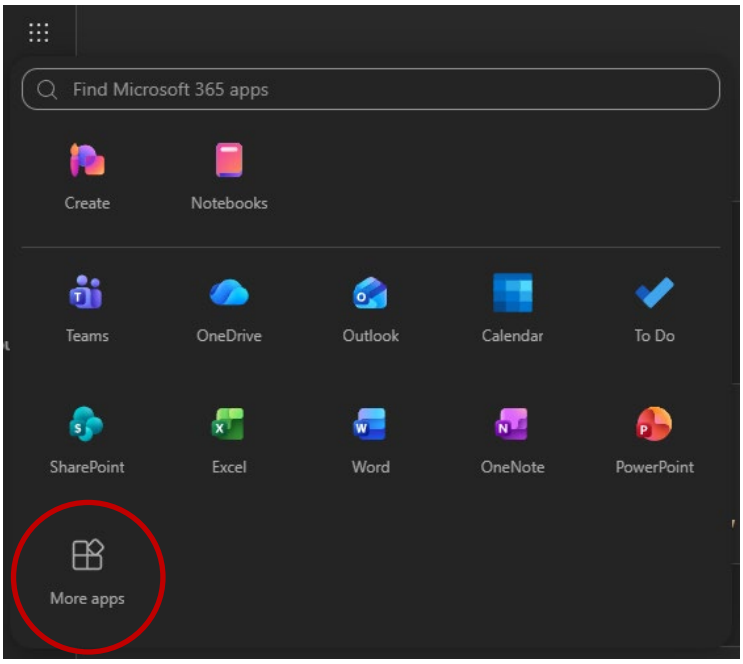
Installing Microsoft 365 apps

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.

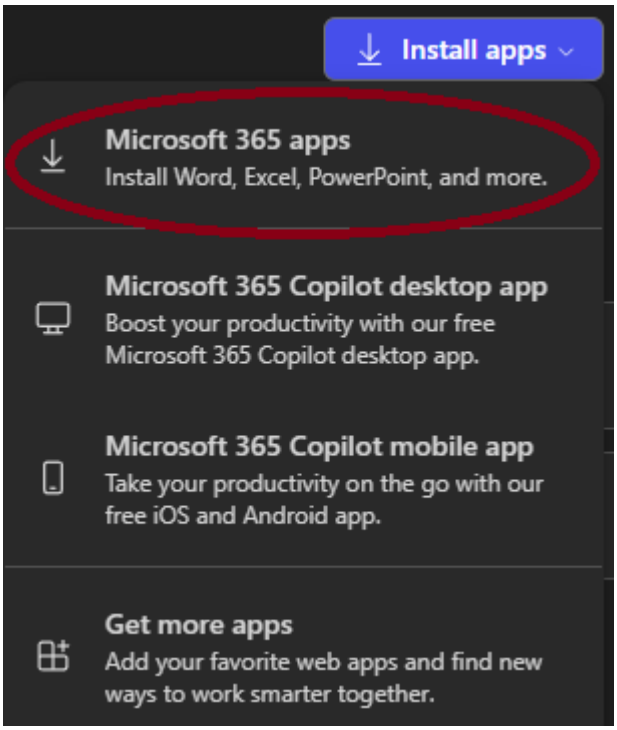
1. Open a browser and visit **mymail.marist.edu**.
   Log in with your Marist account:



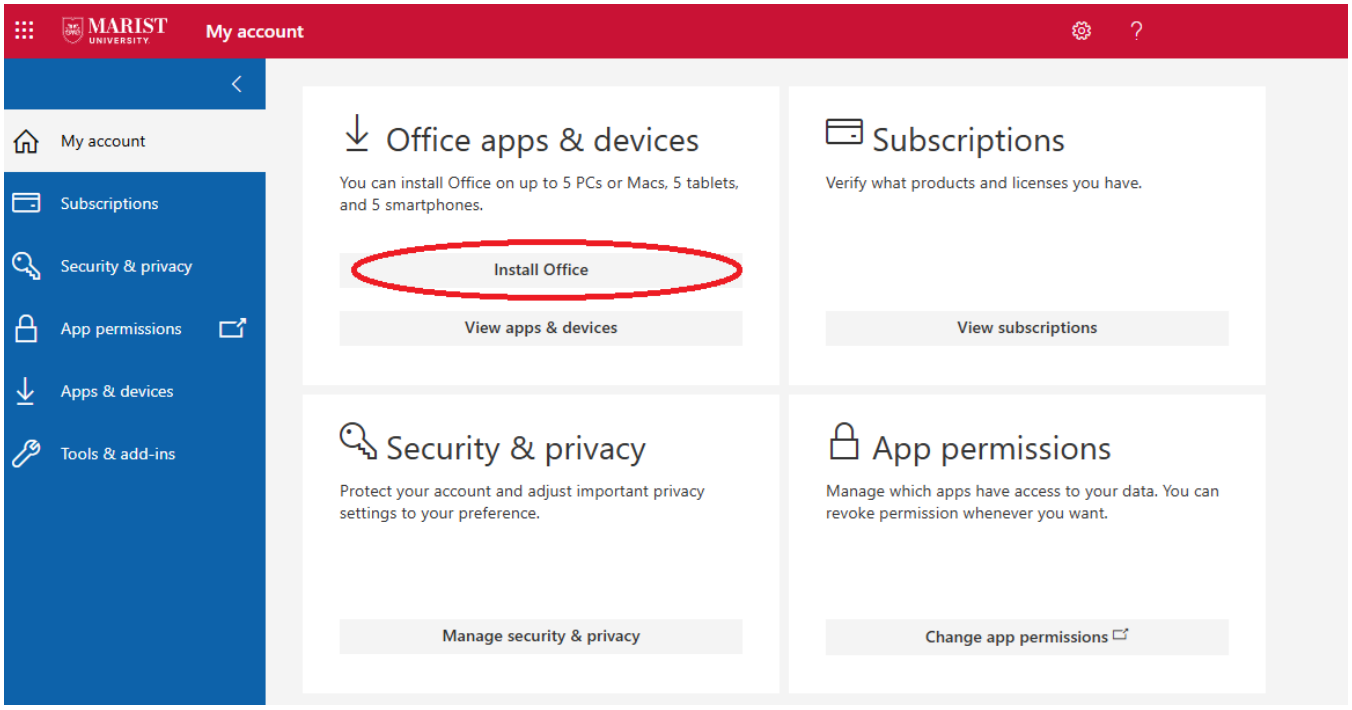
2. In the left-hand pane, click the **Apps and more** button (icon with 9 dots in a square shape), then **More apps**.



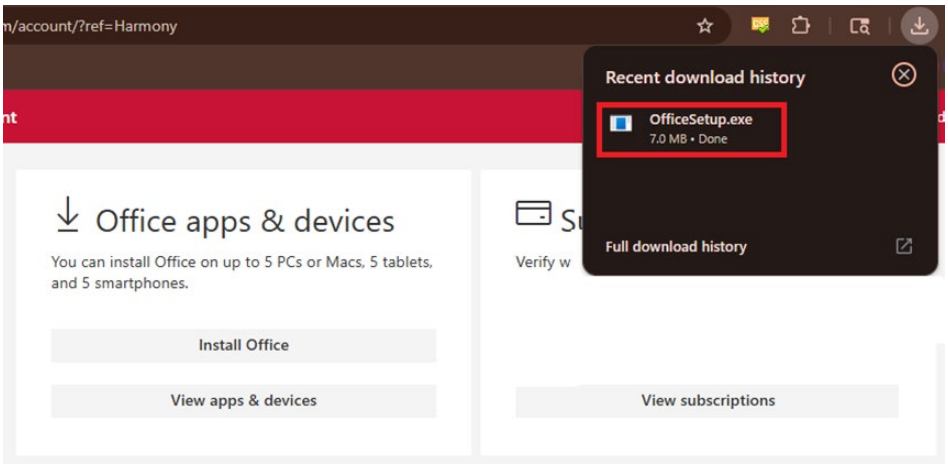
3. In the upper-right corner, click the **Install Apps** menu, then select **Microsoft 365 apps**.



4. Click **Install Office**. The setup file downloads.



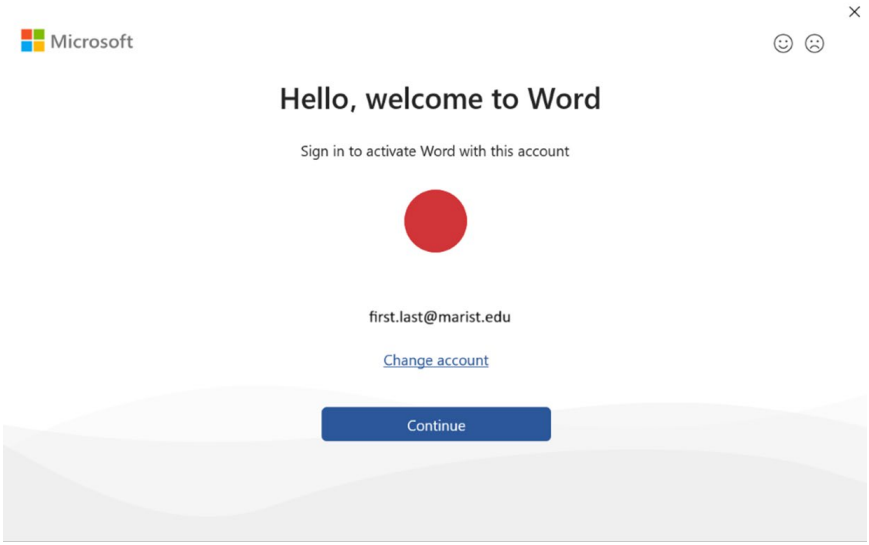
5. Open the Office setup file that you just downloaded.



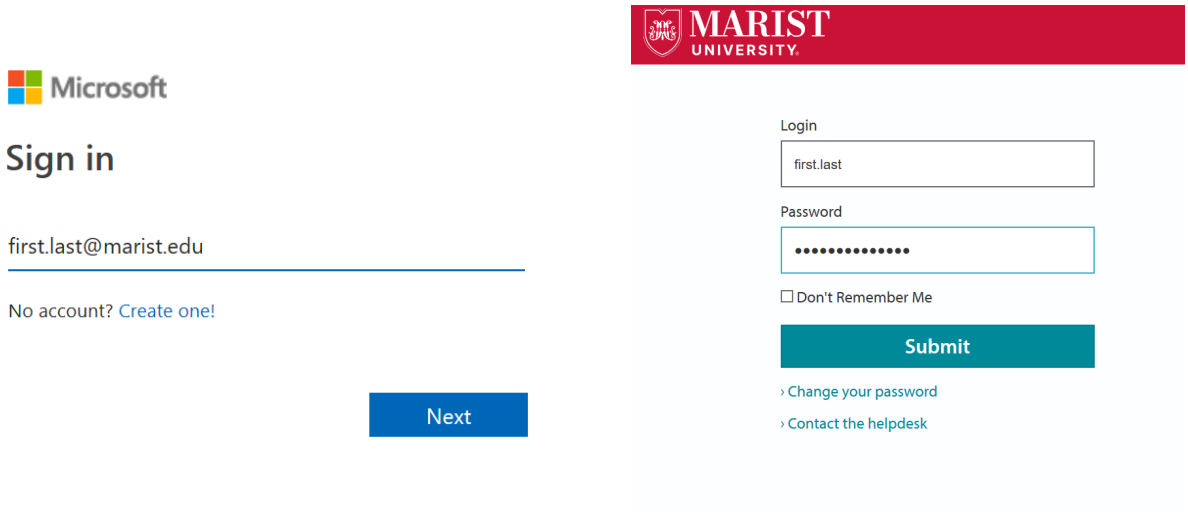
6. The Office setup will run.



7. When setup is complete, open any Office app (e.g., Word or Excel). Click **Continue**.



8. Enter your Marist username and password when prompted.



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

