

Installing Microsoft Office 365

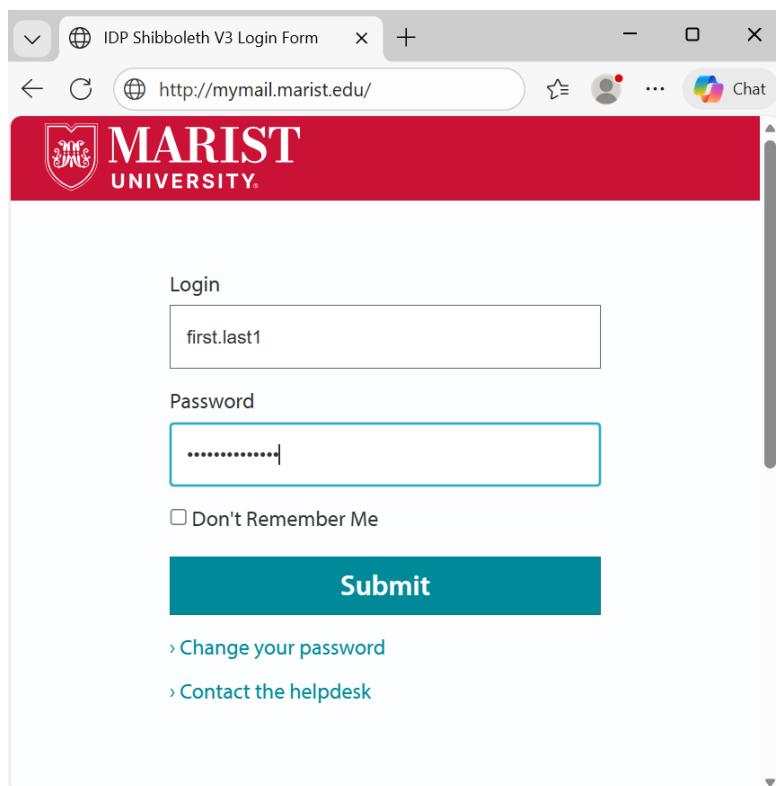
Use this guide to install Office on a **personally-owned** device.

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**.

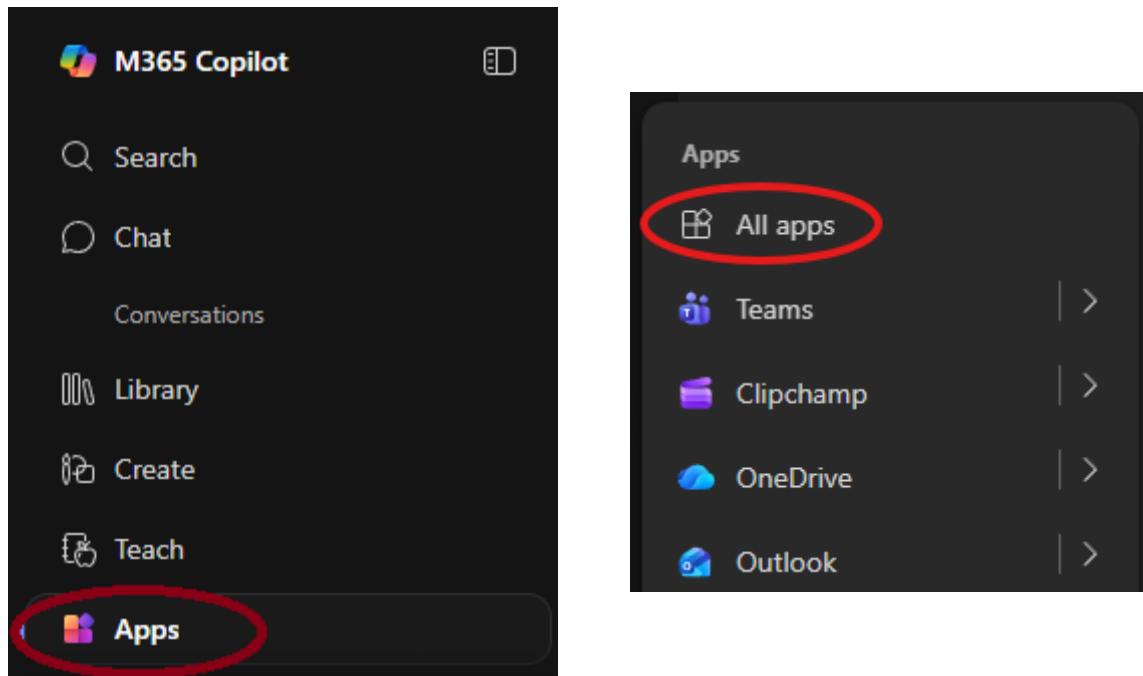
Log in with your Marist account:



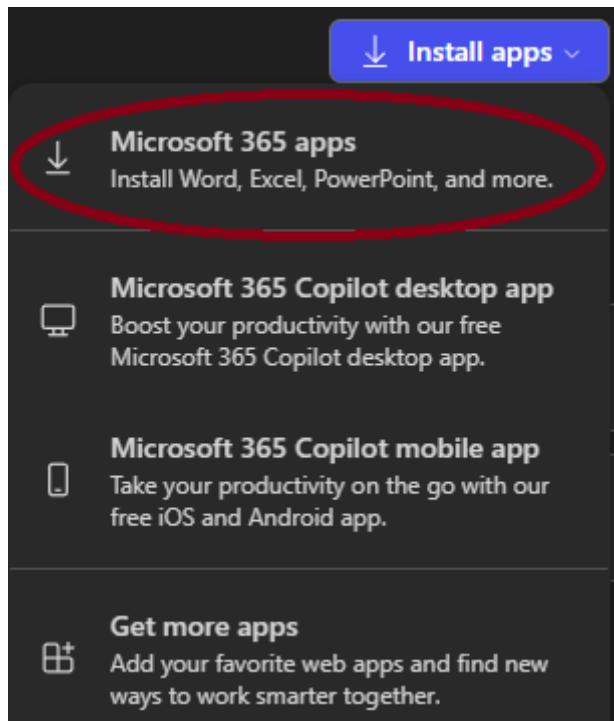
The screenshot shows a web browser window with the following details:

- Title Bar:** IDP Shibboleth V3 Login Form
- Address Bar:** http://mymail.marist.edu/
- Content Area:**
 - Marist University Logo:** A red bar with the Marist crest and the text "MARIST UNIVERSITY".
 - Login Form:**
 - Label:** Login
 - Input:** A text box containing "first.last1".
 - Label:** Password
 - Input:** A text box with a redacted password.
- Checkboxes:** A "Don't Remember Me" checkbox.
- Buttons:** A large teal "Submit" button.
- Links:** Two links at the bottom: "Change your password" and "Contact the helpdesk".

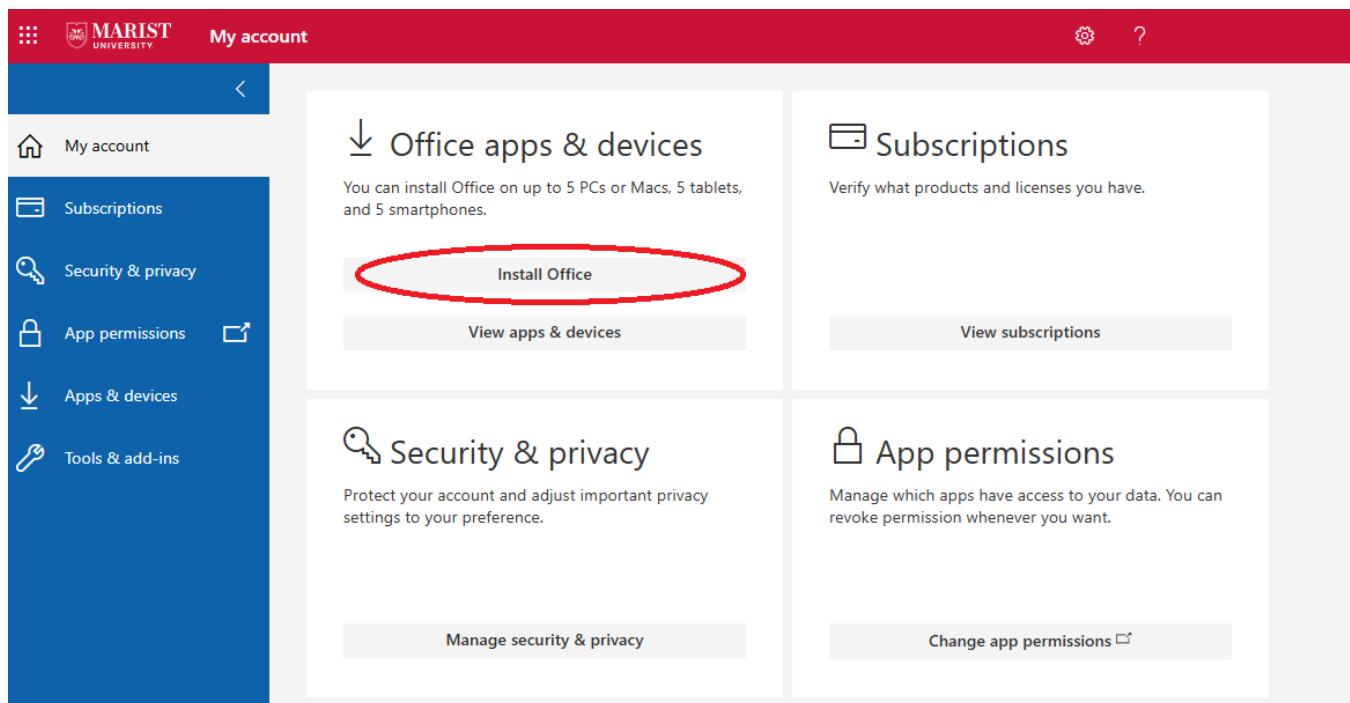
2. In the left-hand pane, click the **Apps** button, then **All apps**.



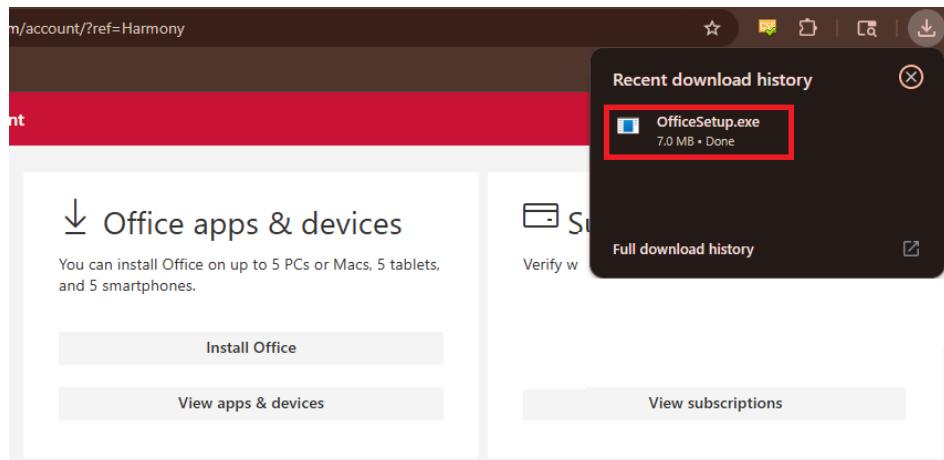
In the upper-right corner, click the **Install Apps** menu, then select **Microsoft 365 apps**.



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



Open the Office setup file that you just downloaded.

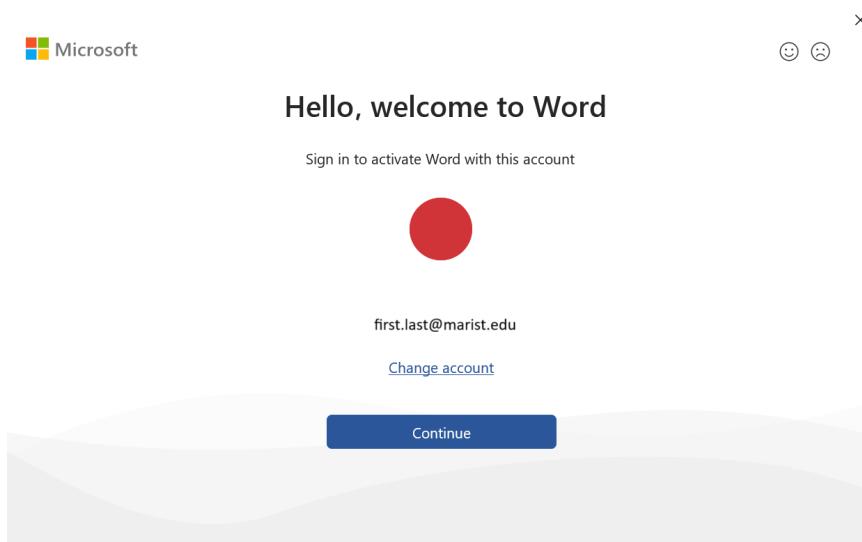


4. The Office setup will run.



5. When setup is complete, open any Office app (e.g., 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.

