

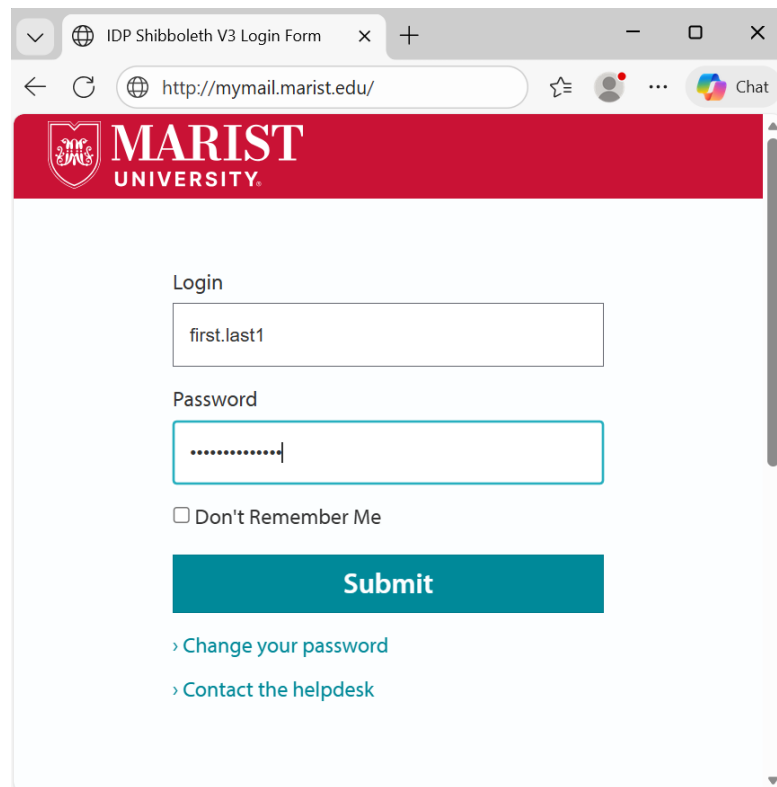
Installing Microsoft Office 365

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.

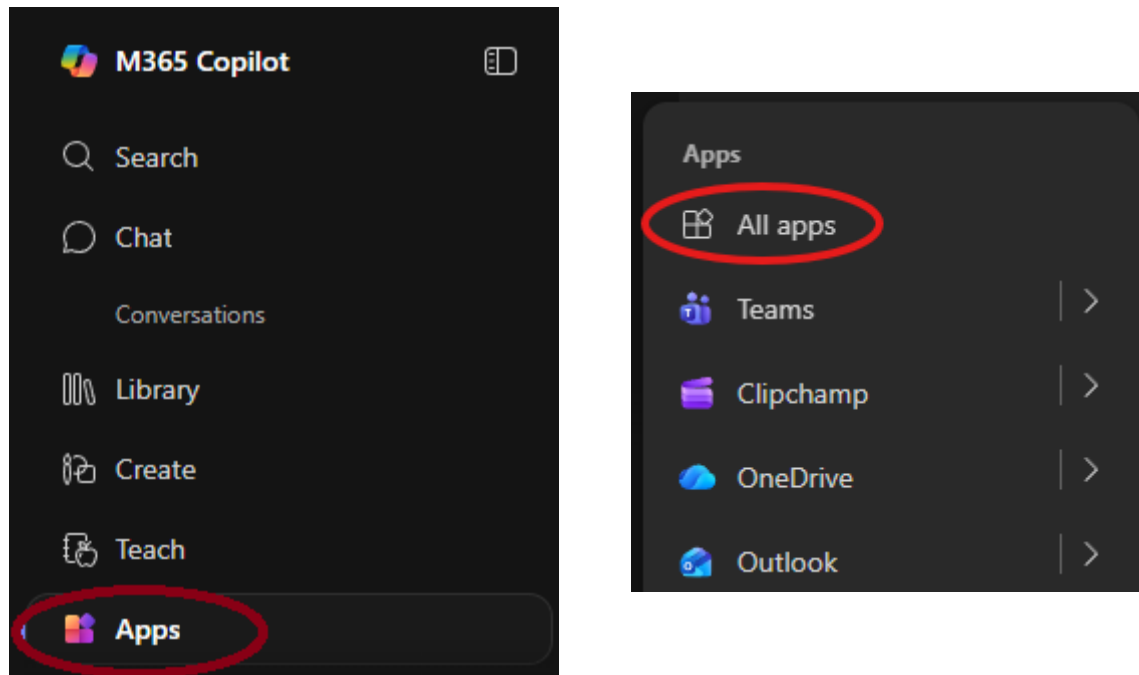
1. Open a browser and visit **mymail.marist.edu**.
Log in with your Marist account:



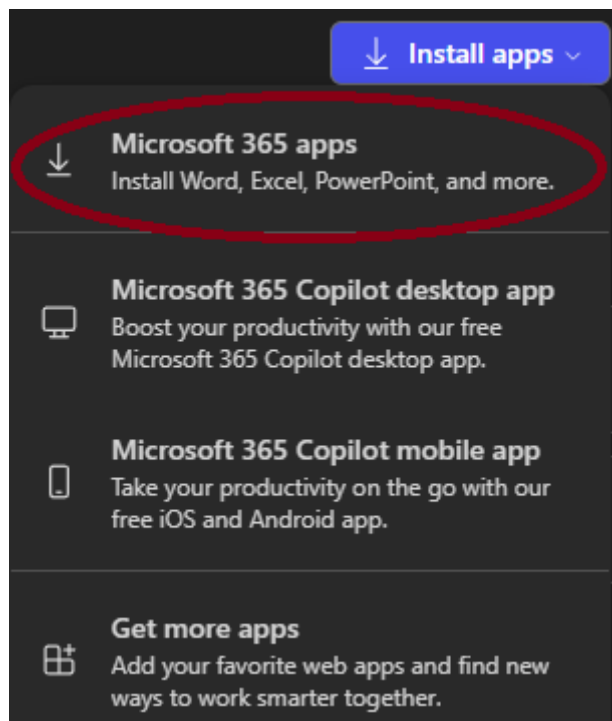
The screenshot shows a web browser window with the address bar displaying 'http://mymail.marist.edu/'. The page features a red header with the Marist University logo and name. Below the header, there is a login section with the following elements:

- A 'Login' label above a text input field containing the placeholder text 'first.last1'.
- A 'Password' label above a password input field with masked characters '.....'.
- 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, then **All apps**.

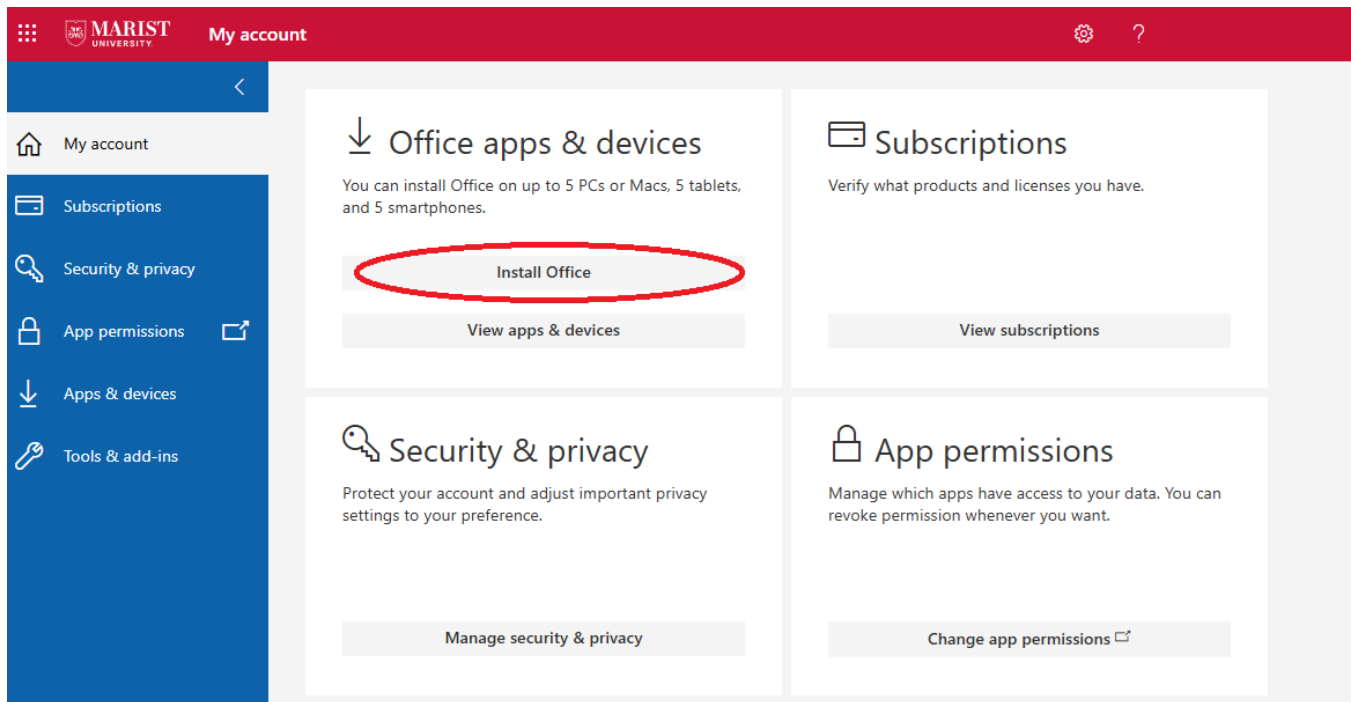


In the upper-right corner, click the **Install Apps** menu, then select **Microsoft 365 apps**.

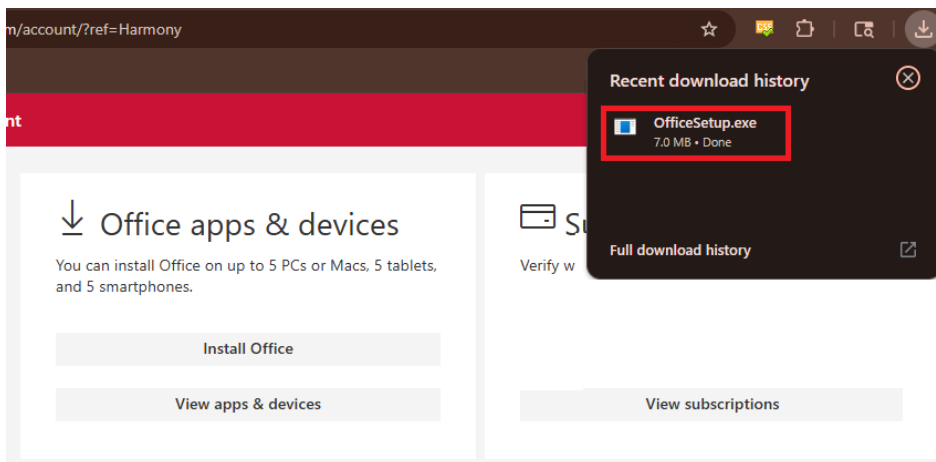




3. Click **Install Office**. The setup file downloads.



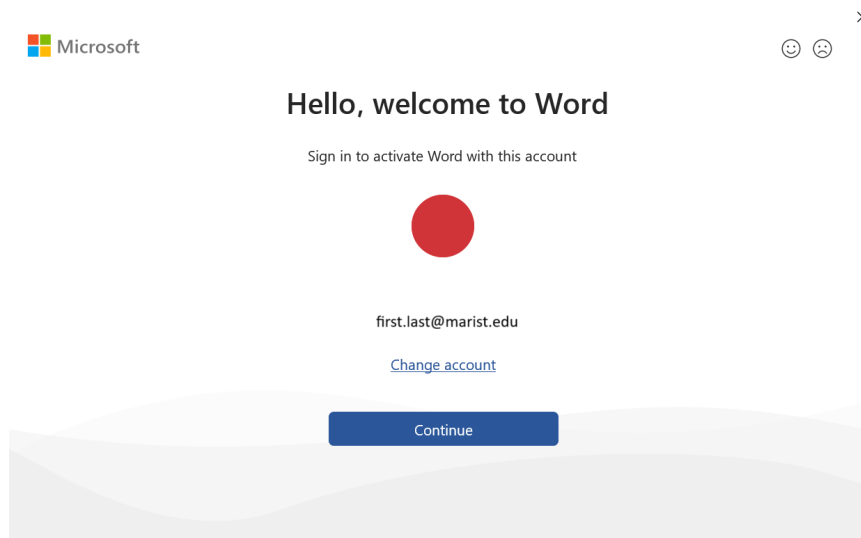
Open the Office setup file that you just downloaded.



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.



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