

Office365 - Installation Guide for Windows OS

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Office 365 Installation Guide for Windows Operating System.

These directions should work on Windows 7, Windows 8, and Windows 10. Please note that if you already have a version of Microsoft Office installed on your machine, you will need to uninstall it before you will be able to install Office365.

You must have admin rights on your computer to install this software. If you do not, you need to contact your local desktop support and have them help you install the software.

1. Login to Office 365 at office365.wsu.edu with your Network ID and Password.

The screenshot shows a web browser window with the URL <https://shibidp.wsu.edu/idp/Authn/UserPassword>. The page title is "Network Authentication". On the left side, there is the Washington State University logo and a list of links: "Need a user id?", "Forgot your password?", "Forgot your user id?", "Need help?", "Class Schedule Search", "Browse Course Catalog", and "Transfer Course Information". The main content area has the heading "You must log in to continue". Below this heading are two input fields: "Network ID or Friend ID:" with the value "butch.cougar" and "Password:" with a masked password "*****". A red "Continue" button is positioned below the password field. At the bottom of the page, there is a disclaimer: "You are accessing a Washington State University (WSU) information system that is provided for WSU-authorized use only. Access to WSU information systems is restricted to faculty, staff, students, and other individuals explicitly authorized by WSU. Use of this system is subject to all" and "By accessing or using this system, or any device attached to this system, you are consenting to the WSU Computer Use Policy and the following conditions: Data stored or transmitted on this system are subject to routine monitoring by WSU for purposes including, but not limited".

2. On the Office 365 welcome page, click on the **Install Office Apps** button on the top right.

3. Click **Run** on the setup file. And then **Yes** when asked if you want to make changes to the computer.

4. Office 2016 will then install on your computer.

Office



Installing Office

We'll be done in just a moment.