

As a student at Post University, you are given a free version of MS Office 365 that you can download to your computer. We strongly recommend downloading MS Office 365 to your computer as soon as possible. You will find it much easier to use the desktop version than the web version when you complete assignments during your studies. Likewise, many careers will require you to understand how to use Office 365, and this includes knowing how to use the desktop versions of Office programs, not the online version.

Use the directions below to install the desktop version of MS Office 365 on your desktop computer or laptop:

Please note: Some of the images below might look different depending on your web browser. Chrome was used for the steps in this document.

- 1. Open your web browser and type <u>my.post.edu</u> in the address bar.
- 2. Click on 'student portal homepage' on the page that comes up

	Self-Service Portal
	Log into the portal to view your academic information, receive personalized communication, and use our self-service tools.
Student Logn Current Student Logn Here	Course Schedule

3. Sign in with your email address, then click 'next' to enter your password and click on 'sign in.'



U Post UNIVERSITY.	
Sign in	←
someone@example.com	Enter password
Can't access your account?	
	Forgot my password
Back Next	Sign in

4. On the left side column of the new page that opens, click on 'Office 365.'

Quick Links		
	Blackboard	
	Office 365	

5. After clicking on 'Office 365,' you will be prompted to click on 'continue' to open a new page where you will download Office 365 to your computer.

	OWN THE MOMENT COMMITMENT KEEP IT SIMPLE MAKE IT AN EXTRAORDINARY EXPERIENCE		
You are leaving the portal			
You're on you way to https://www.offic	e.com/. Clicking the button below will open th Continue »	ie page in a new tab.	

6. On the top right of the new open page, click the 'Install apps' drop-down.



7. When the options come up, click on 'Microsoft 365 apps' to begin the download process





8. The image below will come up, telling you the steps to follow to download Office 365



9. Find the icon that is a down arrow from the top screen and click on it.





10. After you click on the down arrow, click on the download that says 'Microsoft\_365\_and\_Office\_16.78.23102801\_BusinessPro\_Installer.pkg'



11. Click on 'continue' to agree to make changes to your computer





12. Read through the user agreement and click 'continue'



	😺 Install Microso	oft 365 and Office for	r Mac	A
	Software Licens	e Agreement		
Introduction		English	$\bigcirc$	
• License	Consumer Custo	omers: To determine whic	h one of the two sep	arate sets of
Destination Select	license terms be either on produc	low apply to you, check t t packaging if you purcha	he product title. This ased the product from	is printed n a physical
Installation Type	retail store or on obtained the sof	the page from which you tware online. If designate	I purchased the softwork of	ware if you otion (e.g.,
Installation	Office 365 Home Microsoft Servic	e, Personal or University) t es Agreement – Microsoft	then the "Supplement t Office 365 Consume	nt to er
<ul> <li>Summary</li> </ul>	Subscription Set Office software ( then the "Micros apply to you.	vice and Software" below (e.g., Office Home & Stude soft Software License Terr	v applies to you. If d ent or Office Home & ns – Office Desktop"	esignated Business), ' below
	Enterprise Custo do not apply to y subject to the te agreed to when acquired the lice software if you h licensed distribu enabled you to u have access to o covered by sepa	omers: If you are an Enter you, and your use of the s rms and conditions of the you signed up for the sub ense for the software. You have not validly acquired a utors. If your organization use certain connected services other connected services urate terms and privacy co	prise customer, the b ubscription service/s volume license agre scription and by whi a may not use the set a license from Microsoft is a Microsoft custo vices in Office 365. Y from Microsoft, whic pommitments. Learn r	below terms software is eement you ich you rvice/ soft or its omer, it has fou may also wh are more about
	Print	Save	Go Back	Continue

13. Click 'Agree' to proceed

To continue installing the software you must agree to the terms of the software license agreement.

Click Agree to continue or click Disagree to cancel the installation and quit the Installer.

Read License



14. Click 'Install'



	Install Microsoft 365 and Office for Mac	8
	Standard Install on "Macintosh HD"	
Introduction	This will take 11.58 GB of space on your computer.	
License	Click Install to perform a standard installation of this software	
<ul> <li>Destination Select</li> </ul>	for all users of this computer. All users of this computer will be able to use this software	
Installation Type		
Installation		
Summary		
	Change Install Location	
	Customize Go Back Install	

15. Enter the username and password that you use to log into your MAC and then click 'Install Software'



Installer
Installer is trying to install new software.
Enter your password to allow this.
Username
Password
Install Software
Cancel

16. MS Office 365 will launch automatically after it is installed successfully