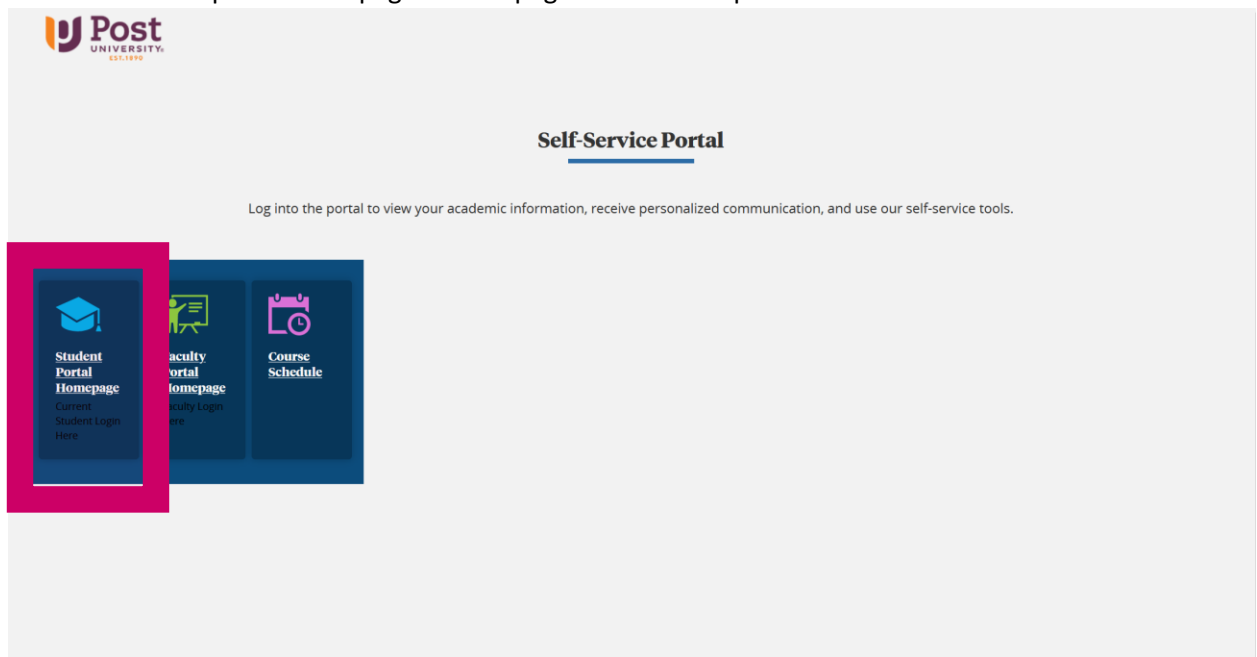


As a student at Post University, you are given a free version of MS Office 365 that you can download to your computer. We strongly recommend downloading MS Office 365 to your computer as soon as possible. You will find it much easier to use the desktop version than the web version when you complete assignments 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.

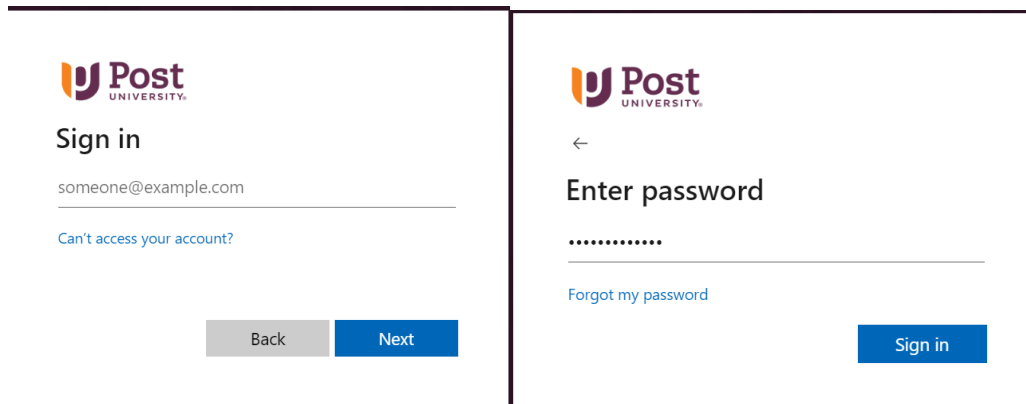
Use the directions below to install the desktop version of MS Office 365 on your desktop computer or laptop:

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

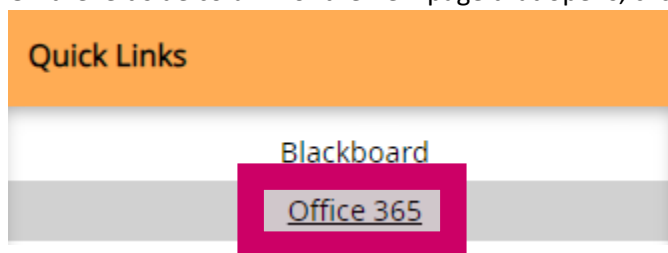
1. Open your web browser and type my.post.edu in the address bar.
2. Click on 'student portal homepage' on the page that comes up



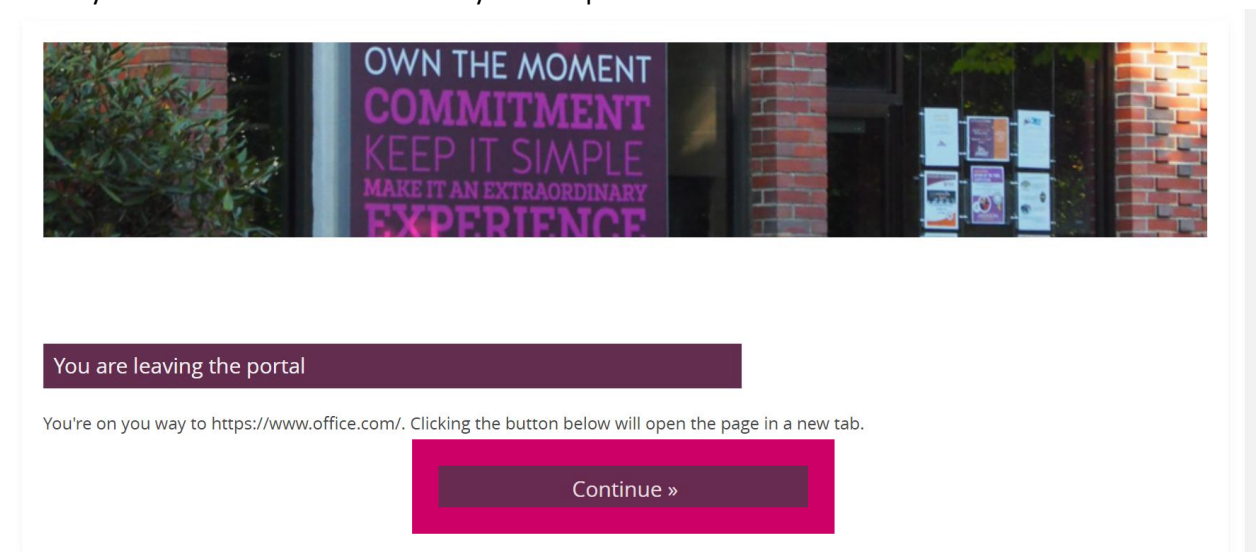
3. Sign in with your email address, then click 'next' to enter your password and click on 'sign in.'



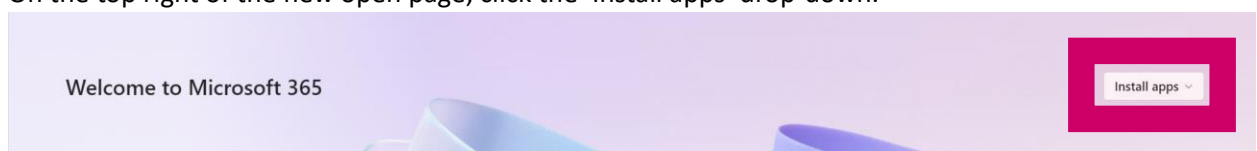
4. On the left side column of the new page that opens, click on 'Office 365.'



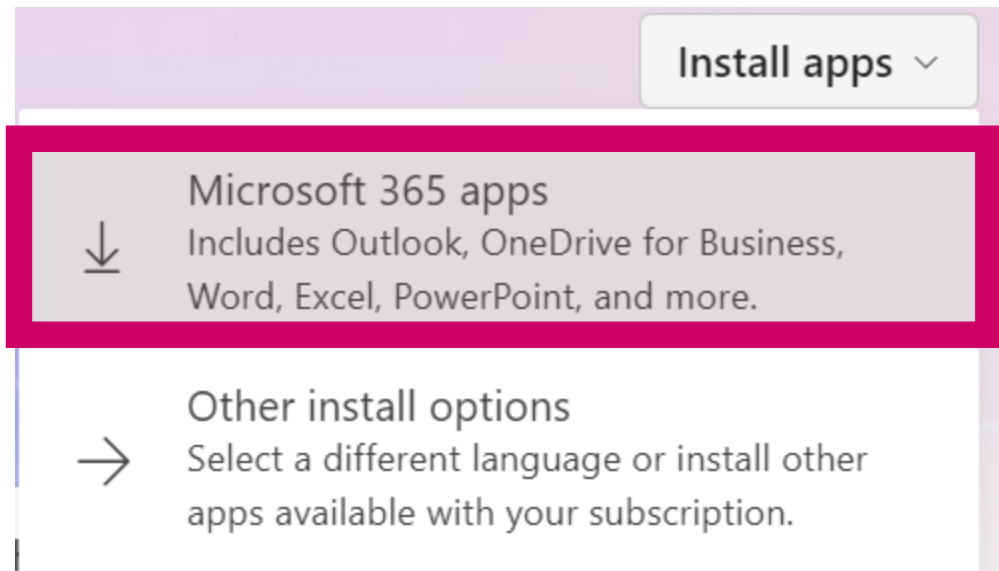
5. After clicking on 'Office 365,' you will be prompted to click on 'continue' to open a new page where you will download Office 365 to your computer.



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



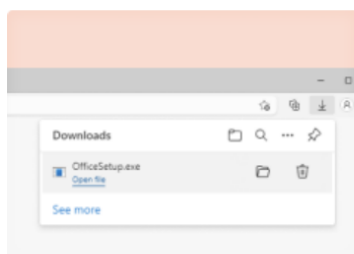
7. When the options come up, click on 'Microsoft 365 apps' to begin the download process



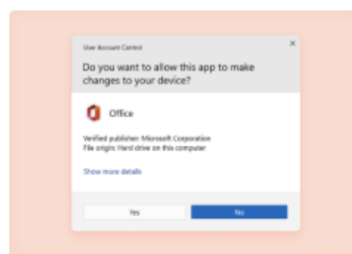
8. The image below will come up, telling you the steps to follow to download Office 365



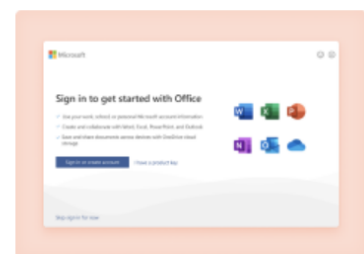
Get started with Microsoft 365



1 Select "Open file" after the Microsoft installer downloads



2 Select "Yes" to install on your device



3 Open any Microsoft 365 app and sign in using your student account

[Learn about Microsoft 365](#)

[Need help?](#)

[Got it](#)

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'

Recent Downloads



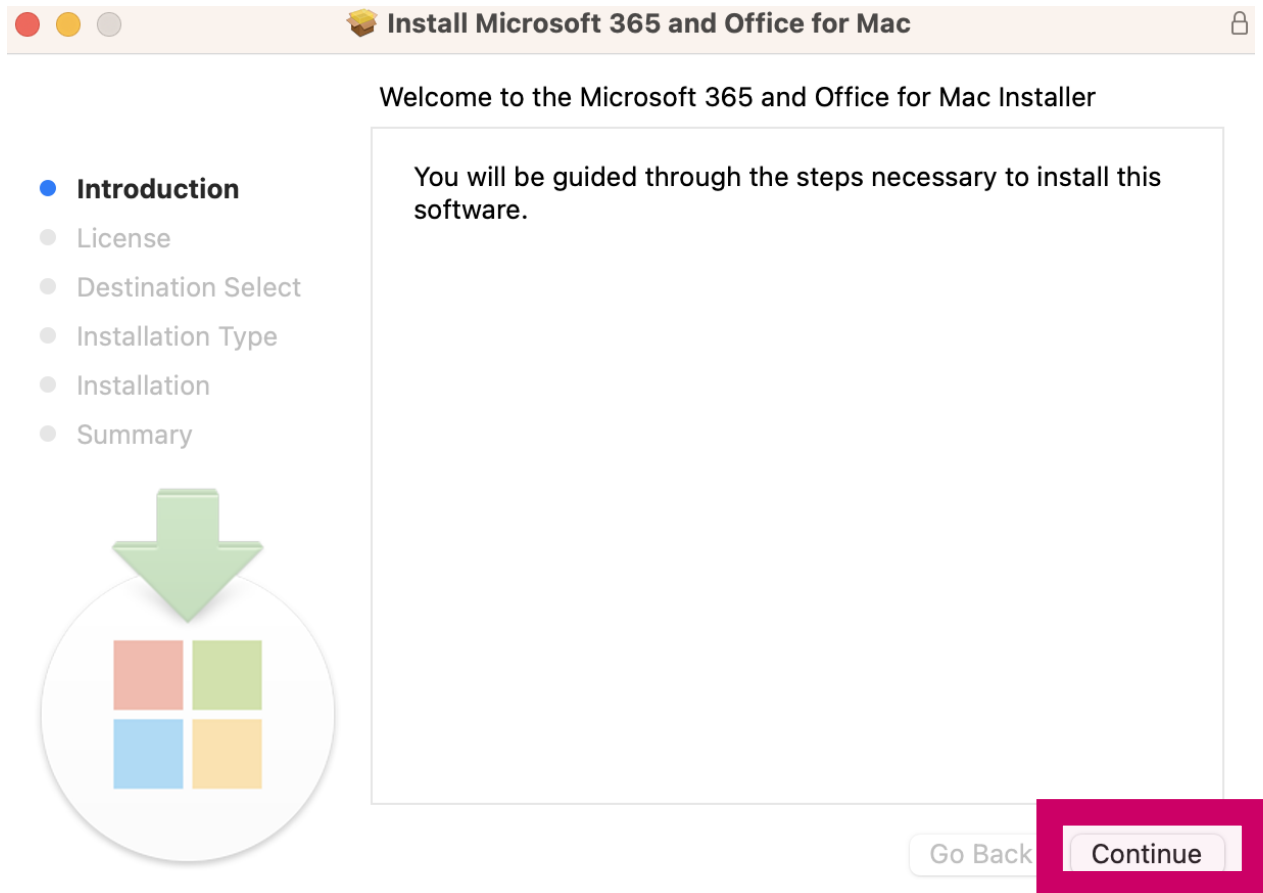
Microsoft_365_and_Office_16.78.23102
801_BusinessPro_Installer.pkg

2.2 GB • 5 minutes ago

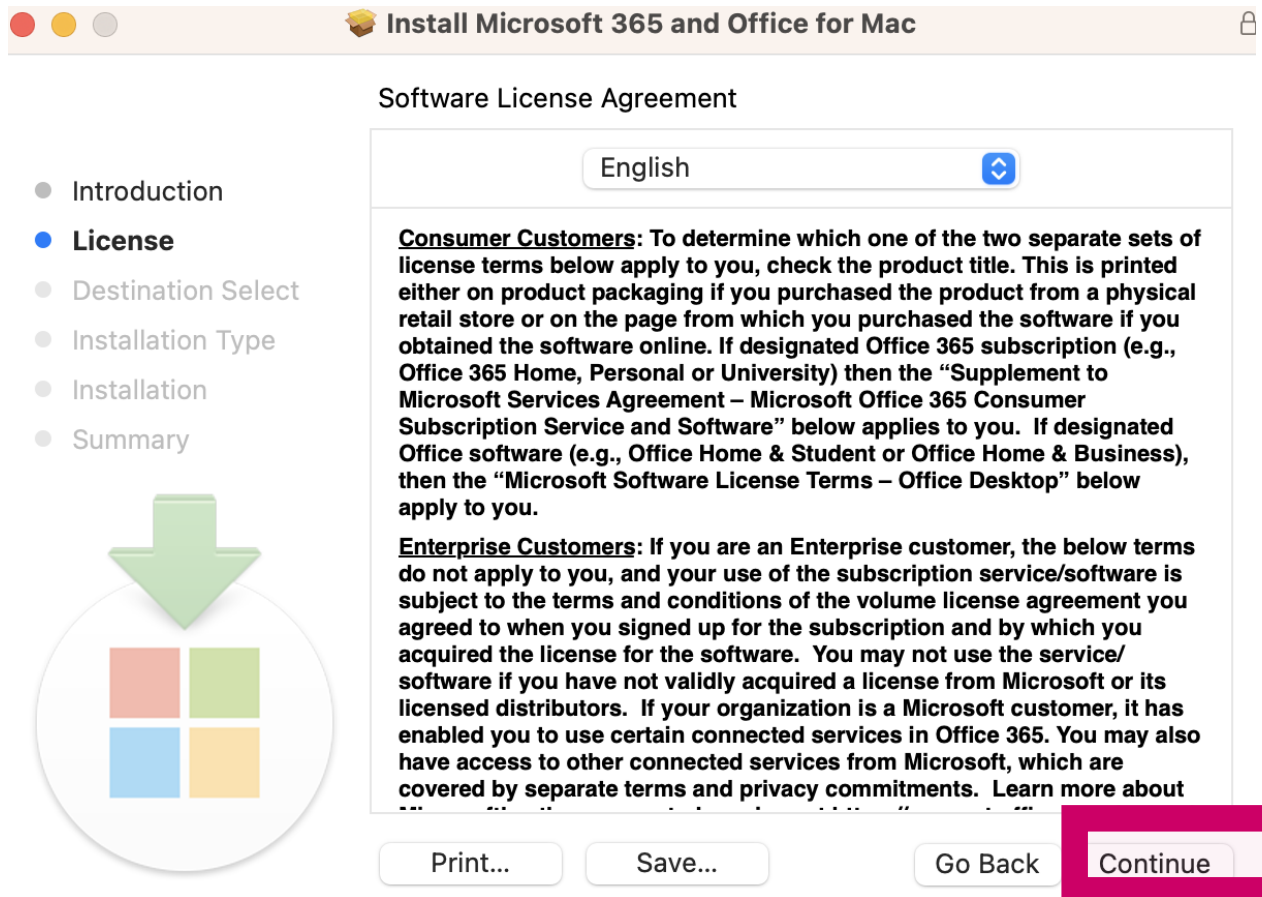
Show all downloads



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



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



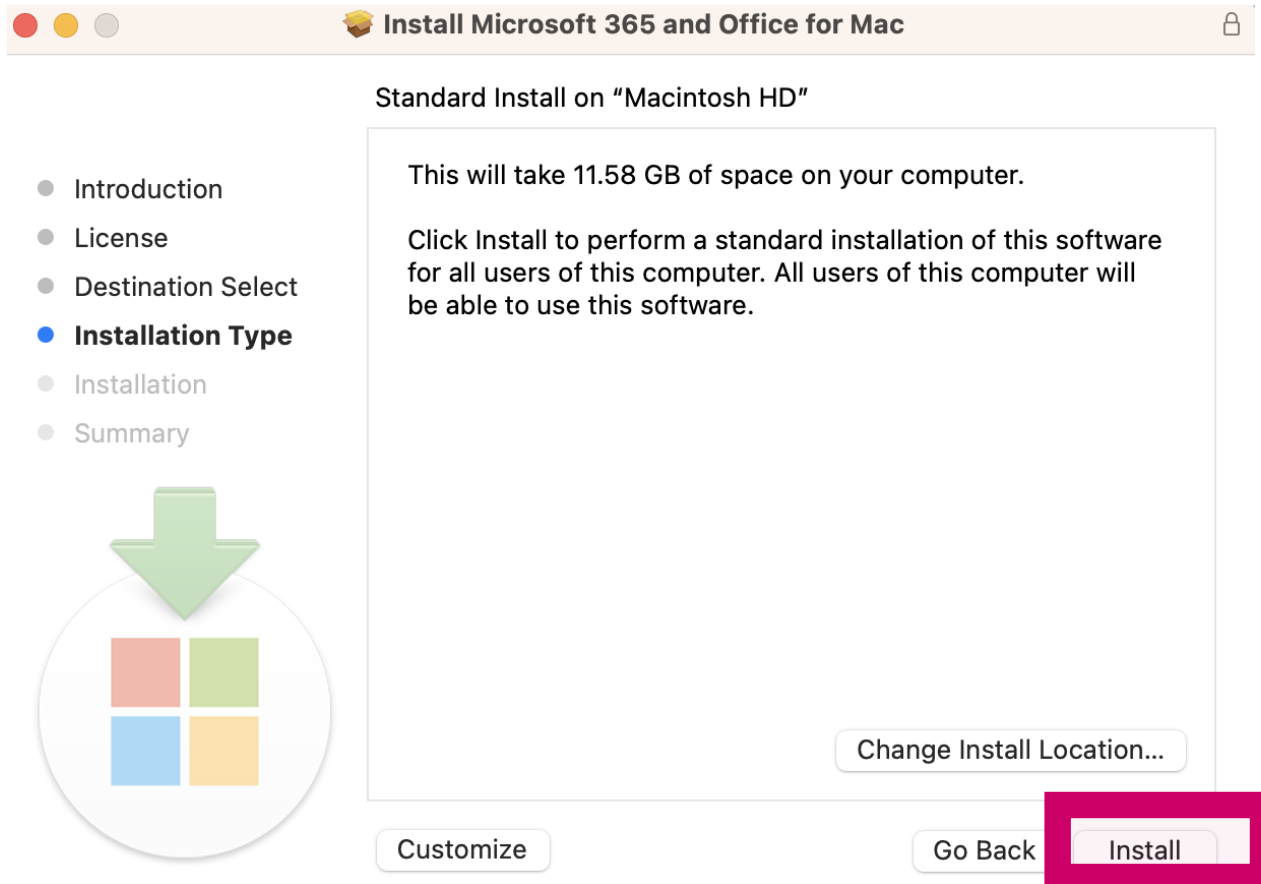
13. Click 'Agree' to proceed

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

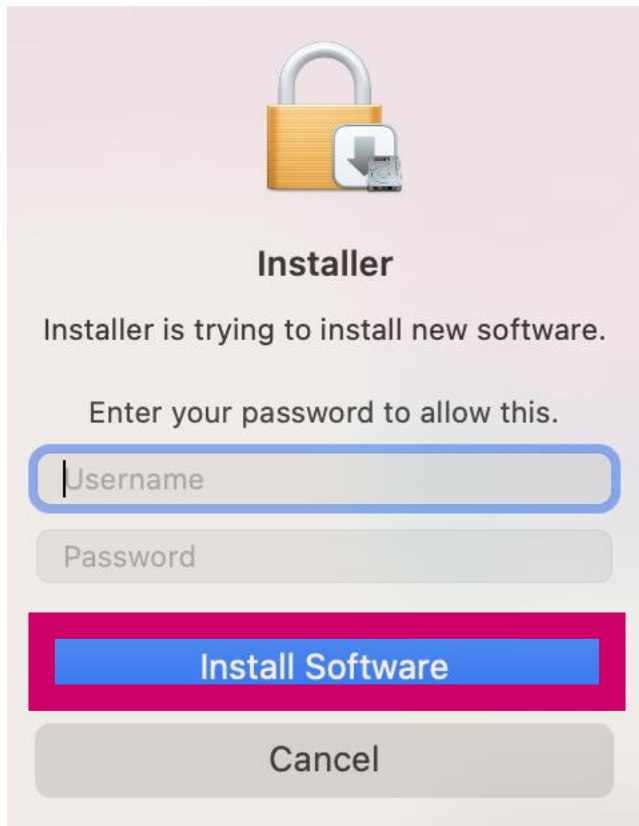
Click Agree to continue or click Disagree to cancel the installation and quit the Installer.



14. Click 'Install'



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



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