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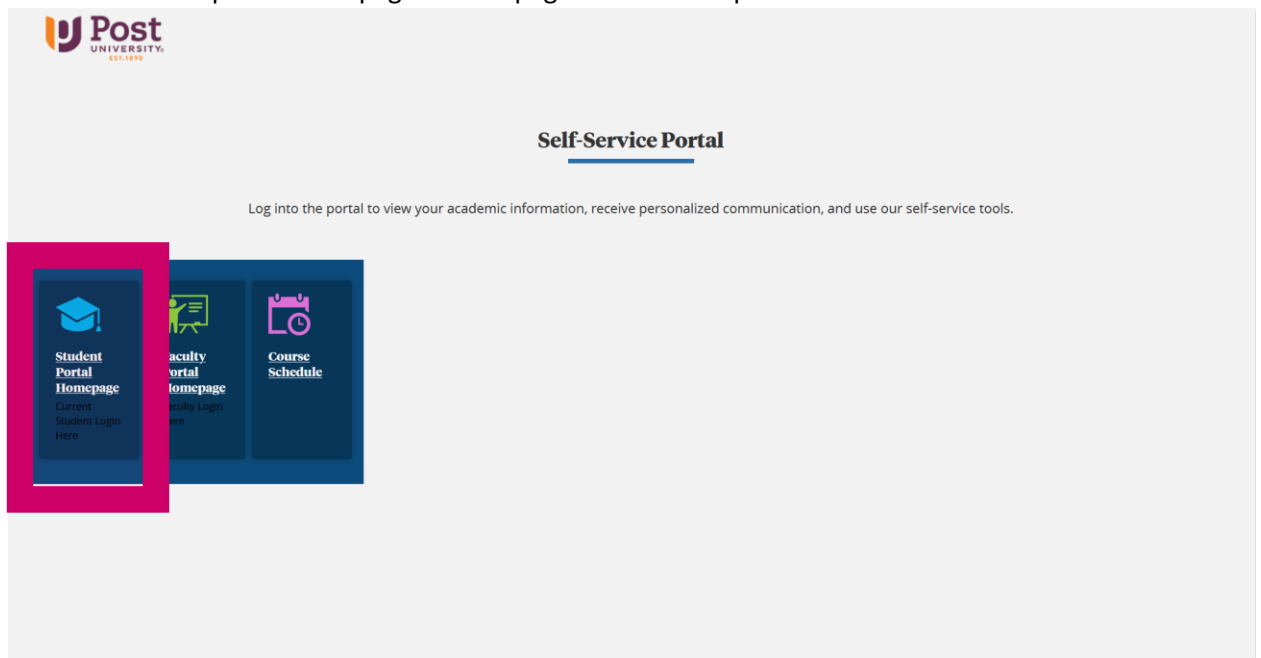
3. Sign in with your email address, then click 'next' to enter your password and click on 'sign in.'

Post
Sign in

someone@example.com

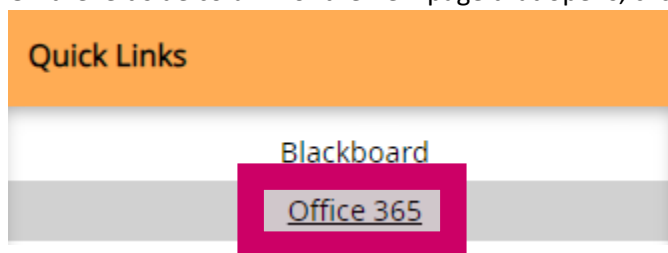Can't access your account?

Back   Next

Post
←
Enter password

....

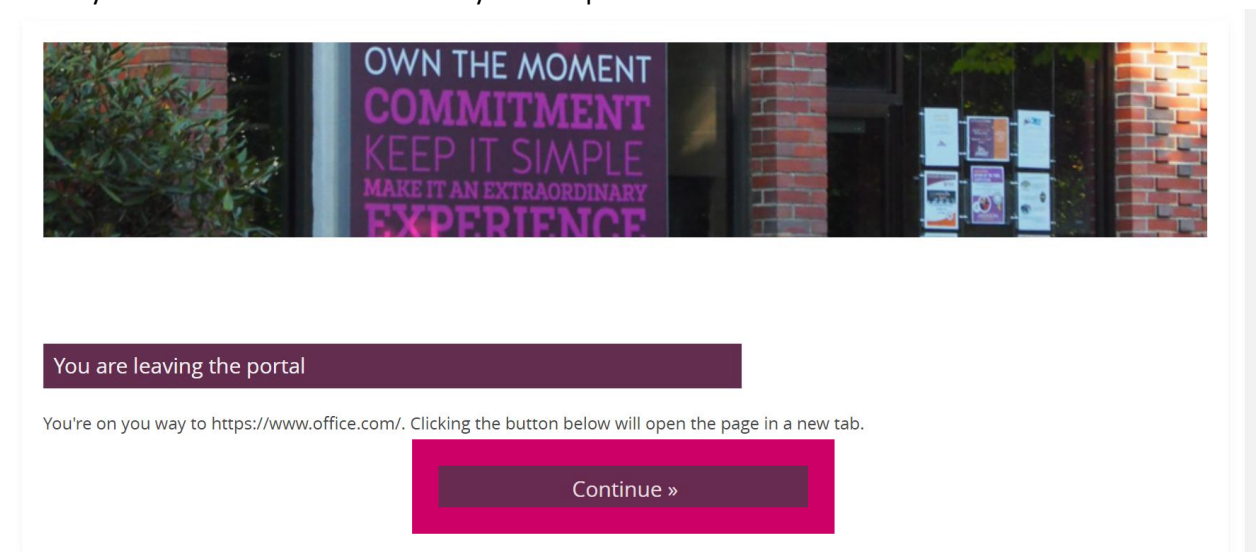Forgot my password

Sign in

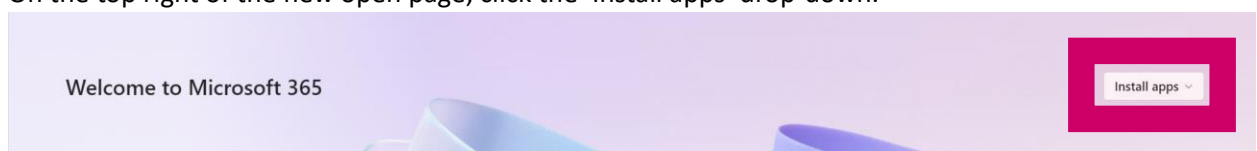4. On the left side column of the new page that opens, click on 'Office 365.'

**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.office.com/. Clicking the button below will open the page in a new tab.

Continue »

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

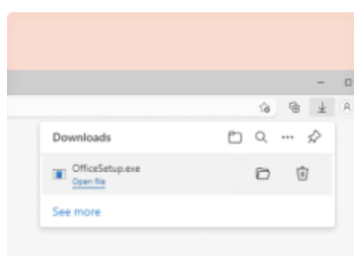Welcome to Microsoft 365

Install apps ⌄

7. When the options come up, click on 'Microsoft 365 apps' to begin the download process
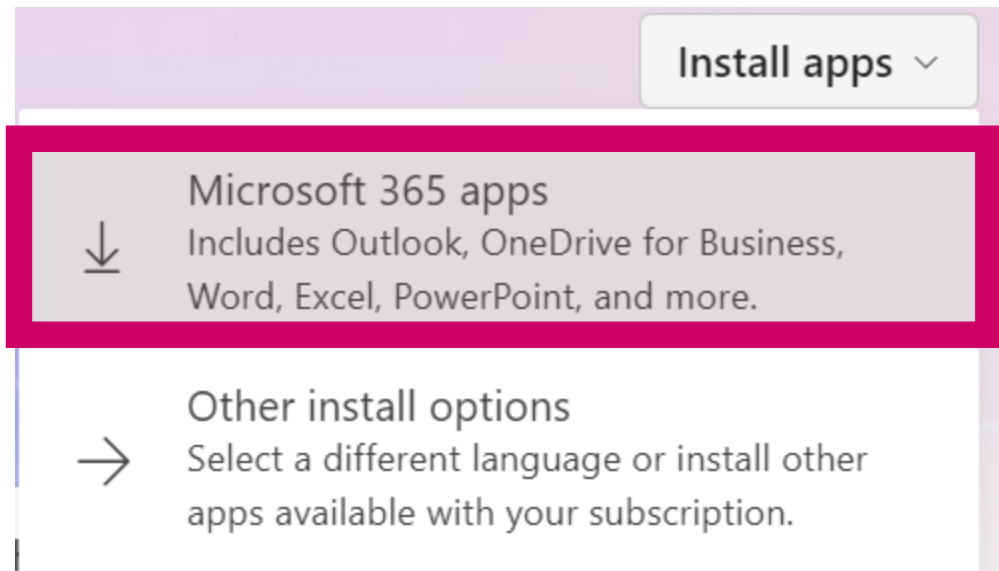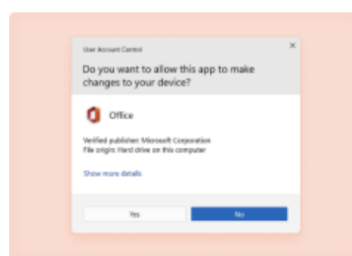
8. The image below will come up, telling you the steps to follow to download Office 365
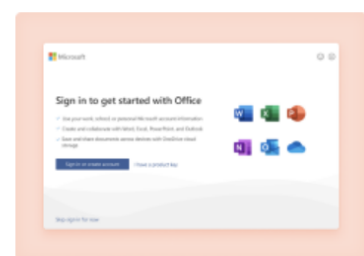

Get started with Microsoft 365

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
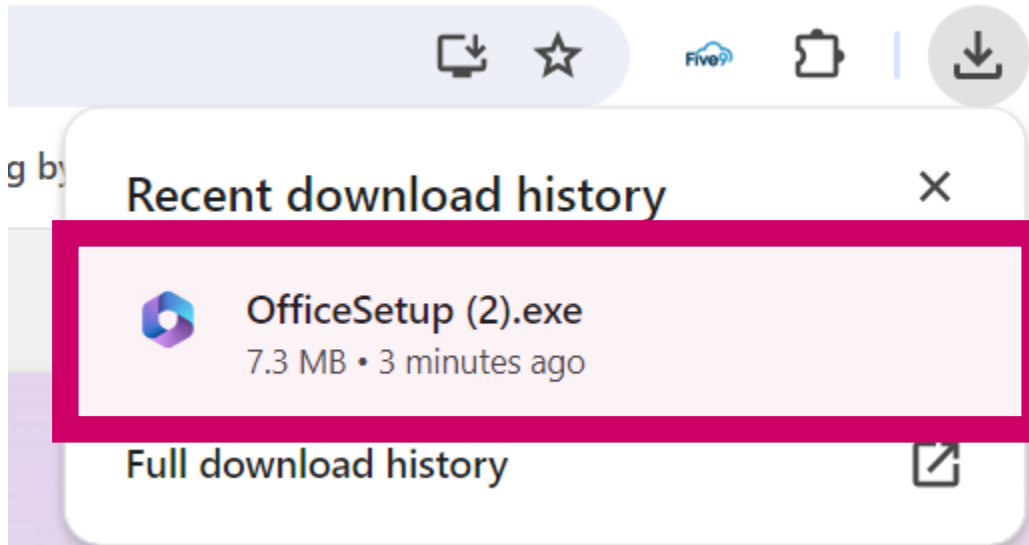
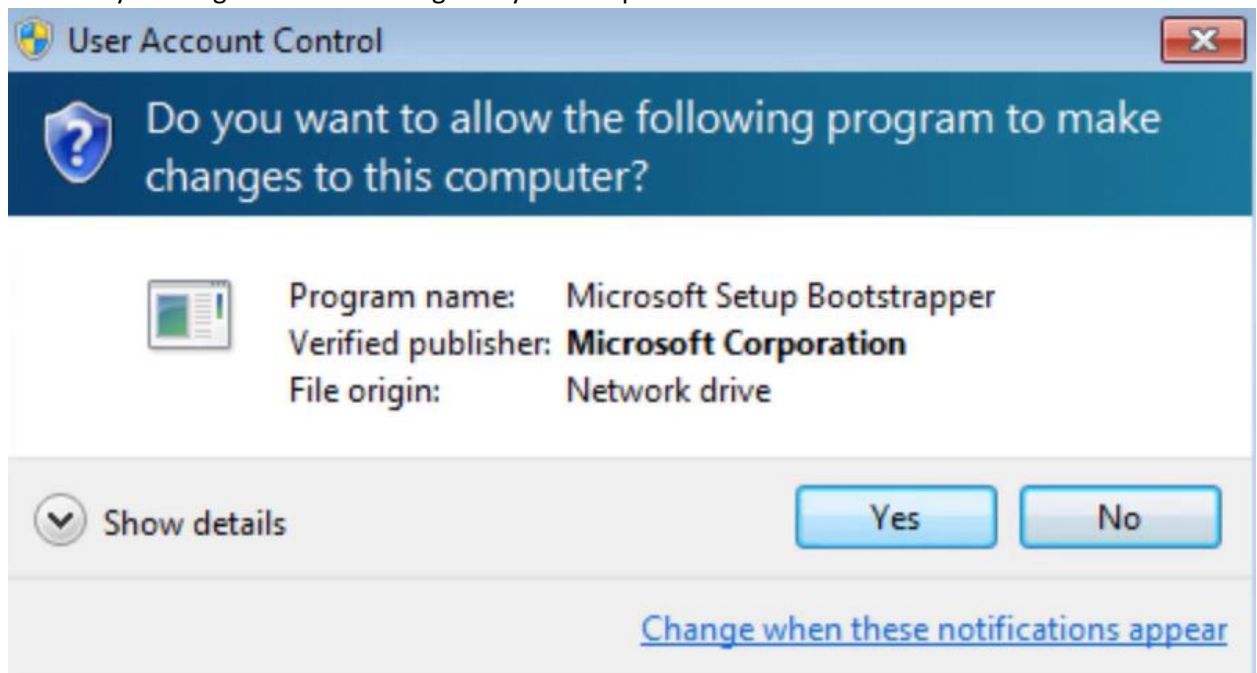Learn about Microsoft 365   Need help?   Got it

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 'OfficeSetup.exe.'

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

12. Once you download MS Office 365 successfully, it will automatically launch.