



How to Setup and Install Office 365 (Students)

This tutorial will guide you through the process of accessing Microsoft Office 365, and installing it on your computer. Office 365 for students is available for both Windows and Mac users.

Before You Begin

You must have your Triton Access account activated to set up Office 365. Your Triton Access account consists of your Triton ID and Triton Email account.

Instructions: [Triton ID Instructions \(Student\)](#)

Table of Contents

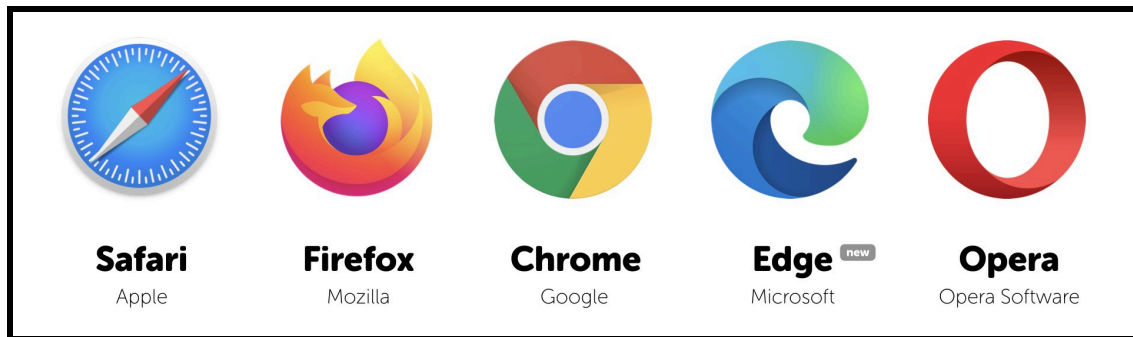
Before You Begin	1
Step One: Set up your Triton Email account with Office	1
Step Two: Install Office 365	4

If you have followed all of these instructions, and need further assistance, you may contact the Service Desk at itsupport.edmonds.edu

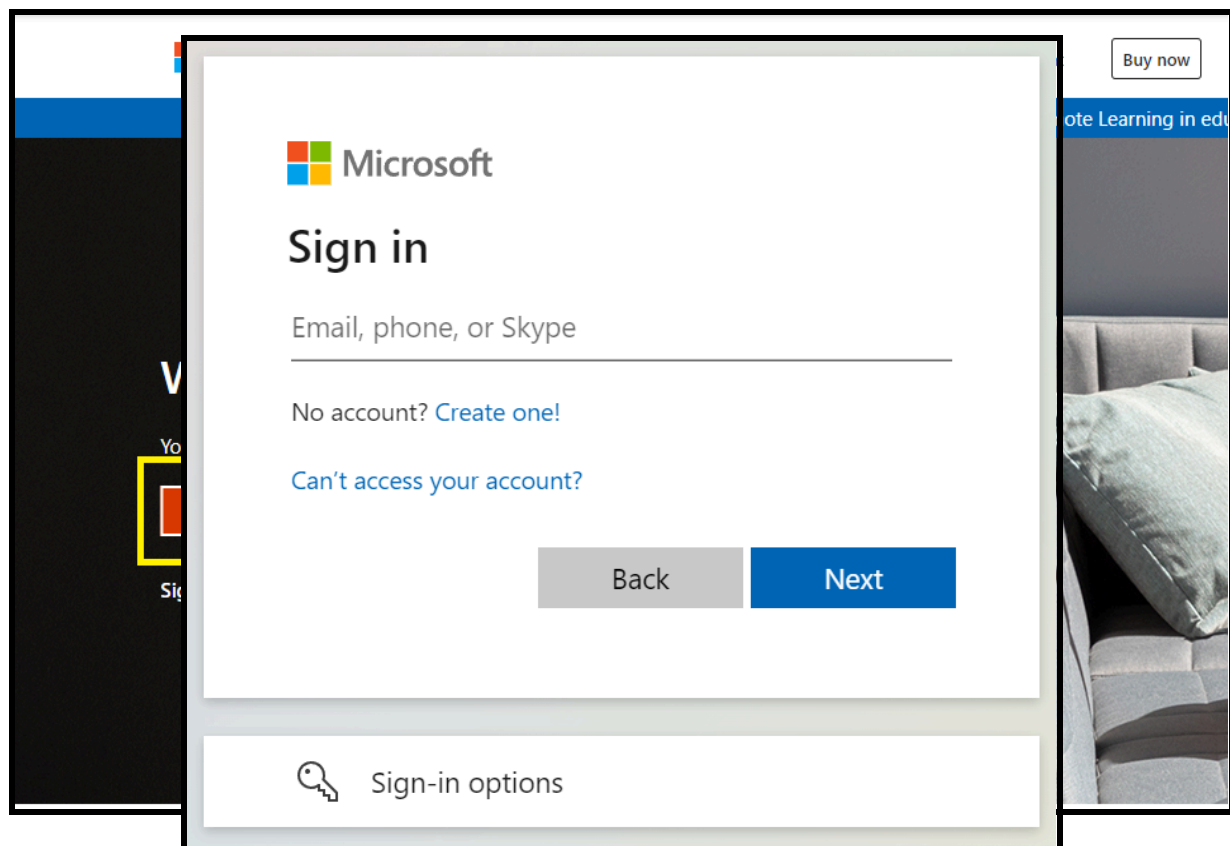
Set up your Triton Email account with Office

1. Open your preferred web browser. (example: Firefox, Google Chrome, Safari)

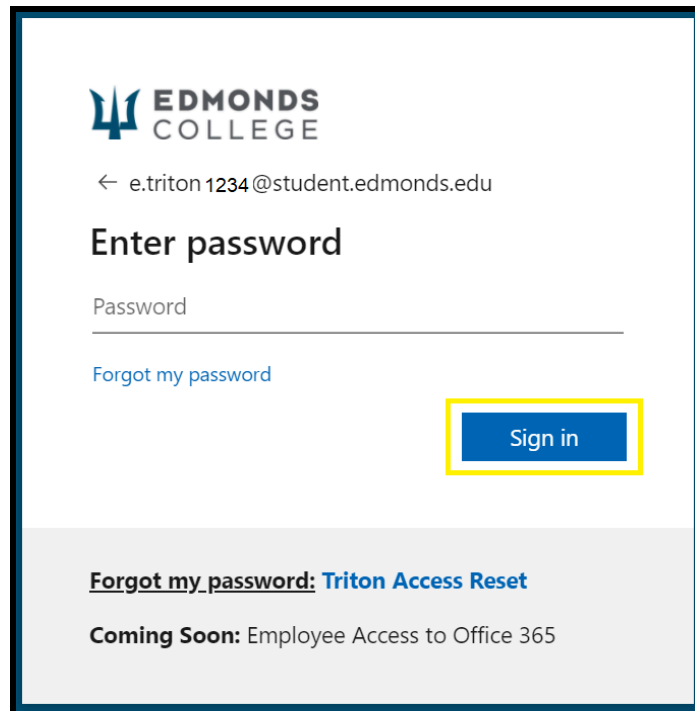
Note: Before installing Office 365, check the [system requirements](#) prior to downloading.




2. Click on the following link to go to the Office website: <https://www.office.com/>
3. On the left, click **Sign in**
4. The next screen will prompt you to Sign in. Enter your full Triton Email address



- (example: e.triton1234@student.edmonds.edu), and click on **Next**.
5. The next screen will prompt enter a password. Enter your Triton Email password, and click on **Sign in**.



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← e.triton1234@student.edmonds.edu

Enter password

Password

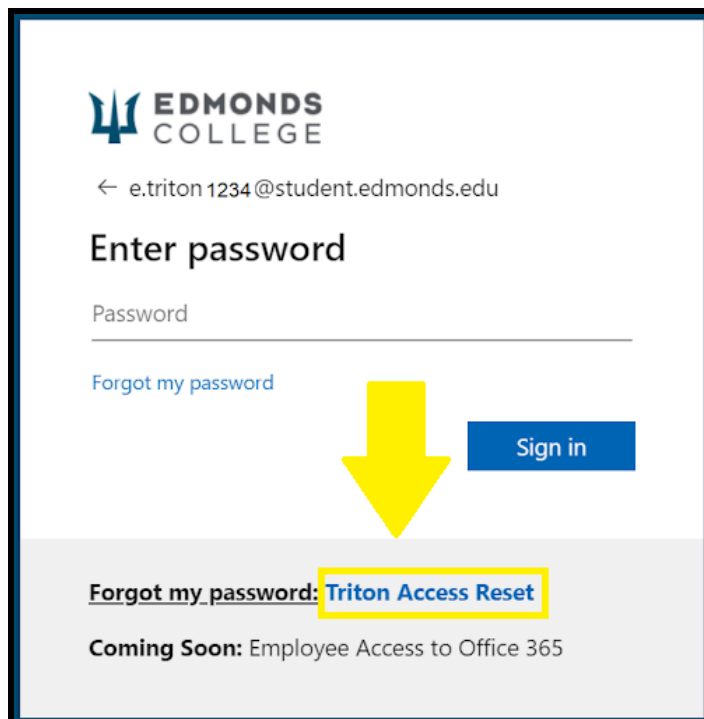
[Forgot my password](#)


Sign in

Forgot my password: [Triton Access Reset](#)

Coming Soon: Employee Access to Office 365

NOTE: If you forgot your Triton Email password, visit the Triton Access page by clicking on **Triton Access Reset**. At the Triton Access page, select '**Need help signing in?**' and choose **Forgot Password**



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← e.triton1234@student.edmonds.edu

Enter password


Password

[Forgot my password](#)

Sign in

Forgot my password: [Triton Access Reset](#)

Coming Soon: Employee Access to Office 365



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Sign In

Username

Password

☐ Remember me


 [Sign In](#)

[Need help signing in?](#)

☐ Remember me

[Sign In](#)

[Need help signing in?](#)

[Forgot password?](#) 

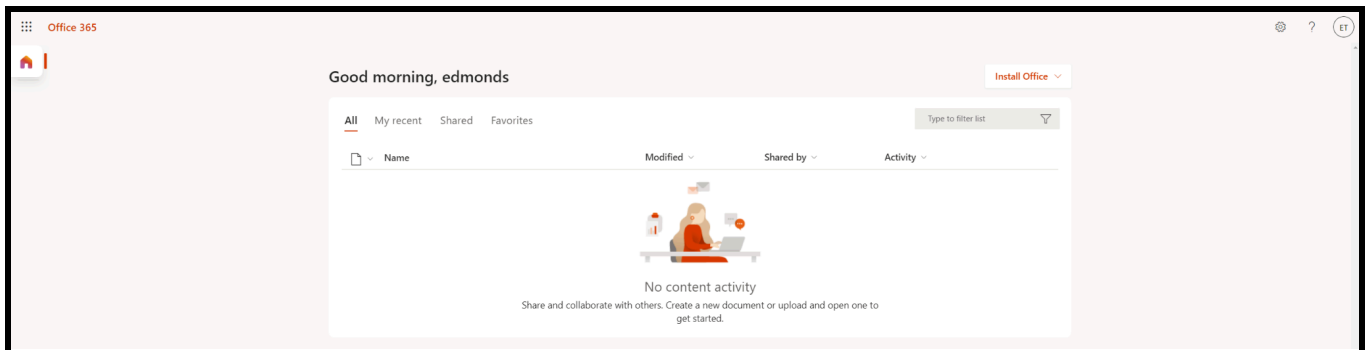
[Locked out of your account?](#)

Students: Look up your Triton ID / G Suite username

EdMail Users: Manage your EdMail account

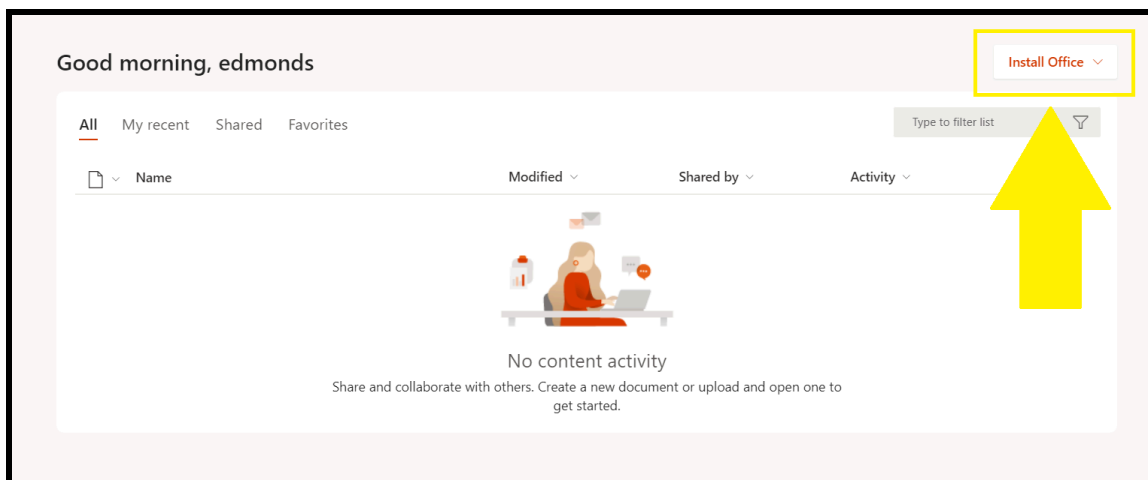
[Help](#)

6. After entering your password, you will be signed in to Office.

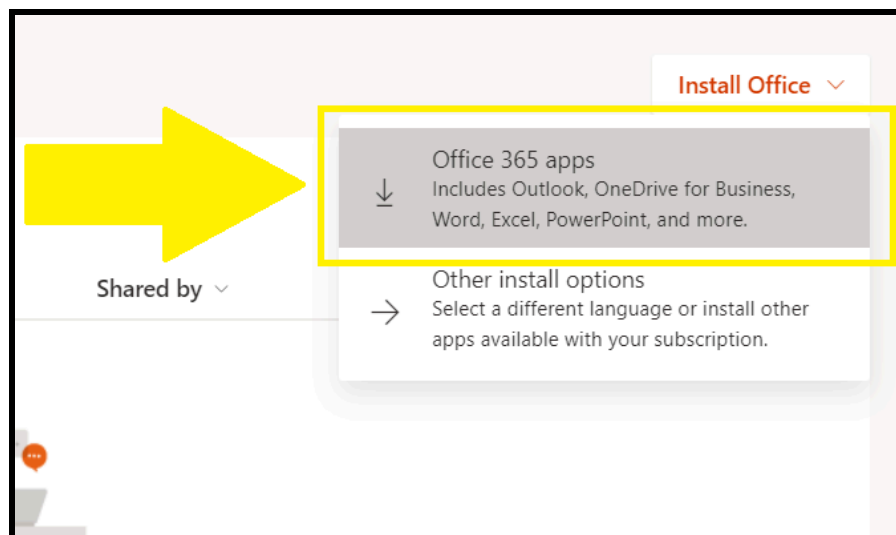


Step Two: Install Office 365

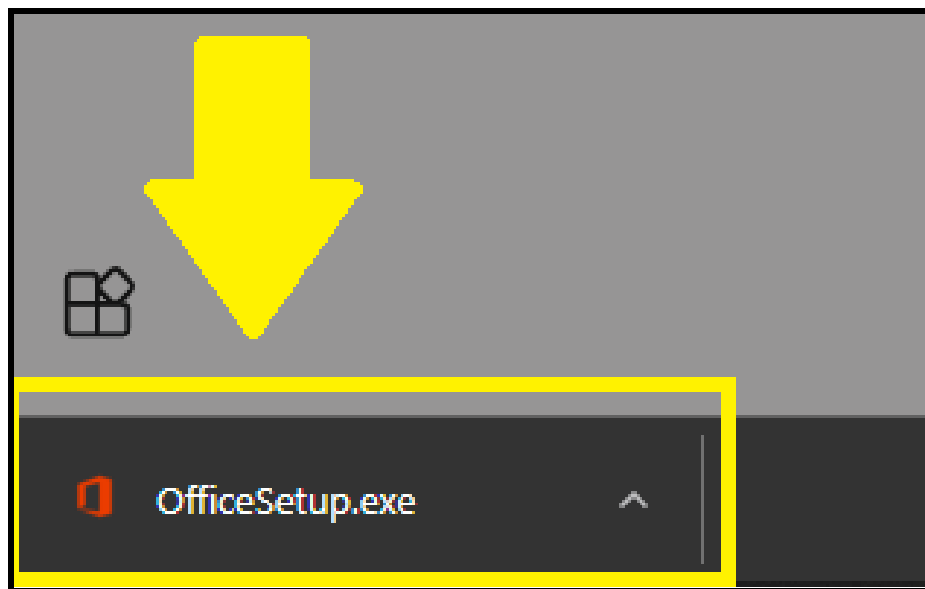
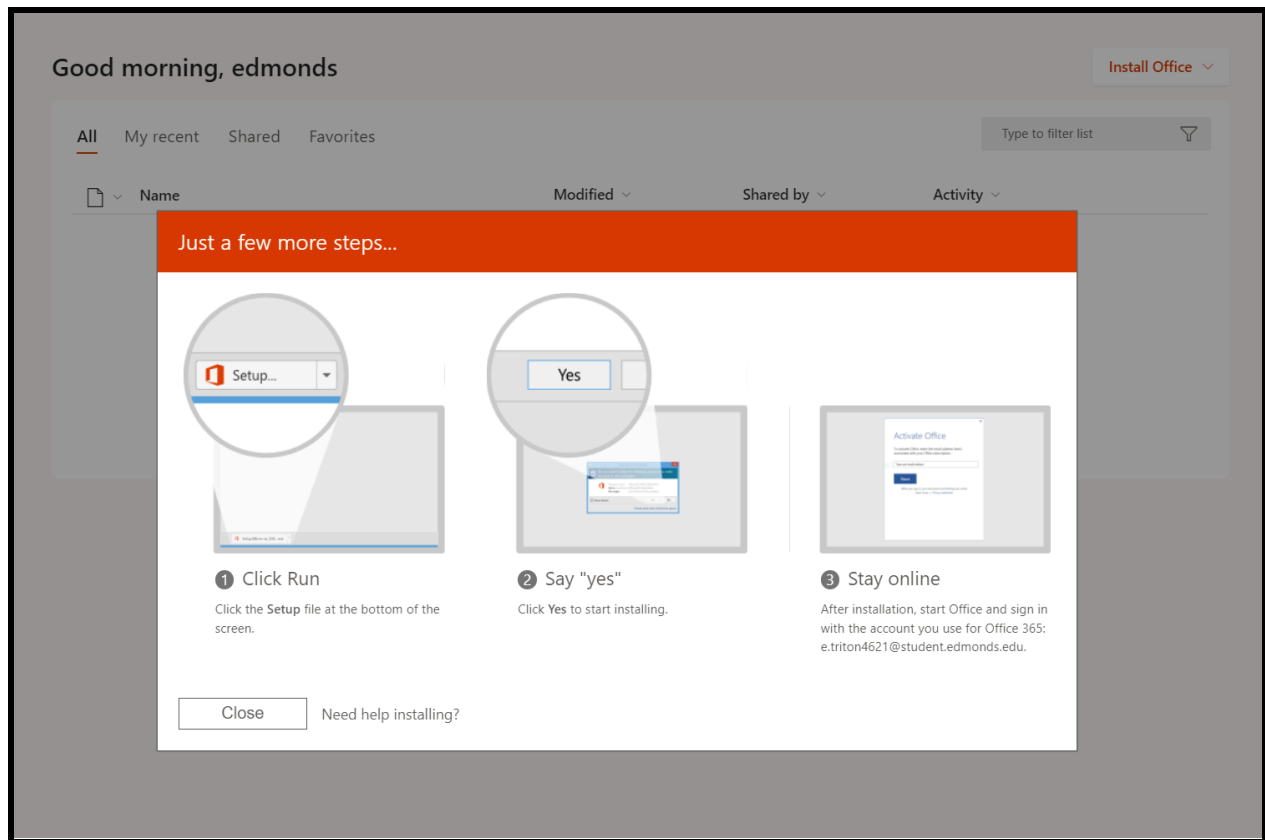
1. Click on the **Install Office** dropdown menu on the top-right of the screen



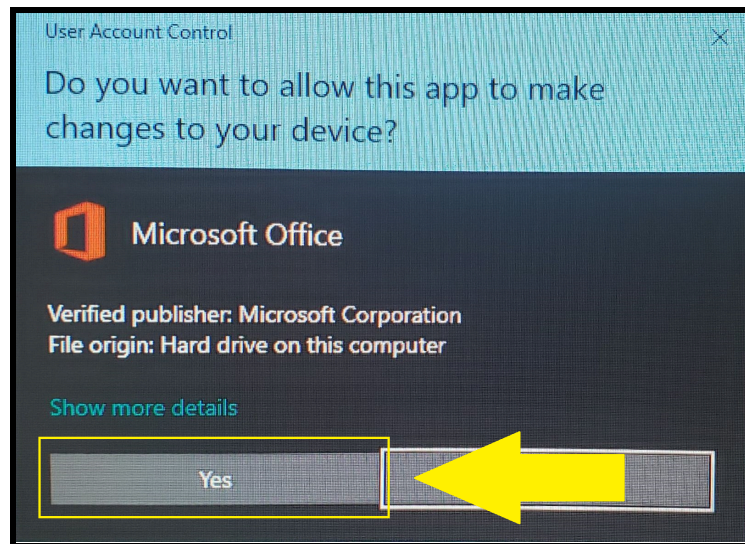
2. Select **Office 365 apps**



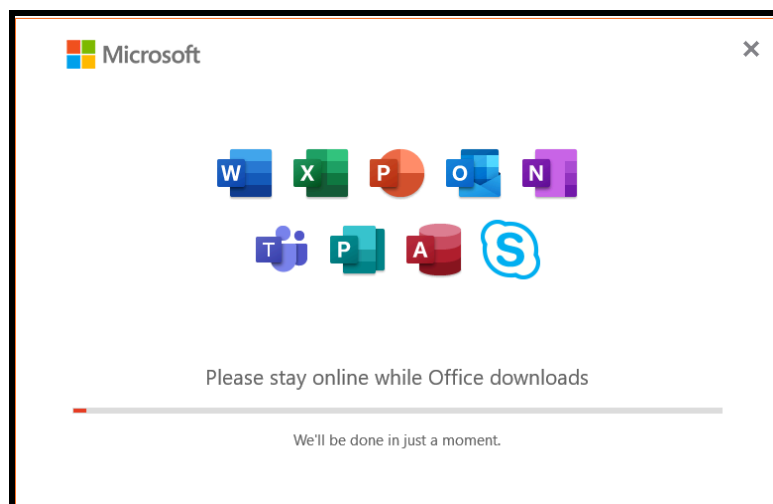
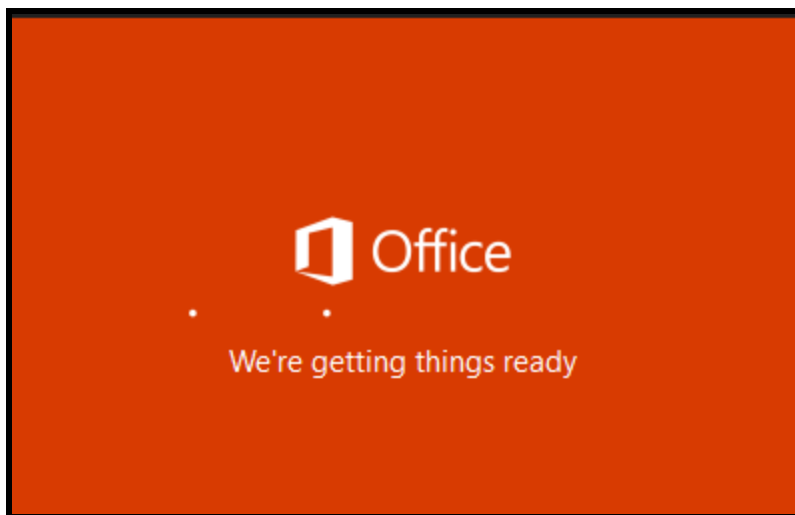
3. An installer file will be downloaded to your computer. Locate the installer file named **OfficeSetup.exe** (Mac Users: **OfficeSetup.dmg**) and open it



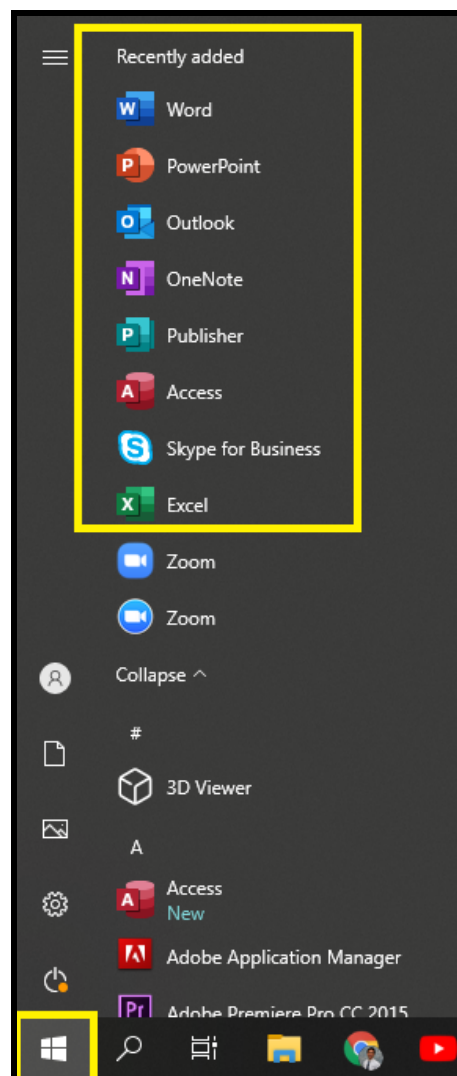
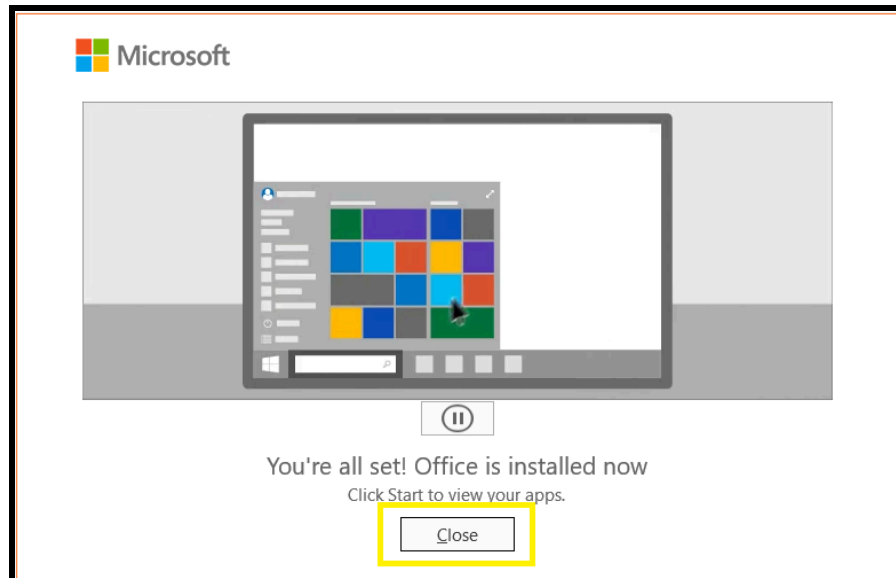
4. A confirmation window will appear. Click on **Yes**



5. Office will begin installing on your computer

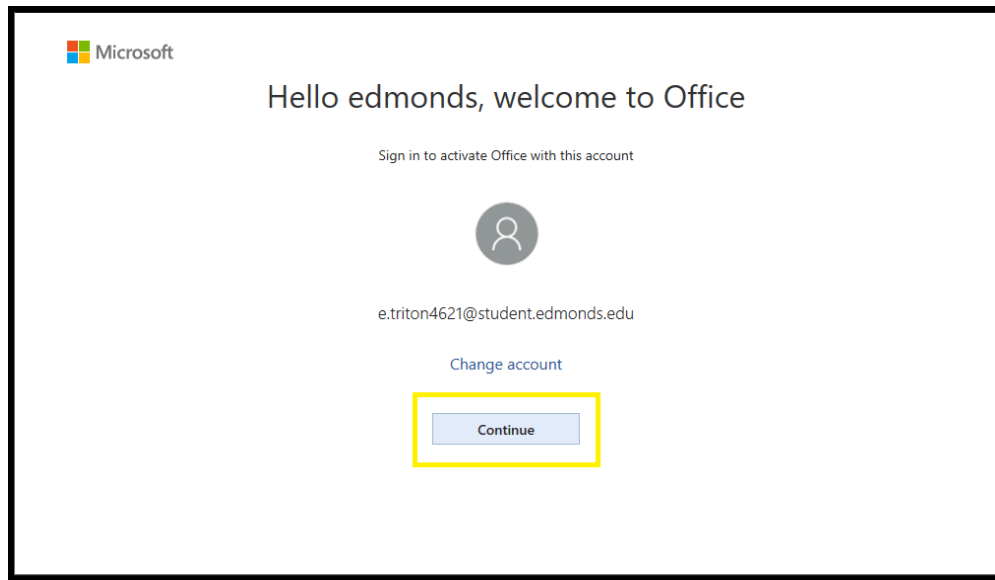


6. Once Office has completed its installation, you may close the window, and review the newly installed applications by pressing on the **Start button (Mac Users: Open the Finder and look in your Applications)**

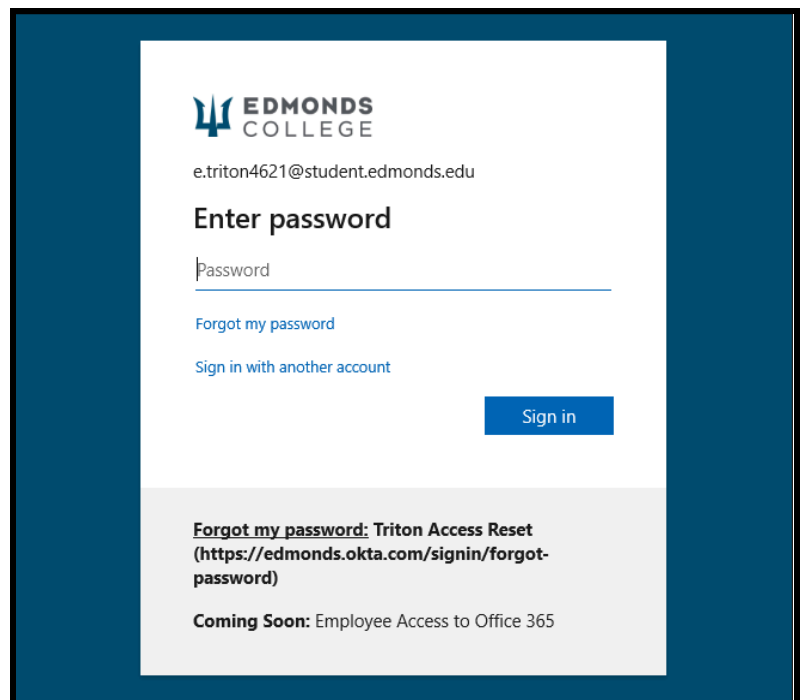
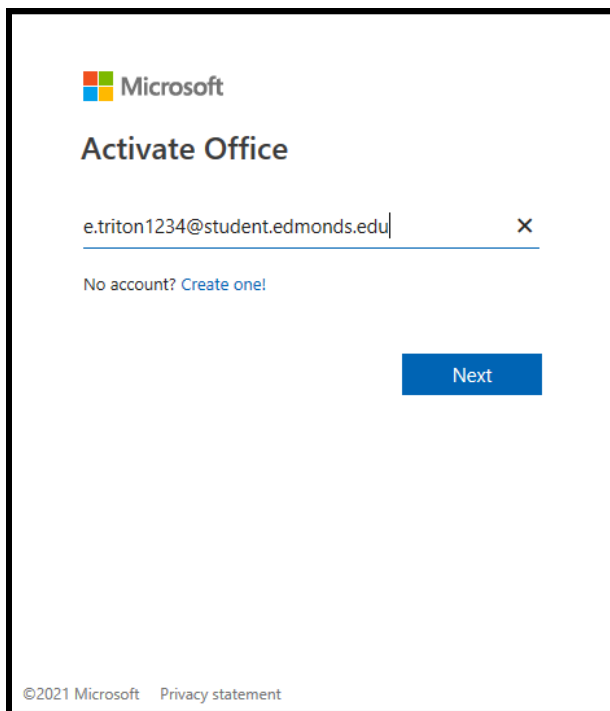


7. Open an Office application of your choice. You may be prompted to sign in. Confirm that your Triton Email address appears, and click on **Continue**.

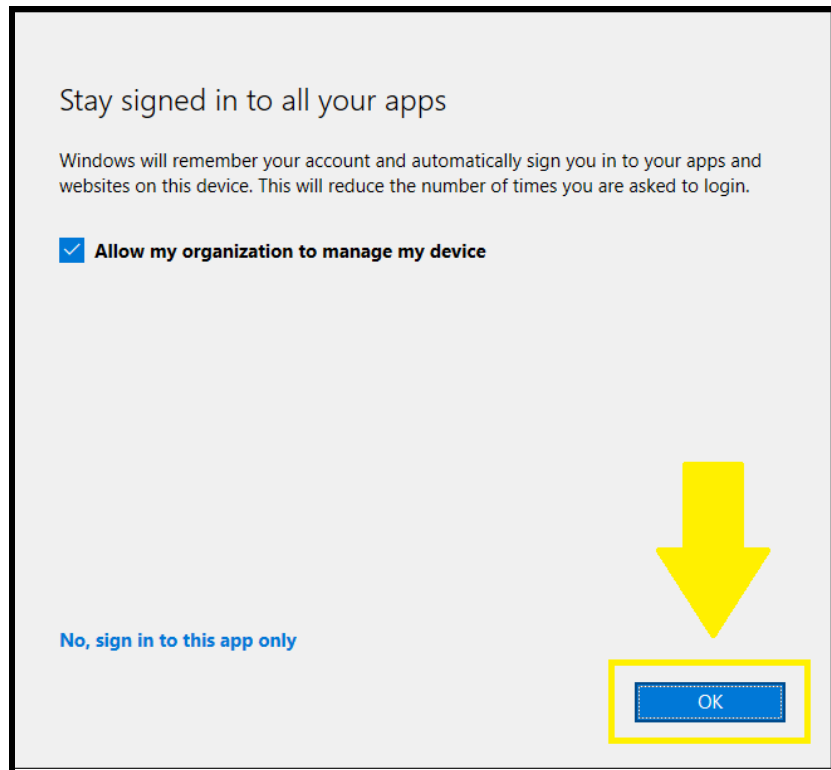
NOTE: If your Triton Email address doesn't automatically appear, click on **Change Account** to enter your Triton Email address



8. Sign in using your Triton Email address and Triton Email password



9. After signing in, you will be asked to stay signed in to all your apps. Be sure that **Allow my organization to manage my device** is checked. Click on **OK**



10. Congratulations! You may now access your Office applications with your Triton Email account

