

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.

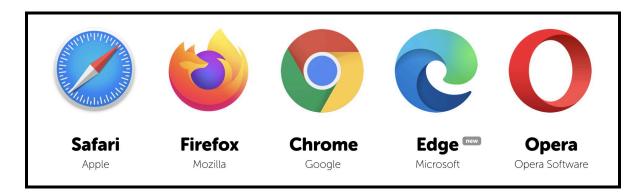
Instructions: <u>Triton ID Instructions (Student)</u>

Table of Contents!

Before You Begin	1
Step One: Set up your Triton Email account with Office	1
Step Two: Install Microsoft 365 apps	5

Step One: Set up your Triton Email account with Office

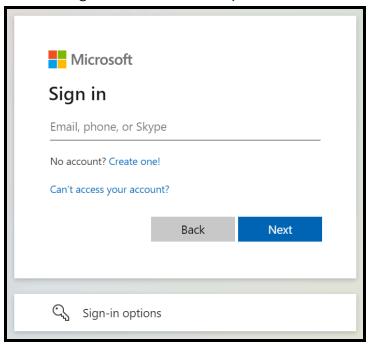
Open your preferred web browser. (example: Firefox, Google Chrome, Safari)
Note: Before installing Office 365, check the <u>system requirements</u> prior to downloading.

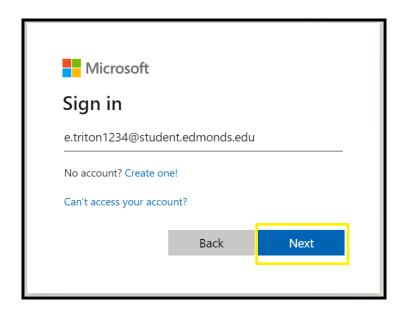


- 2. Click on the following link to go to the Office website: https://www.office.com/
- 3. On the left, click Sign in

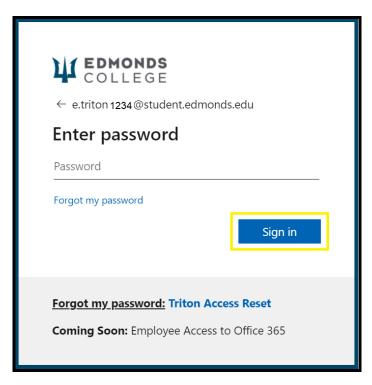


4. The next screen will prompt you to Sign in. Enter your full Triton Email address (example: e.triton1234@student.edmonds.edu), and click on **Next**.

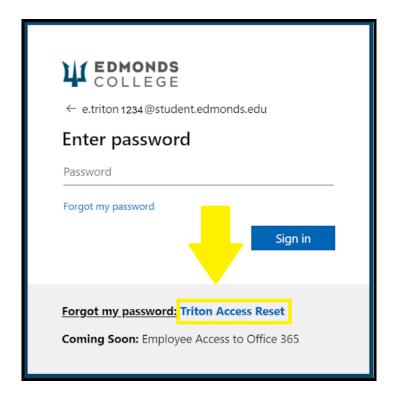




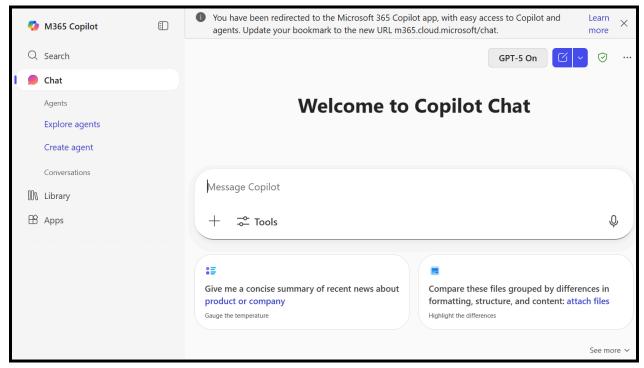
5. The next screen will prompt enter a password. Enter your Triton Email password, and click on **Sign in**.



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?' an choose Forgot Password

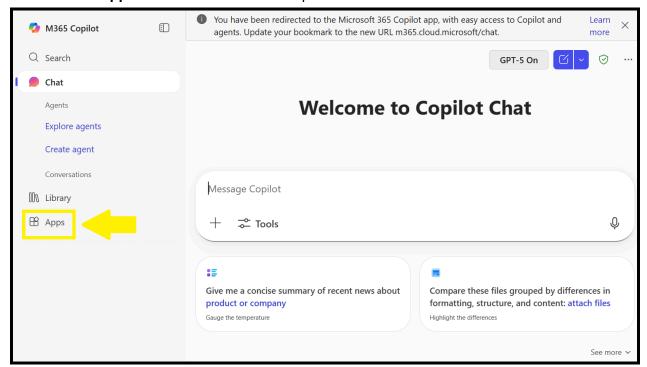


6. After entering your password, you will be signed in to Office.

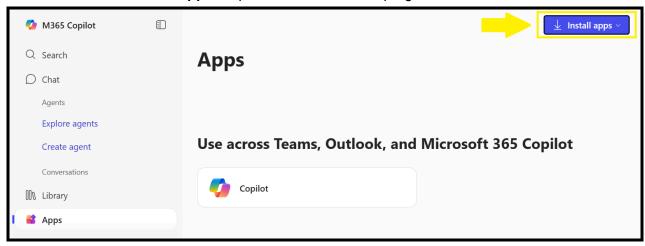


Step Two: Install Microsoft 365 apps

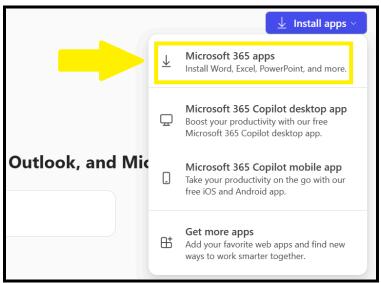
1. Click "Apps" Icons on the left side of panel



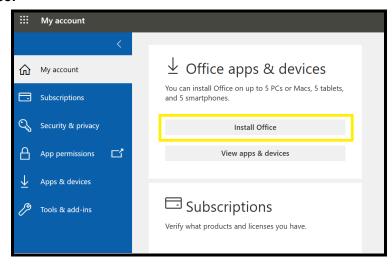
2. Click on the **Install apps** dropdown menu on the top-right of the screen



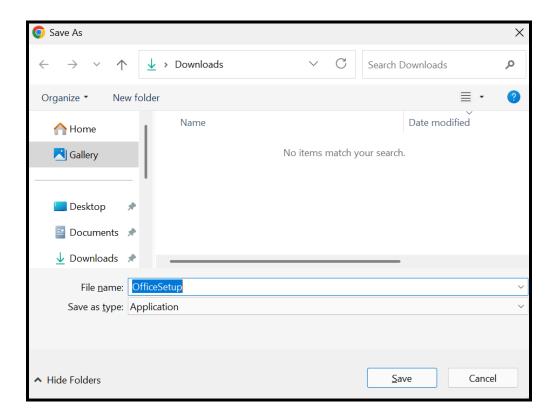
3. Select Microsoft 365 apps



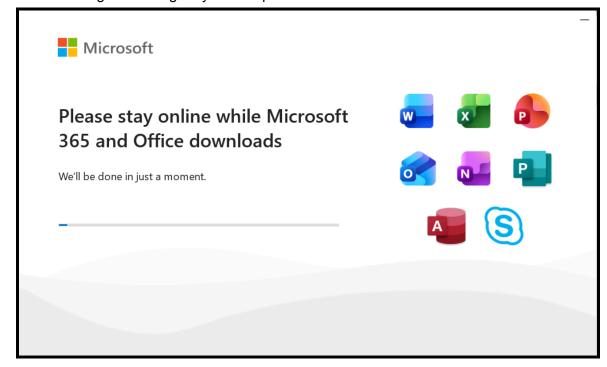
4. After clicking "**Microsoft 365 apps**," it redirects to Microsoft My Account. Then click "**Install Office**."



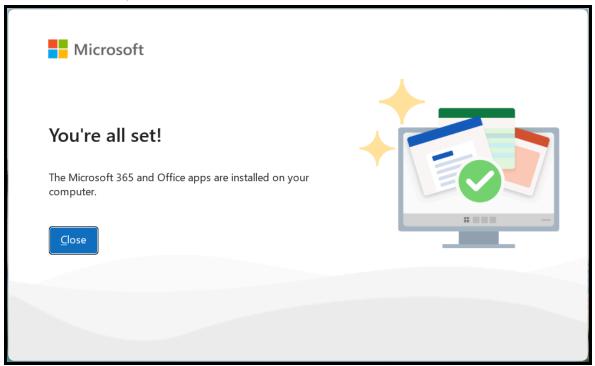
5. An installer file will be downloaded to your computer. Locate the installer file named **OfficeSetup.exe** (**Mac Users: OfficeSetup.dmg**) and open it



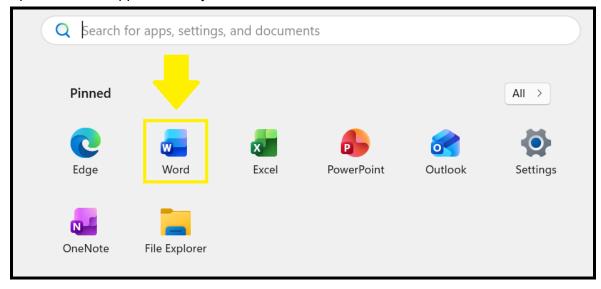
6. Office will begin installing on your computer



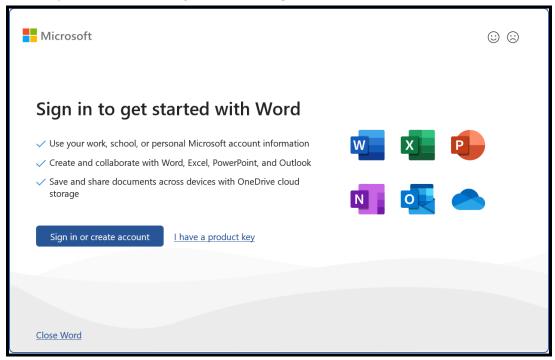
7. Once Office has completed its installation, you may close the window, and review the newly installed applications by pressing on the **Start button** (**Mac Users**: Open the **Finder** and look in your **Applications**)



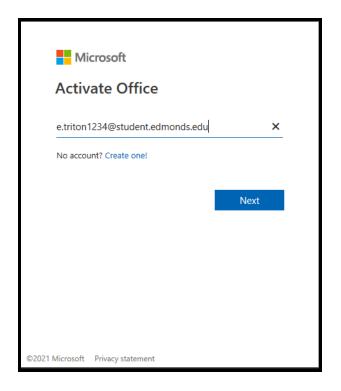
8. Open an Office application of your choice.

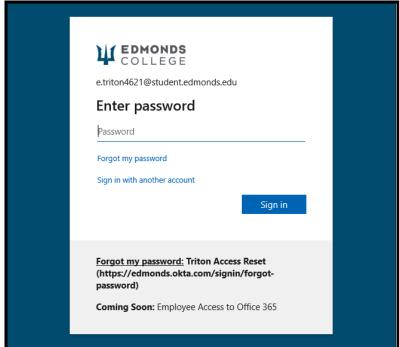


9. You may be prompted to sign in. Click "Sign in or create account."

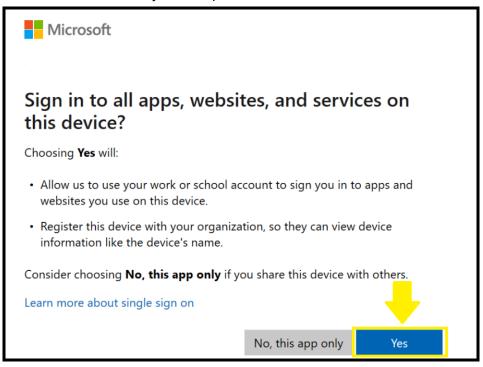


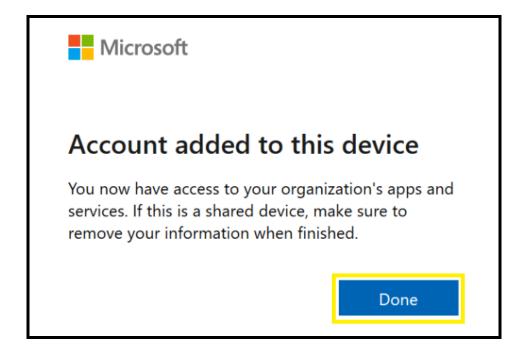
10. Sign in using your Triton Email address and Triton Email password





11. After signing in, you will be asked to stay signed in to all your apps. Click on **Yes**, then your account will be added to your computer.





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

