

Installing Microsoft Office 365 (Windows OS)

1. To download and install MS Office 365, go to **odu.edu/office365** and select **Download Microsoft Office**.



2. Enter your Old Dominion University email address. Microsoft will redirect you to the ODU login page.







Redirecting

We're taking you to your organization's sign-in page Cancel

E Keep me signed in

Information Technology Services



3. Sign in with your ODU email address and MIDAS password.



4. Make any changes to the Language and Version, if necessary. Select Install.

Office 365	🌲 🌣 ?
Software Office Tools & add-ins	Office Install the latest version of Office
OneDrive Desktop setup Phone & tablet	This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, InfoPath, OneDrive for Business Will Image: Stress of the stress
	Language: Version: English (United States) 32-bit (Recommended) Advanced Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5). Review system requirements Troubleshoot installation



5. The installation file will now be downloaded to your machine. Once downloaded, locate the file under **Downloads**. Double click to begin.

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Organize Include in library Share with New folder								
4 🚖 Favorites	Name	Date modified	Туре	Size				
🧮 Desktop	Setup.X86.en-us_O365ProPlusRetail_4ea4	9/8/2015 1:00 PM	Application	1,079 KB				
🚺 Downloads	image001_20150902142422_158891 (1).png	9/2/2015 2:39 PM	PNG image	139 KB				
🔢 Recent Places	image001_20150902142422_158891.png	9/2/2015 2:38 PM	PNG image	139 KB				

6. If you receive a security warning, select **Run**.



7. Office will begin the installation. Select Next.





8. Accept the License Agreement by clicking **Accept**.



9. On the next page, select Sign In.



10. Enter your ODU email address and select Next.





11. Sign in with your ODU email address and MIDAS password.

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Sign In	
User ID: amorton@odu.edu	
Password:	
✓ Keep me signed in	
<u>S</u> ign in	
Can't access your account?	

12. Office will continue to install in the background. Please do not go offline or shut down your machine until completed. Once completed, you will be able to locate your MS Office 2013 applications under **Start > All Programs**.

