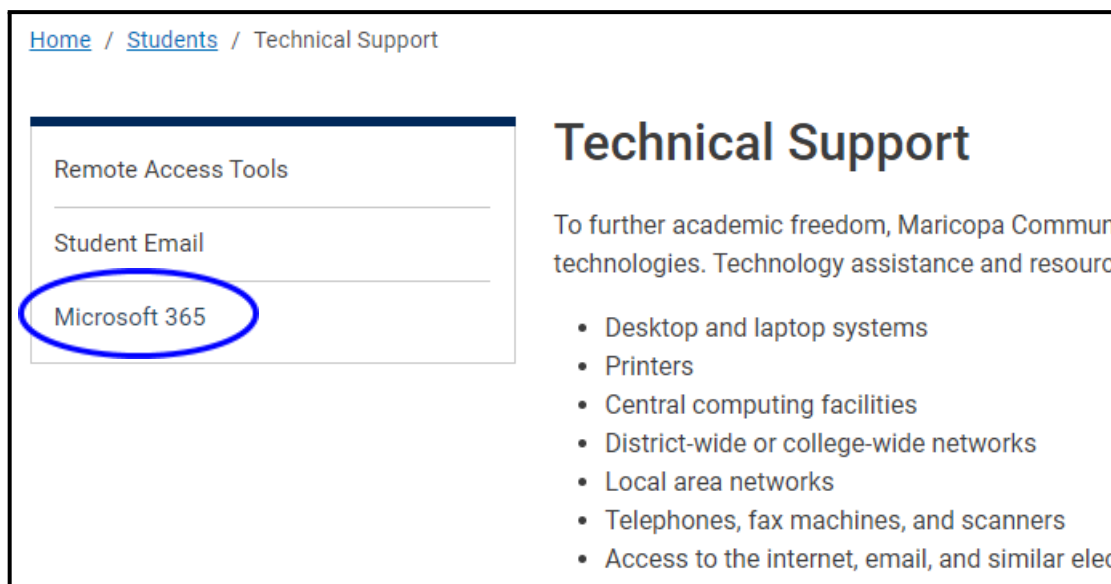


How to Install Microsoft Office 365 on Windows & Macs: A Full Guide

Note 1: Macs: Access and Publisher are not available to download

Note 2: Chromebooks: Desktop apps cannot be installed and the **Install apps** button will not show. Office Online is the only version available

1. Go to www.maricopa.edu/students. Scroll down to the **Support for Students** section, and click on the **Technical Support** link. On the left-hand side, click on Microsoft 365. Or, you can search for “Microsoft”, then click on the Microsoft 365 result.



2. You will be taken to the **Microsoft Office 365** page, where there are steps on how to download the Office suite on your PC, Mac, or mobile device. Please follow the steps for PC or Mac
3. Click on the login.microsoftonline.com link in the first step listed. You should be greeted by a login screen
4. Enter your full student email address (**MEID@maricopa.edu**). Then click on **Next**. Select the **Work or school account** option to ensure the Microsoft Suite is activated properly
5. Enter your student password (the same one used for Student Center, Canvas, student email, etc.) and authenticate with Duo 2FA.

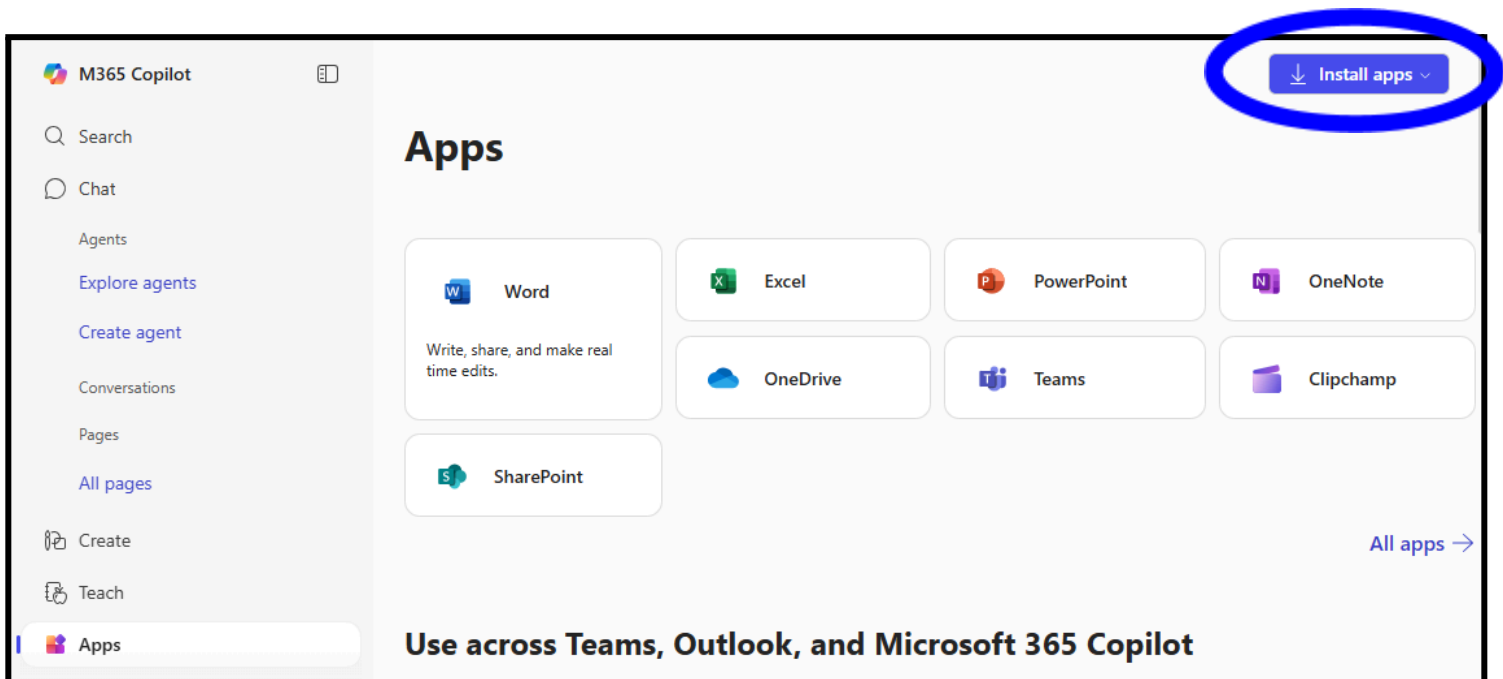
Note 3: You may be prompted to stay signed in. It is up to you to click **Yes** or **No**.

- Clicking **Yes** will save your login info to eliminate the number of times you log into the Microsoft Office website
- Clicking **No** will have you enter your MEID and password again if you return to the Microsoft Office website in the future

By checking **Don't show this again**, you will not be prompted by this message again.

6. You will then be taken to the Microsoft 365 Copilot dashboard. Select the **Apps** icon on the bottom of the lefthand panel to go to the list of available apps.

When you are ready to install, look for the **Install apps** button on the top, far right.

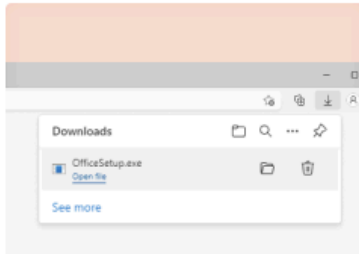


7. Clicking on the **Install apps** button will give a drop-down menu, asking how you want to download the Microsoft Office Suite, which will include the apps you see on the dashboard, such as Word, PowerPoint, and Excel.

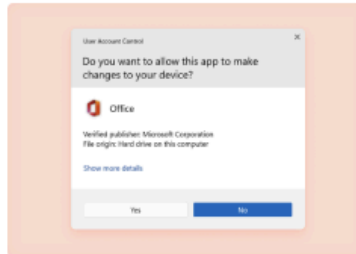
It is recommended to select **Office 365 apps** – this will make the process faster and easier as it goes straight into the installation process. The **Other install options** button has you pick and choose what apps you want to download, and if you prefer to have the Suite in another language.

8. When ready to download, follow the steps on the screen. The steps will show how to install the Suite and next steps. A download file will show up automatically (where it appears depends on the browser). Click on the downloaded file in your browser's list of downloads to get the process started.

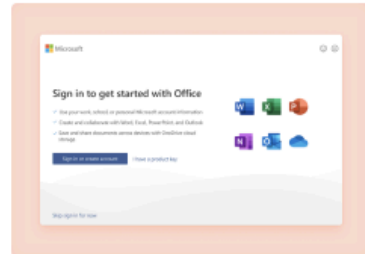
Get started with Microsoft 365



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:
@maricopa.edu

[Learn about Microsoft 365](#)

[Need help?](#)

Got it

Note 4: A message will pop up asking you if you want Microsoft Office to make changes to your computer. Select **Yes**.

If you are asked to put in a Username and Password, those are your own personal credentials you have set on your device, *not* your MEID and password.

9. The Microsoft Office Suite will begin to install. Please allow time for this step.

Once installation is done, you are free to use any of the apps. They can be found through a search, or looking under the list of Programs/Applications or Start Button menu (Windows), or the Applications folder (Mac) on your device.

Troubleshooting Tips

Tip 1: If the install takes too long or the apps did not install properly, please retry **Steps 6 – 9**. The apps can be uninstalled through your device's settings.

- [How to Uninstall Apps and Programs \(Windows\)](#)
- [How to Uninstall Apps \(Mac\)](#)

Tip 2: Make sure you are signed into your **student email** when using Office products. Disregard this note if you already have Microsoft Office on your device that **did not** come from downloading it through the Office 365 page. **Once you are signed in under your student email, you will not need to sign again.**

Tip 3: If you are downloading on a Mac or an Apple device, please check your **Applications** folder when you have completed the installation steps. When the installation process is done, the windows will disappear automatically.

If you need further help or assistance, follow the [Microsoft Office 365 page](#) for further installation steps and troubleshooting tips, or please contact the Computer Lab at **480.732.7221** (Pecos) or **480.988.8279** (Williams), or email us at computerlab@cgc.edu, or visit us at our [Virtual Helpdesk](#).