



MONTANA STATE UNIVERSITY NORTHERN

Information Technology Services

Installing Office 365 on Windows 8.1 and Windows 10 using Internet Explorer or Edge

1. Open IE or Edge and go to <https://login.microsoftonline.com>.
2. Enter your **NetID@msun.edu** in the "email or phone" box (this is not actually an email address, it is your school account name for Office 365) The site may re-direct you to another page.
3. Enter your **NetID password** in the "password" box. (this is the same password you use to log into campus computers)
4. Click **Sign In**.
5. Click the **Install** button at the bottom of the page. This will begin downloading the MS Office 365 installation package. (The default for installation is 32-bit)
6. On the pop up at the bottom of the browser window click **Run**.
7. **Double-click** on the **file** tab on the bottom left corner of the browser (.exe file) to install.
8. On the security pop up window, click **Yes**. This will begin the installation of Office 365.
9. Follow the prompts from the wizard. Notice the notification in the lower right telling you when your Office 365 installation will be completed (% downloaded).
10. On the "We're getting things ready" screen you can click **Take a Look** or **No thanks**.
11. Stay online until installation is complete.
12. When the install is complete click **All done** on the **You're good to go screen**.