



# MONTANA STATE UNIVERSITY NORTHERN

## Information Technology Services

### Installing Office 365 on Windows 7 using Chrome

1. Open Chrome 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. (Once the package has been downloaded, the file will appear in the bottom left corner of your browser window.)
6. **Double-click** on the **file** tab on the bottom (.exe file) to install.
7. On the security warning that pops up click **Run**.
8. On the "Welcome to your new Office" screen, click **Next**.
9. Select **Use recommended settings** and click **Accept** to agree to the Microsoft Office License Agreement.
10. Select how you would like your Office to look and then click **Next**. Stay online until installation is complete.
11. On the "We're getting things ready" screen you can click **Take a Look** or **No thanks**.
12. When the install is complete click **All done** on the "You're good to go screen".