



MONTANA STATE UNIVERSITY NORTHERN

Information Technology Services

Installing Office 365 on Windows 7 using Firefox

1. Open Firefox 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 of the Microsoft Office 365 installation package. NOTE: the default for installation is 32-bit. Review system requirements for other versions.
6. There will be a pop-up asking what you want to do with this file - click **Save File**.
7. Go to **Download** (the down arrow on the Firefox menu).
8. Locate the **installer** file listed for Office ProPlus (it's an .exe file) and click to open the file.
9. On the Security Warning screen that appears click **Run**. An Office screen will appear while your computer is getting the Microsoft Office 365 package installation ready to download.
10. When the package is ready, click **Next**. A small installation window will appear at the bottom right hand corner of your screen. Office will install in the background. You can use programs, *but don't go offline or restart your computer*.
11. Select how you would like your Office to look and then click **Next**.
12. On the "We're getting things ready" screen you can click **Take a Look** or **No thanks**.
13. When the install is complete click **All done** on the "You're good to go screen".