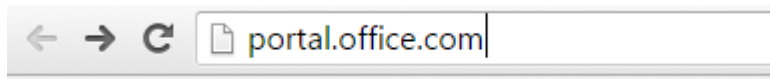
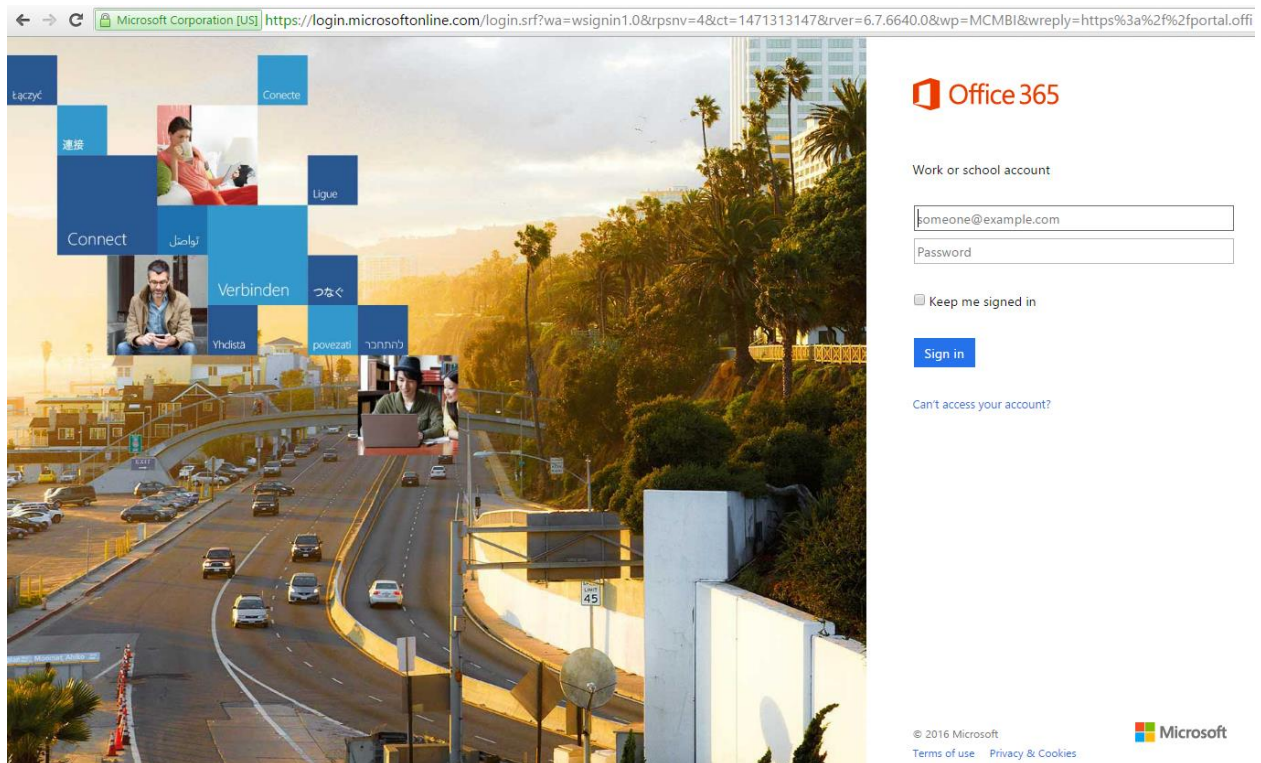


Installing MS Office Apps from the O365 Portal

1.) Navigate to portal.office.com



2.) Enter your ECSU email in the first field: you@students.ecsu.edu or you@ecsu.edu. Hit tab to move your cursor into the Password field.



3.) Notice that the background and Office365 logo now depict ECSU. Click the blue **Sign In** option to sign into the O365 portal.

Microsoft Corporation [US] https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=4&ct=1471313147&rver=6.7.6640.0&wp=MCMBI&wreply=https%3a%2f%2fportal.offi

ELIZABETH CITY STATE UNIVERSITY
Office 365

Sign in with your work or school account

you@students.ecsu.edu

Password

Keep me signed in

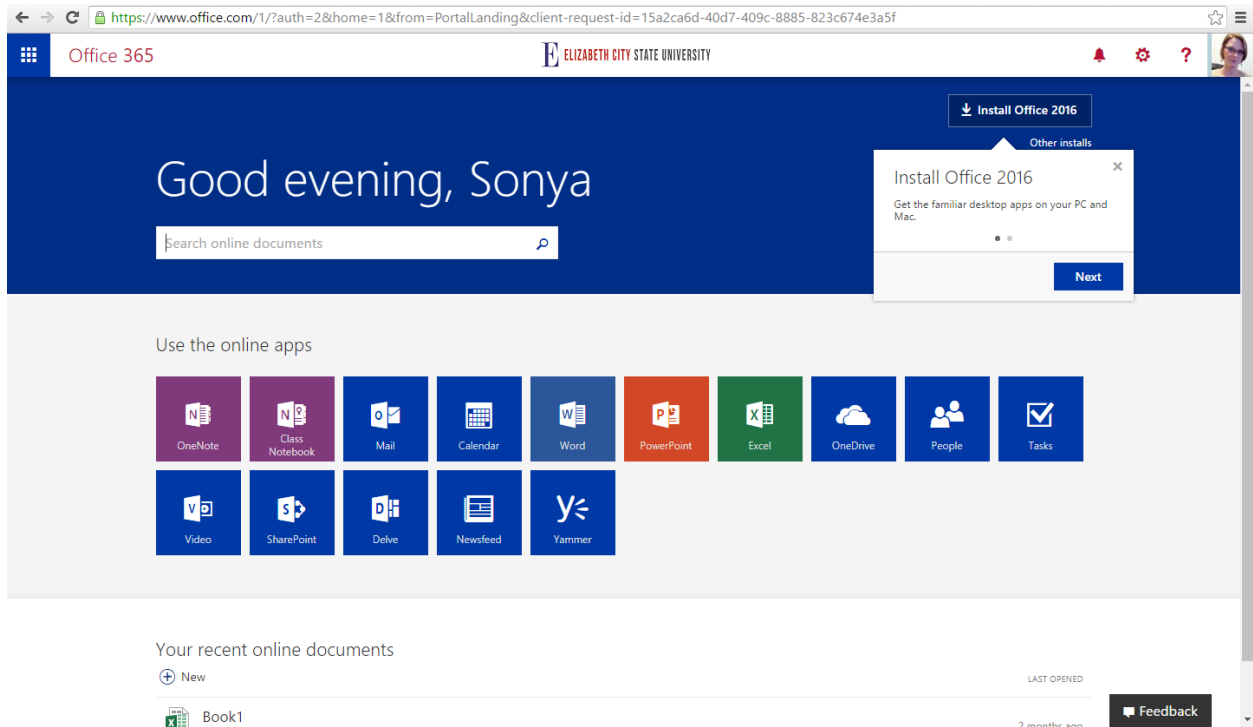
Sign in

Can't access your account?

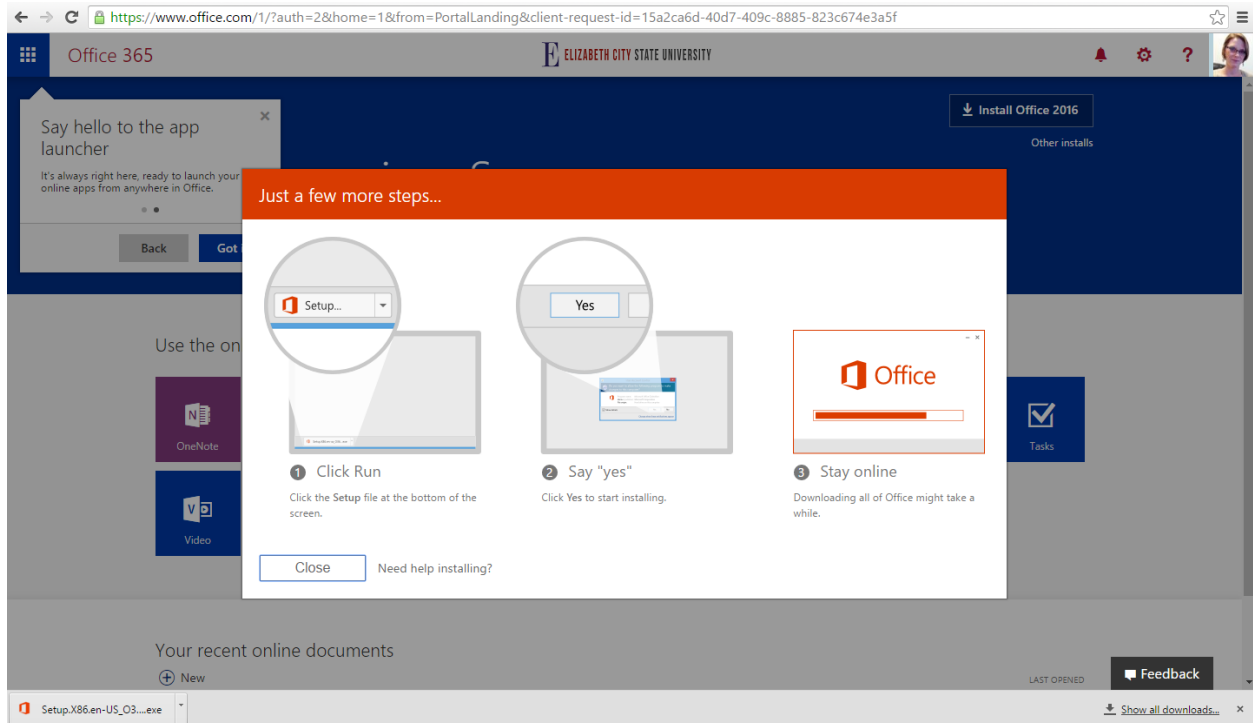
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Microsoft

4.) In the top right of your welcome page, click on the **Install Office 2016** option.



- 5.) The “Just a few more steps...” window will appear and your download will start. As indicated by the window, navigate your mouse to the bottom of the browser window and click on the download to initiate the install. Click “yes” when prompted by the application, and allow the installation to complete in the background.



- 6.) Once the installation has completed, you should be able to browse your machine for Word, PowerPoint, Excel, Outlook, etc. Search for one of these applications and open it.

- 7.) In the top right corner of the application, you will see an option to sign in. Sign in with your full ECSU email address and the associated password to log into the entire MS Office suite.