



Microsoft Office 365 Guide

Frostburg State University offers current employees and students free access to Microsoft Office 365. Office 365 includes access to online versions of Word, Excel, PowerPoint and other Office 365 applications. Additionally, these applications can be installed on up to five Mac computers or PCs. This guide explains how to access Office 365 online and how to install it on a personal device.

Note: Faculty and staff installing Office on a FSU computer should use the Software Center application instead of following these instructions.

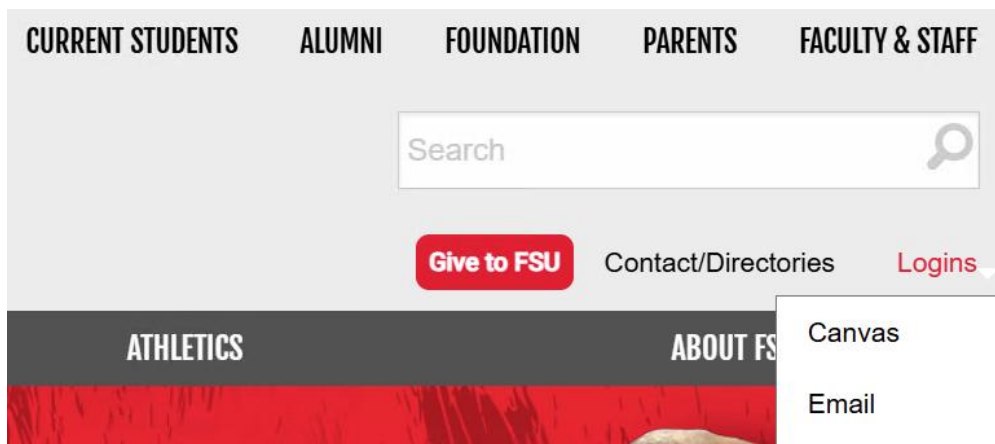
On a Windows computer, this is done by going to Microsoft System Center > Software Center.

On a Mac computer, this is done by going to Finder > Applications > Managed Software Center.

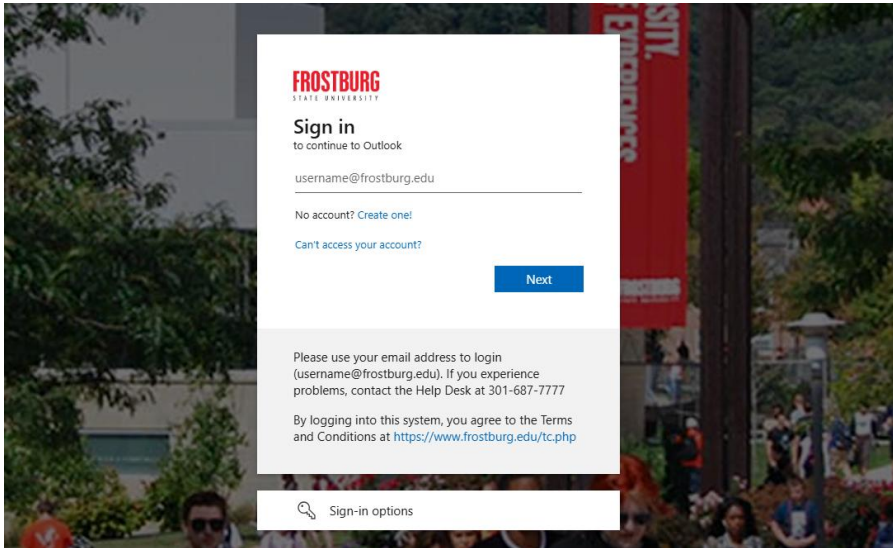
Note: To install Office applications on a mobile device, visit the app store for the device. To access the premium features, open the app and sign in using your FSU credentials.

To access Office online or install it on a computer, follow the instructions below. To go to the download page directly, you can go to <https://portal.office.com/account/>

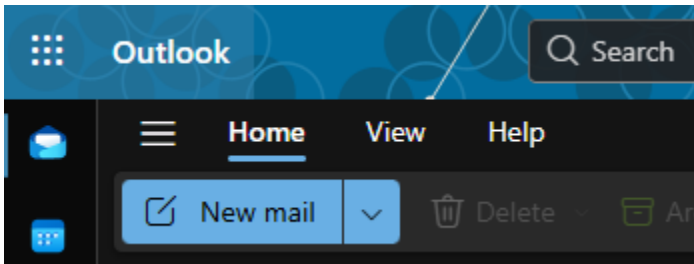
1. Go to <https://www.frostburg.edu/>
2. Click on the **Logins** tab.
3. Click on the Email button in the dropdown menu and you will be redirected to a Microsoft login page.



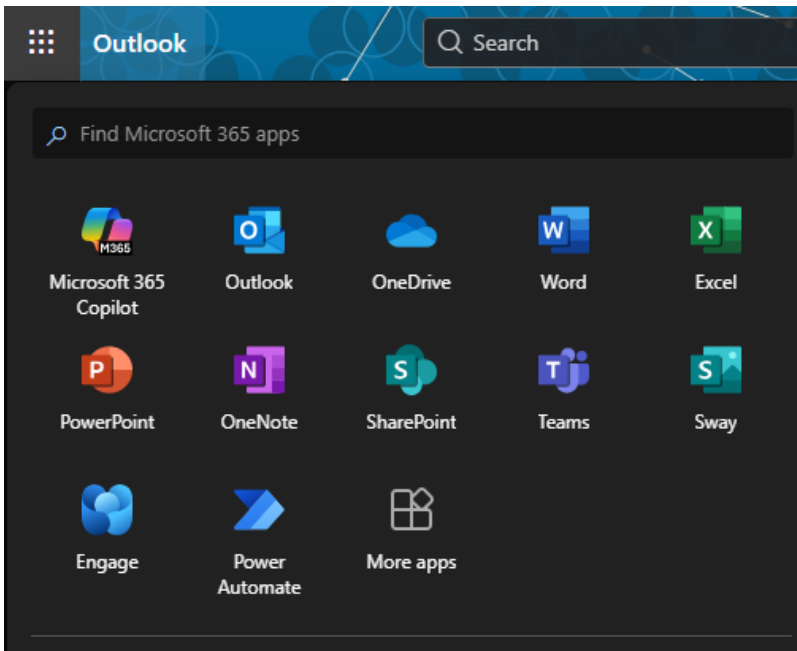
4. Login with your **Frostburg** username and password.



5. Click on the App Launcher in the top left corner to the left of the word **Outlook**.

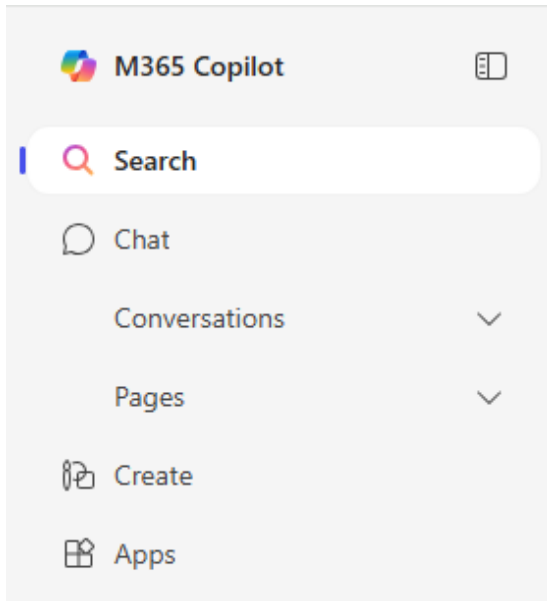


6. You should now see a new menu which looks the picture below.

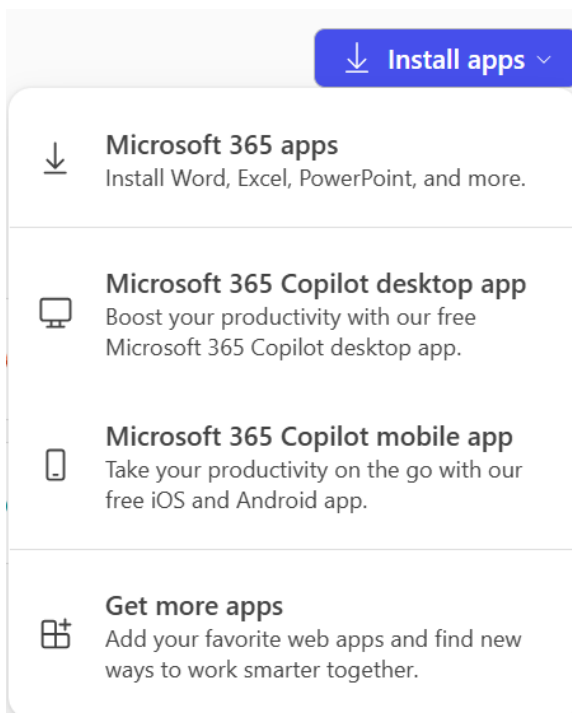


Note: within this menu, you can access the web version of applications such as Microsoft Word, PowerPoint, OneDrive, and more by clicking on the associated icon.

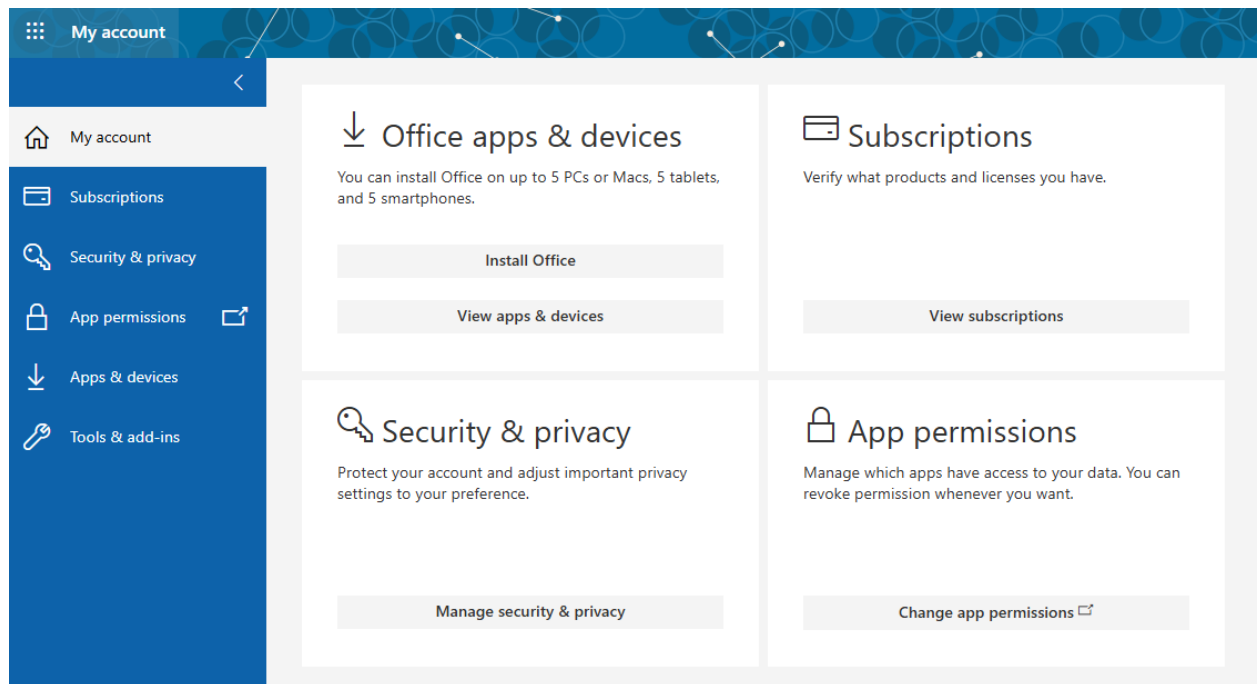
7. Next, click on **Microsoft 365 Copilot** in the top left corner of the menu to open the M365 Copilot webpage.
8. In the menu in the upper left corner, click on the option labeled **Apps**.



9. Click on the blue box in the top right corner of the page, which is labeled **Install apps**, then click on **Microsoft 365 apps**.



10. You should now be on a screen which looks similar to the image below.



11. On this page, click on **Office apps & devices**, this will begin the download process for the Microsoft Office installer. Once it is down downloading, locate the file and run it.

12. Follow the instructions provided by the installer to finish setting up your Office 365 apps.

For additional assistance, please contact the Help Desk at (301) 687-7777.