

# How To Install Office 365 Apps

*\*As a student, you are able to install and use Office applications (Word, PowerPoint, Excel) on up to 5 computers for free. You will be able to use the Office applications as long as you have an account with ATCC or another Minnesota State college or university. Once your account is no longer active, the applications will have reduced functionality.*

## Option 1 (Preferred):

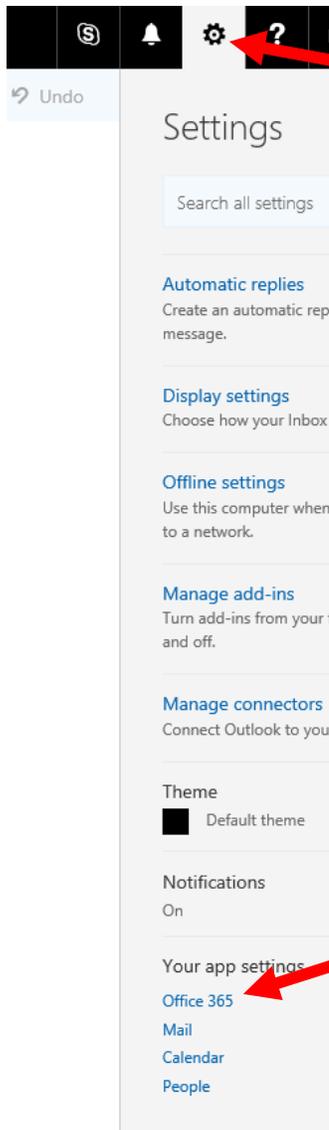
- Browse to [portal.office.com](http://portal.office.com)
- Log in using [StarID@Go.MinnState.Edu](mailto:StarID@Go.MinnState.Edu) and your StarID password
- Click “Install Office apps” (located in the upper right)
- Choose “Other install options”
- Follow prompts to install & use [StarID@Go.MinnState.Edu](mailto:StarID@Go.MinnState.Edu) if prompted for a username

## Option 2:

- Login to your campus email and click on the little gear icon in the upper right corner.
- Click “Office 365” – It is near the very bottom of that list, under “Your app settings,” or the

Install Office apps 

icon near the upper right corner of the page.



- From the left side of the page that appears, Click the Install Status (it might be called Software/Install Software)
- That page should give you the option to install Office applications. Click the “Install Desktop Applications” link and it should bring you to the install page, where you can click the “Install” button to install the applications.
- If prompted for your username, use [YourStarID@Go.MinnState.Edu](mailto:YourStarID@Go.MinnState.Edu)