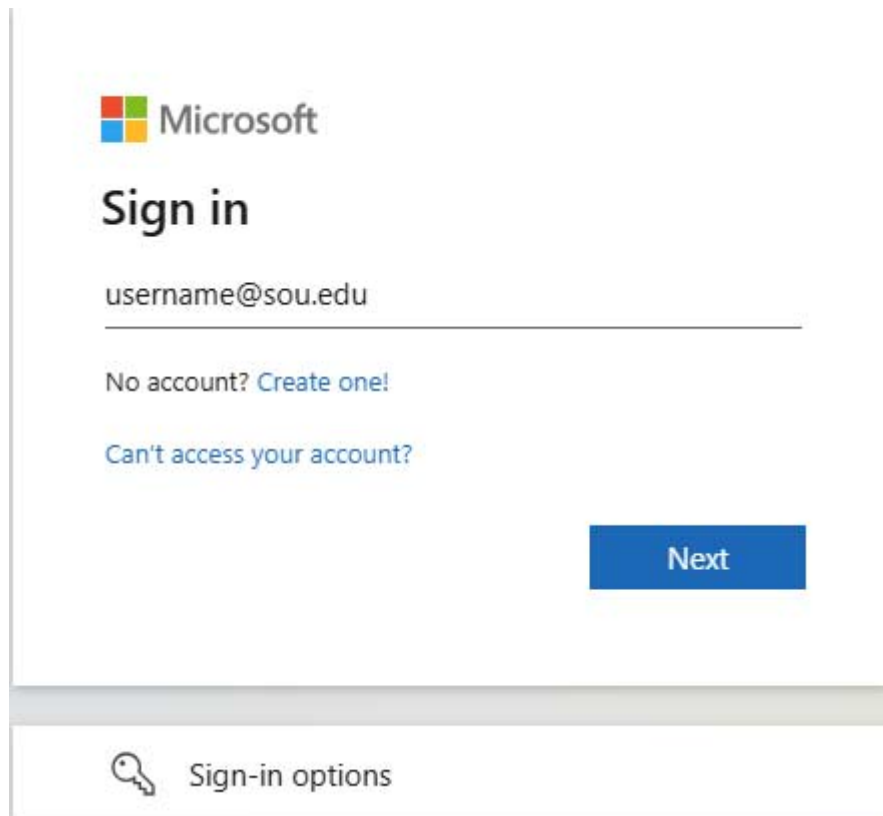


## How to Sign In to Office 365 and install the desktop apps


Brad Christ - 2025-05-28 - Comments (0) - Office 365

This is a tutorial on how to install Microsoft Office 365 for your personal computers.

1. To log into **Office365**, go to <https://m365.cloud.microsoft/> On the site, click on the button to sign in.
2. After clicking you should see something like the screen below.
  1. Type in your **full SOU email address** (e.g. username@sou.edu) and then hit next.

A screenshot of the Microsoft Office 365 sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field containing the placeholder text "username@sou.edu". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". To the right of these links is a blue button labeled "Next". At the bottom of the page, there is a section titled "Sign-in options" with a key icon to its left.

3. If you have not already logged into **Okta**, you will be redirected to the login screen as shown below.

Connecting to  Office 365  
Sign in with your account to access Microsoft Office 365

**inside SOU**

Sign In

Username

**Next**

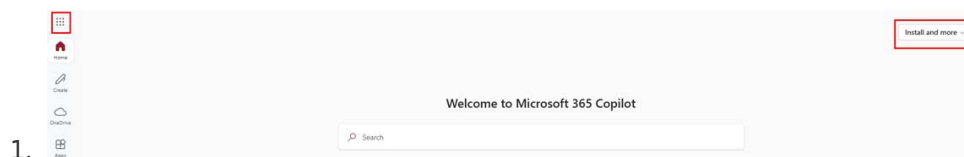
[Unlock account?](#)

[Help](#)

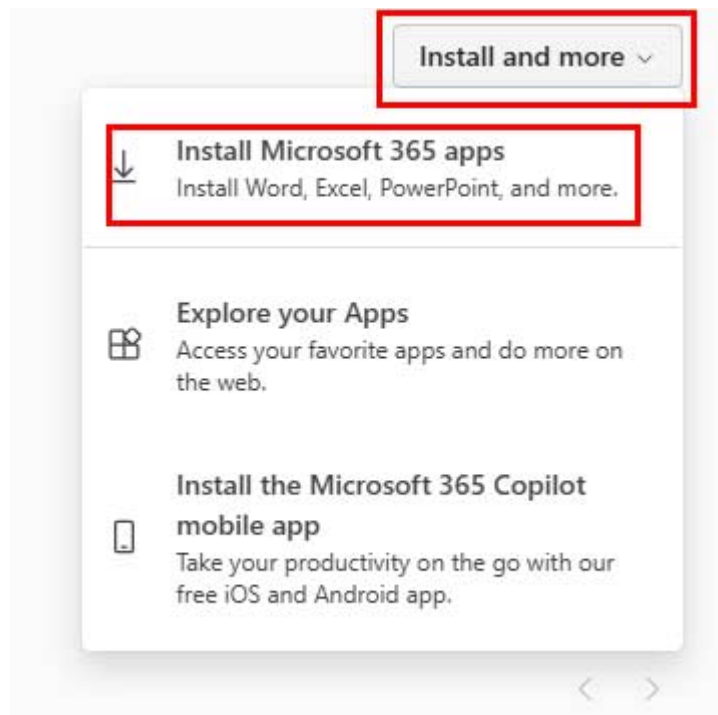
[By accessing this system you are agreeing to follow the university's Acceptable Use Policy](#)

1.

4. After logging in, click a link to one of the online **Microsoft Office** apps to begin using it within your web browser.
5. Click on the **Install and more** button in the top-right corner of the screen to install **Microsoft Office** apps.



6. You should get a drop-down menu that you shall want to select the **Install Microsoft 365 apps** button.



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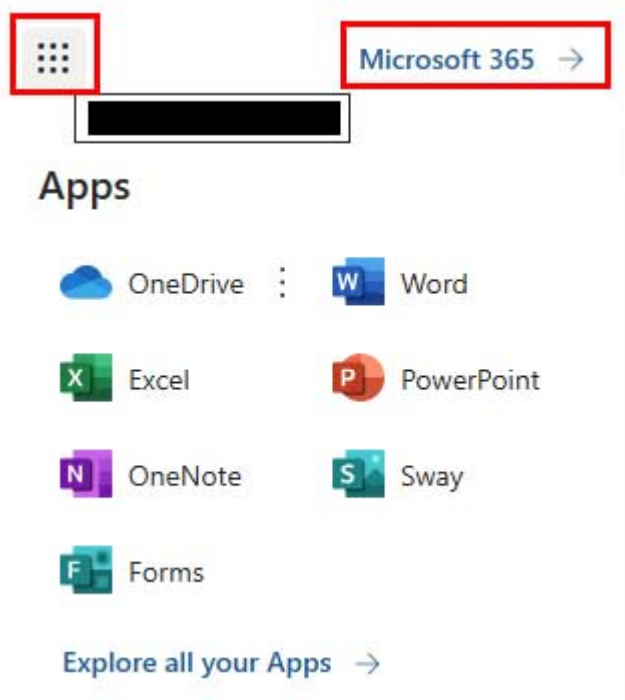
7. This should take you to a different page where you can find the **Install Office** button. The download may take a while depending on your connection speed.
8. After installing the apps on your computer, just sign in with your **SOU email address** when prompted during first launch.



1.

#### Note

There is another way to get to that screen that you can utilize. If you add your **Office 365 app** to your **Okta Dashboard**, then click on the Bento Menu on the top left of the page (usually,) and finally click on the **Microsoft 365** link you should be able to start on **point 5** of this tutorial.



Setting Up Office 365 for Mobile

You can follow [this link](#) to see the instructions on how to utilize Office 365 on different mobile devices.