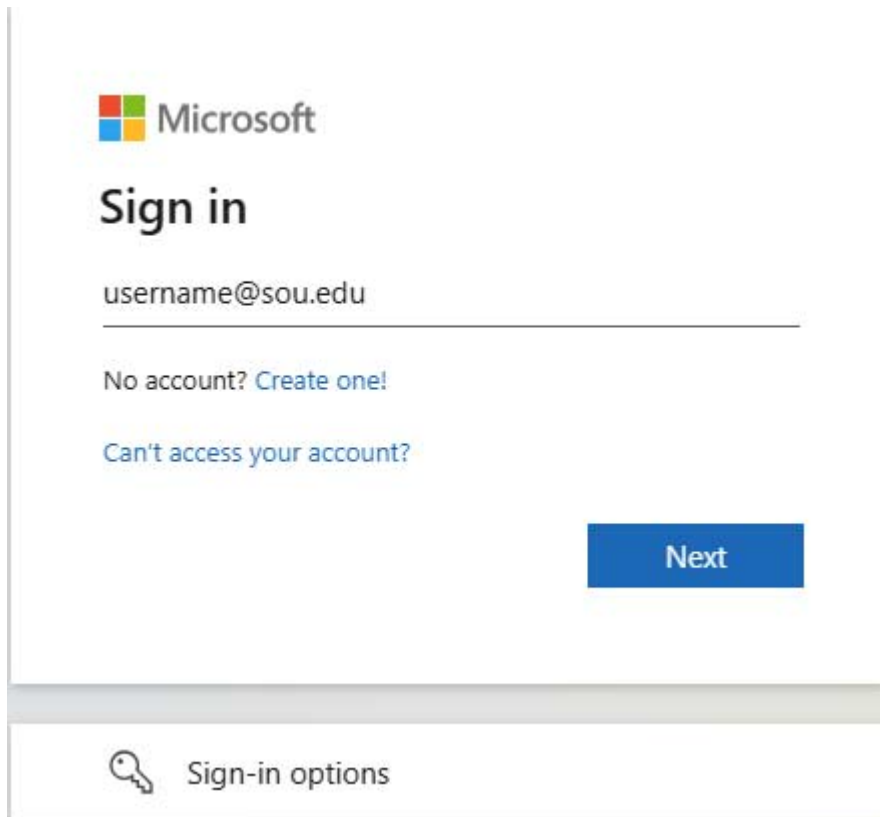


## How to Sign In to Office 365 and install the desktop apps

Brad Christ - 2025-04-14 - Comments (0) - Office 365

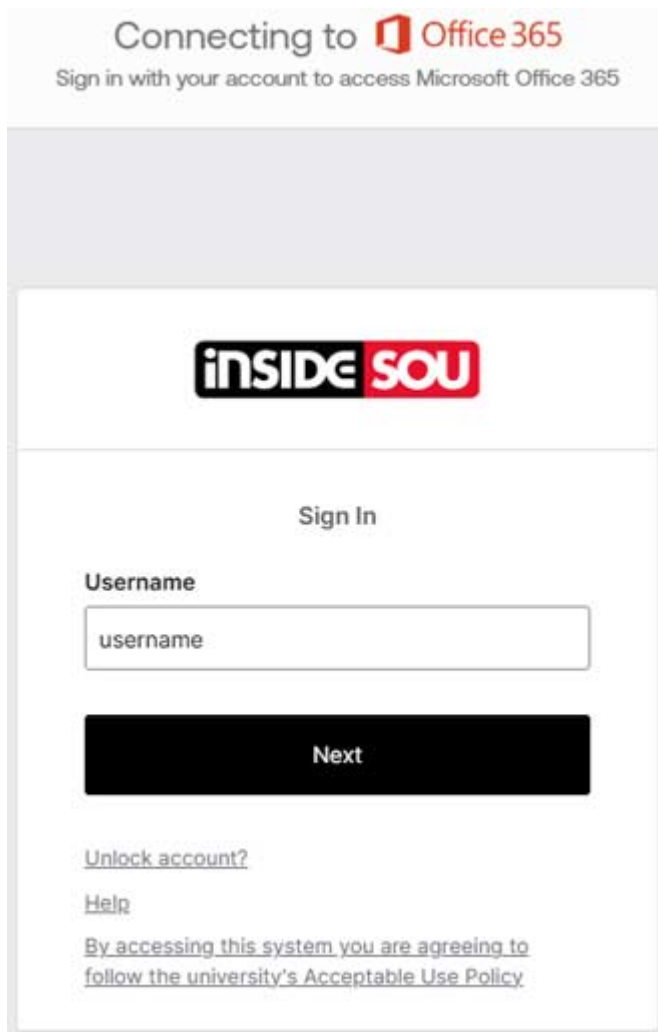
This is a tutorial on how to install Microsoft Office 365 for your personal computers.

1. **To login to Office365, go to <https://m365.cloud.microsoft/> On the site you shall want to find a button to sign in with. After clicking you should see something like the screen below. Type in your full SOU email address (e.g. username@sou.edu) and press enter or tab (or click in the Password box). In some cases, you may already see your email address listed. Just click on your email address to continue logging in.**

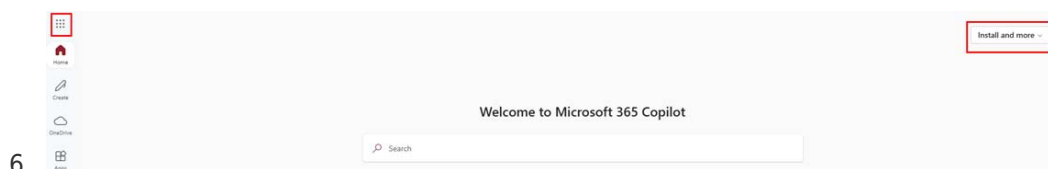


The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the heading 'Sign in'. There is a text input field containing the email address 'username@sou.edu'. Below the input field are two links: 'No account? [Create one!](#)' and '[Can't access your account?](#)'. A blue 'Next' button is positioned to the right of the input field. At the bottom of the page, there is a 'Sign-in options' link with a key icon.

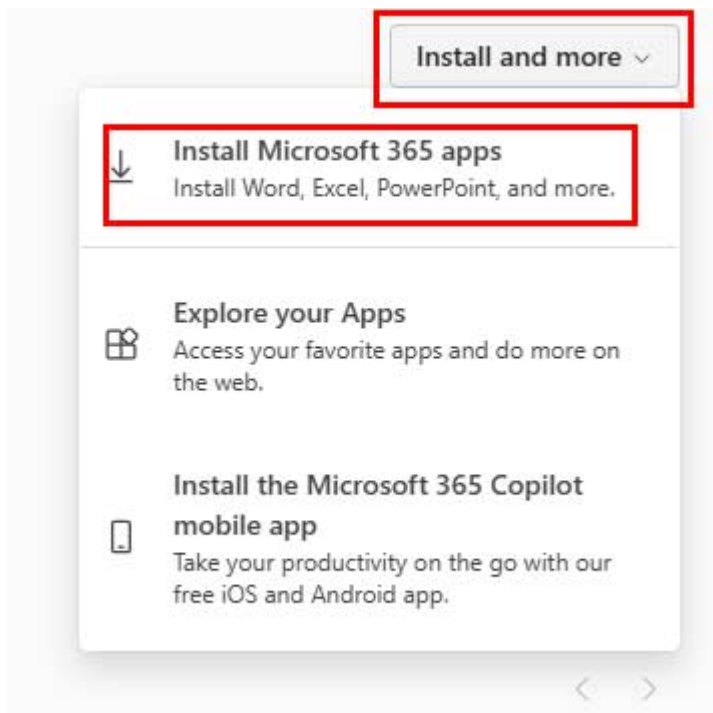
- 2.
3. **If you have not already logged into Okta, you will be redirected to the login screen as shown below.**



4. **After logging in (or if you've already logged in), you should be taken to Office365. Click a link to one of the online Microsoft Office apps to begin using it within your web browser.**
5. **To install the latest Microsoft Office applications on your Mac or Windows computer, click on the Install Office button in the top-right corner of the screen.**



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



8.

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



10.

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.




Microsoft 365 →



## Apps

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