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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.

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

Sign in	
username@sou.edu	
No account? Create one!	
Can't access your account?	
	Next

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

Connecting to 1 Office 365
orginal with your account to access microsoft onice acc
Sign In
Username
username
Next
B
Unlock account?
Help
By accessing this system you are agreeing to
tollow the university's Acceptable Use Policy

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



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



- 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.

Office		
onice		
Language ①	Version	Install Offic
English (United States) 🗸	64-bit 🗸	Instan Office

Note

1.

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 <u>this link</u> to see the instructions on how to utilize Office 365 on different mobile devices.