

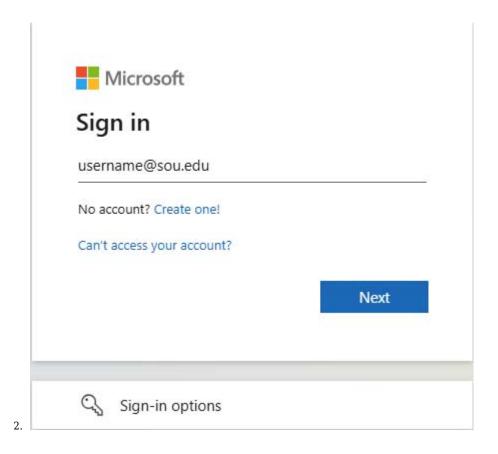
Knowledgebase > Application and Online Services Help > Office 365 > How to Sign In to Office 365 and install the desktop apps

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

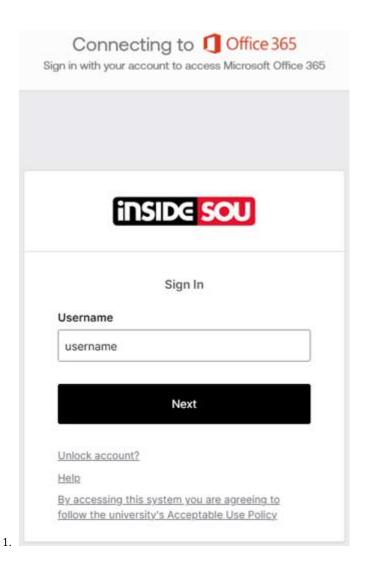
Brad Christ - 2025-05-28 - Comments (0) - Office 365

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.



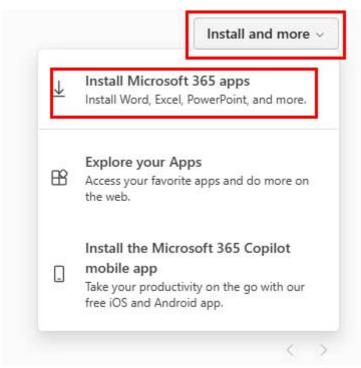
3. If you have not already logged into **Okta**, you will be redirected to the login screen as shown below.



- 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.



 $6. \ \ You \ should \ get \ a \ drop-down \ menu \ that \ you \ shall \ want \ to \ select \ the \ \textbf{Install Microsoft 365 apps} \ button.$



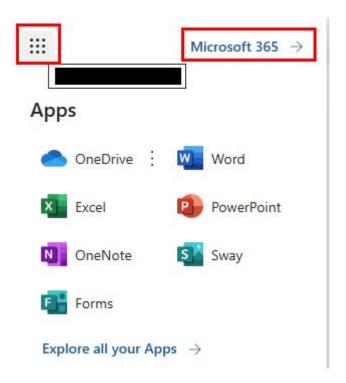
- 7. This should take you to a different page where you can find the **Install Office** button. The download may take a while depending on your connection speed.
- 8. After installing the apps on your computer, just sign in with your **SOU email address** when prompted during first launch.



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 this link to see the instructions on how to utilize Office 365 on different mobile devices.