# How to Install Microsoft Office 365 on Windows & Macs: A Full Guide

* This was done through Chrome on a PC. Your screen might look different. The steps are virtually the same for Macs

** Access and Publisher are not available to download for Macs

*** Chromebooks: Desktop apps cannot be installed. Office Online is the only version available

1. Go to maricopa.edu/students. Scroll down to the **Support for Students** section, and click on **Technical Support** link. On the left-hand side, click on **Microsoft 365**.
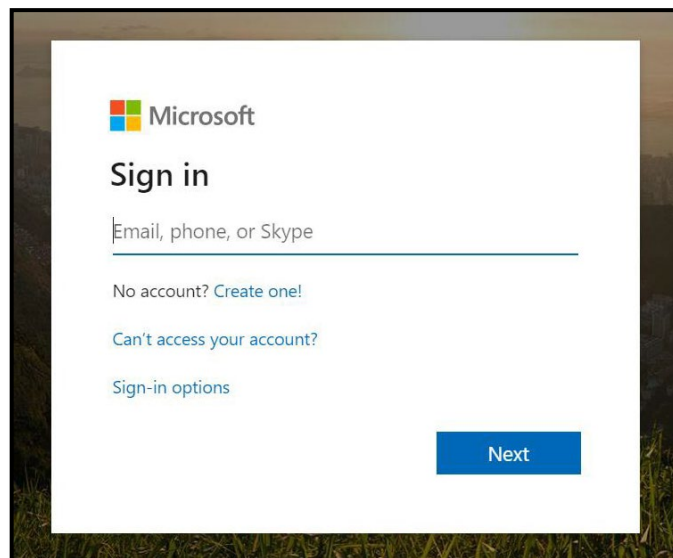
   You can also search for "**Microsoft**", then click on the **Microsoft 365** result.
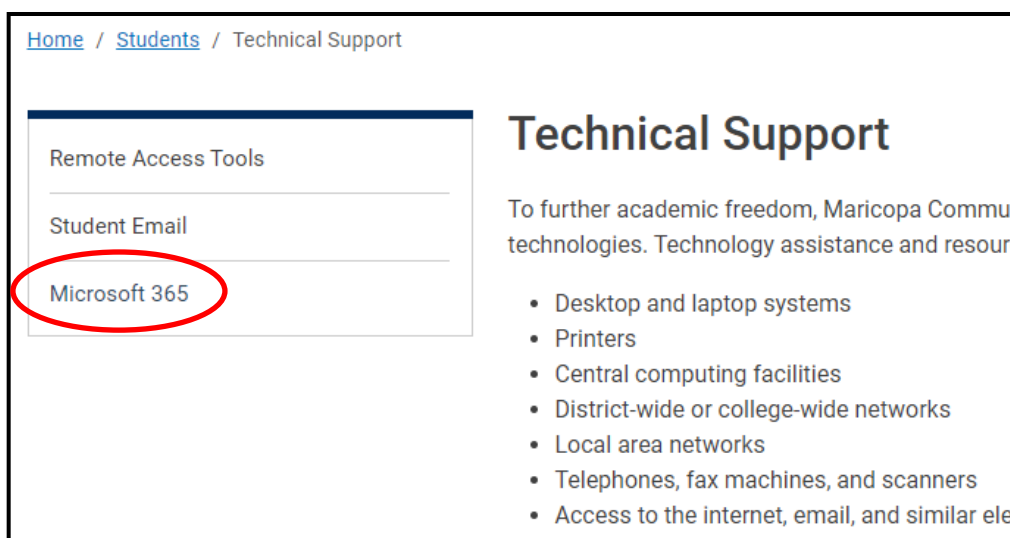
2. You will be taken to the **Microsoft Office 365** page, where there are steps on how to download the Office suite on your PC, Mac, or mobile device. Please follow the steps for **PC and Mac**.
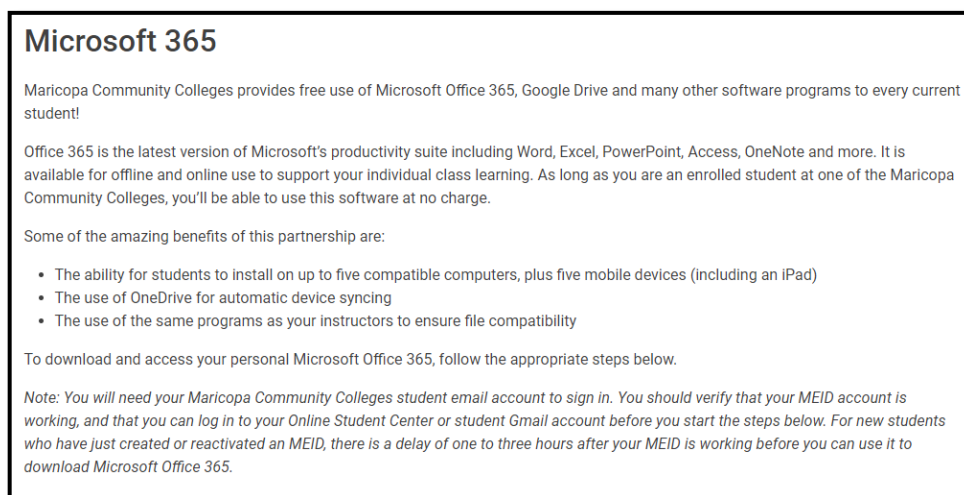
3. Click on the login.microsoftonline.com link in the first step listed. You should be greeted by the following page:
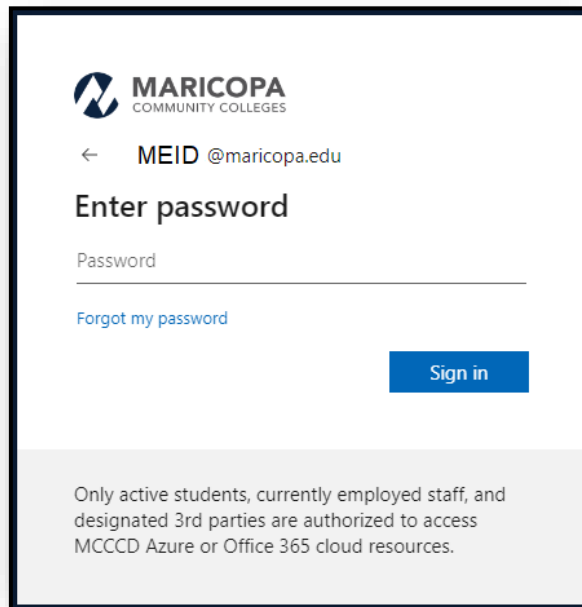

Enter your full student email address (**MEID@maricopa.edu**).* Then click on **Next**. You may be prompted to select which account you want to use, your **Personal account** or **Work or school account**. *Please select your school account to ensure the Microsoft Suite is activated properly.*
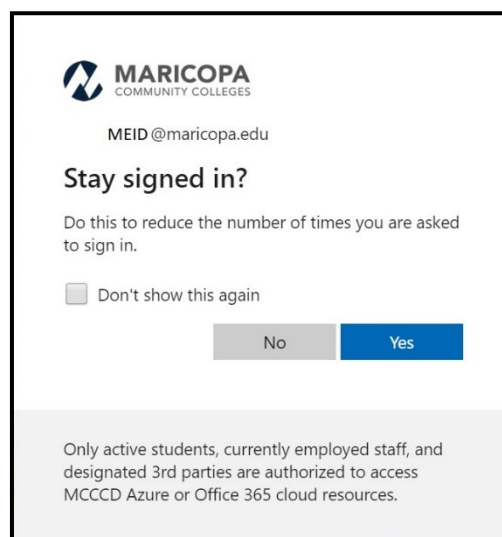

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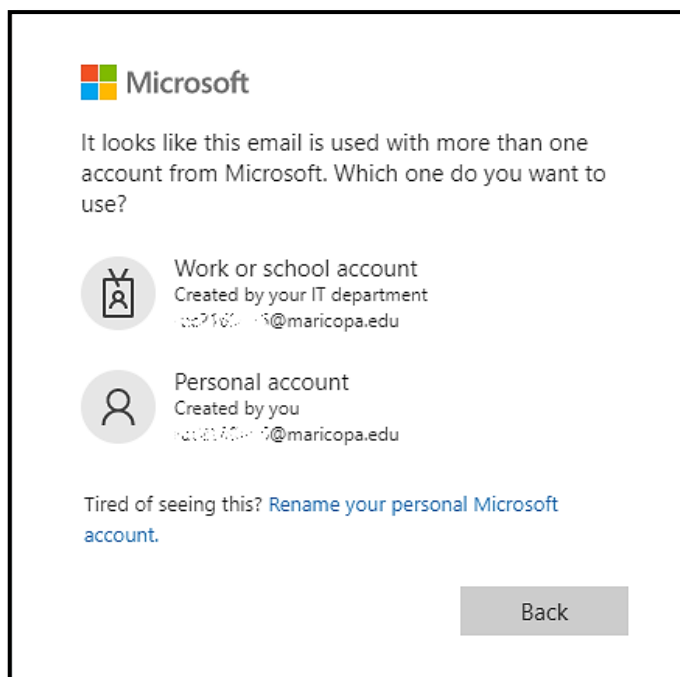
* If you have an account or email address associated with Microsoft (such as @outlook.com, @hotmail.com, @live.com, etc.), please ensure you are signed out before proceeding. You may be directed to a different page

From there, enter your student password (the same one used for Student Center, Canvas, etc.) and authenticate your device with Duo 2FA.


4. You may be prompted to stay signed in. It is up to you to click **Yes** or **No**.
    → Clicking **Yes** will save your login info to eliminate the number of times you log into the Microsoft Office website
    → Clicking **No** will have you enter your MEID and password again if you return to the Microsoft Office website in the future

    By checking **Don't show this again**, you will not be prompted by this message again.

5. Regardless of the option you choose, you will be taken to the Microsoft Office 365 dashboard. This shows you what apps are available to download or your files you have worked on or opened recently.

   When you are ready to install, look for the **Install apps** button on the far right.
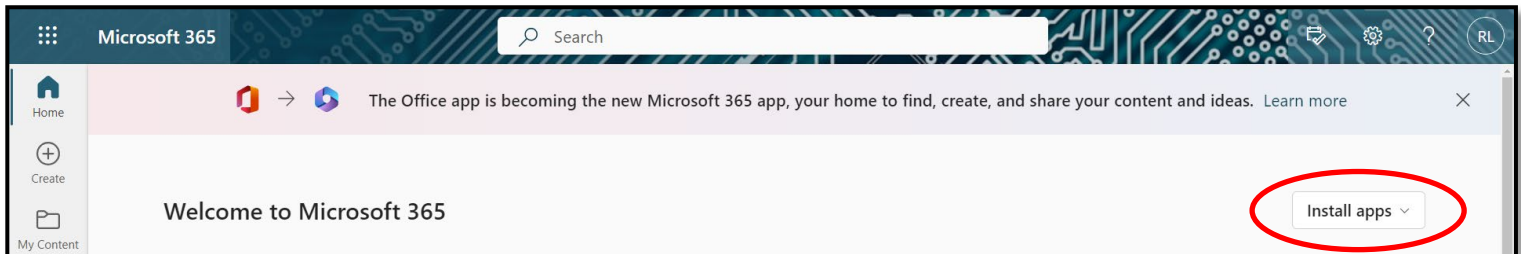

6. When you click on the **Install apps** button, you will get a drop-down menu, asking how you want to download the Microsoft Office Suite, which will include the apps you see on the dashboard, such as Word, PowerPoint, Excel, and Access**.

   It is recommended to select the first option, **Office 365 apps** – this will make the process faster and easier as it goes straight into the installation process. The **Other install options** button has you pick and choose what apps you want to download, and if you prefer to have the Suite in another language.
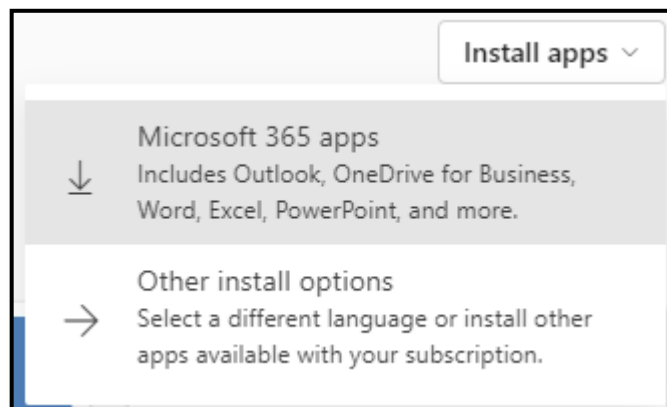
7. When you are ready to download, follow the steps on your screen. The steps will show you how to install the Suite and what to do when it has been fully installed. A download file will show up automatically (where it appears depends on your browser).
Click on the downloaded file to get the process started.
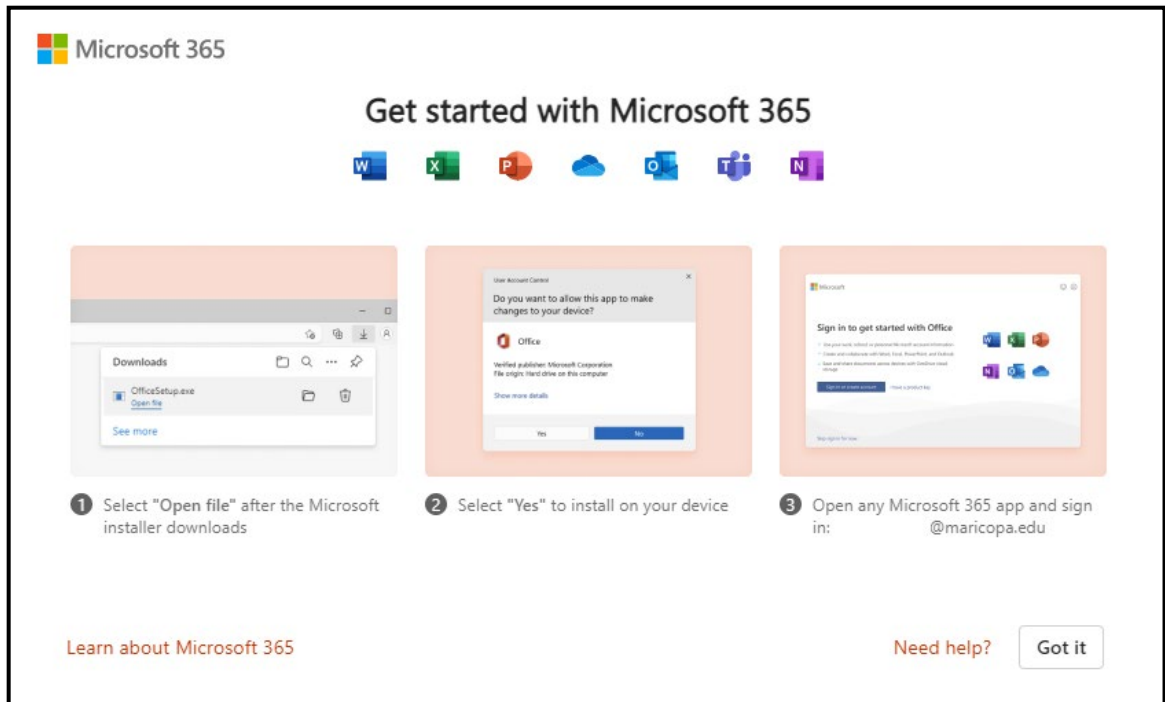
8. A message will pop up asking you if want Microsoft Office to make changes to your computer. Select **Yes**.
If you are asked to put in a Username and Password, those are your own personal credentials you have set on your device, *not* your MEID and password.
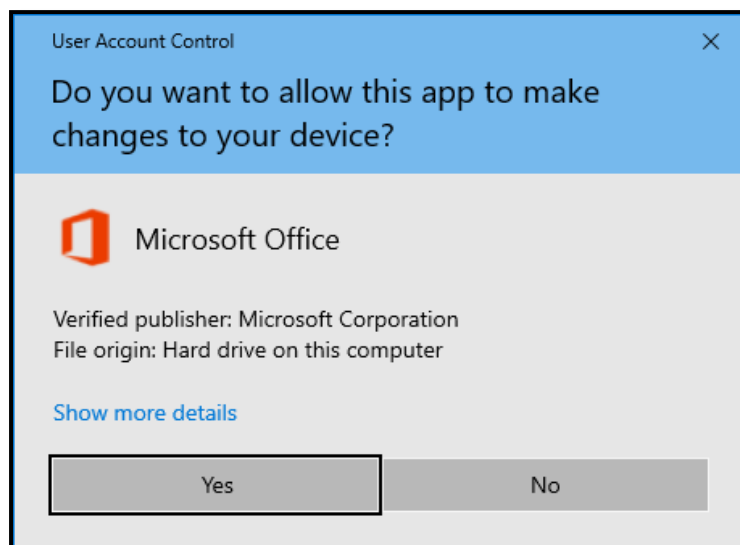
9. The Microsoft Office Suite will begin to install. Please allow time for this step.
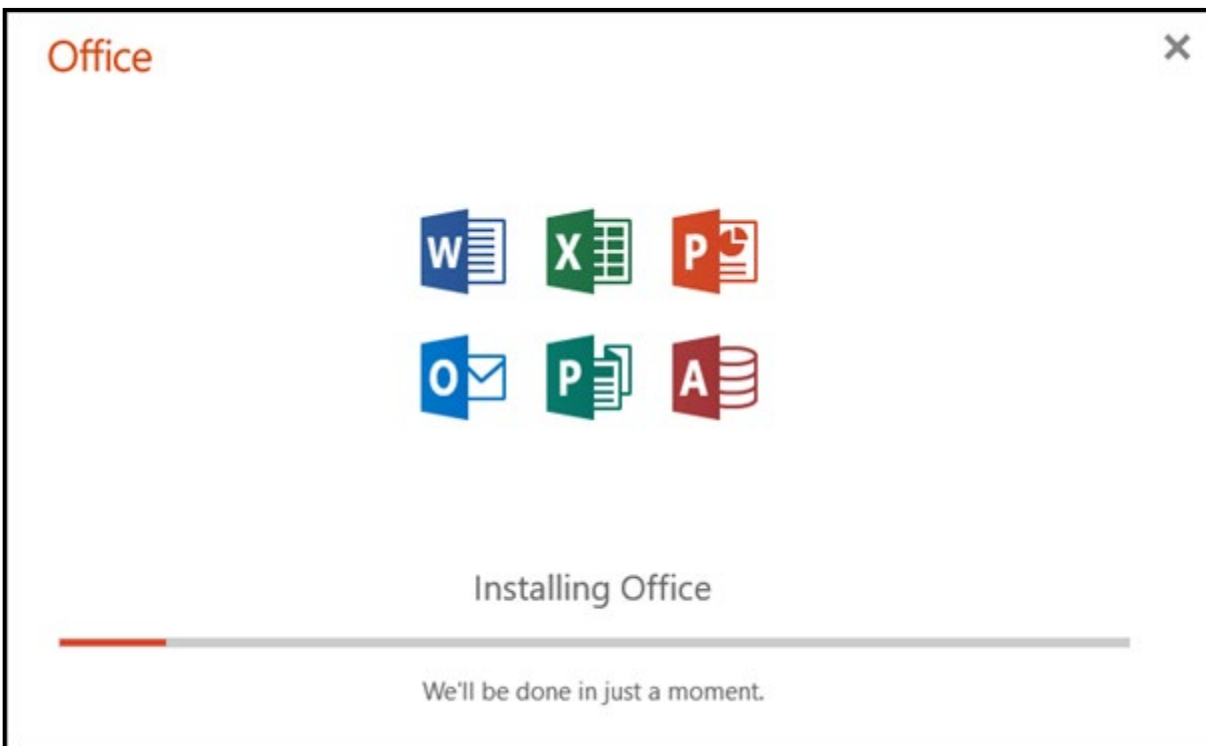
Once installation is done, you are free to use any of the apps. They can be found through a search, or looking under the list of Programs/Applications or Start Button menu (Windows), or the Applications folder (Mac) on your device.

Troubleshooting Tips

==Note 1==: If the install takes too long or the apps did not install properly, please retry Steps 6 – 9. The apps can be uninstalled through your device's settings.

- [How to Uninstall Apps and Programs (Windows)](#)
- [How to Uninstall Apps (Mac)](#)

==Note 2==: Make sure you are signed into your *student email* when using Office products. Disregard this note if you already have Microsoft Office on your device that *did not* come from downloading it through the Office 365 page. *Once you are signed in under your student email, you will not need to sign again.*

==Note 3:== If you are downloading on a Mac or an Apple device, please check your Applications folder when you have completed the installation steps. When the installation process is done, the windows will disappear automatically.

==Note 4==: The Office Suite is not available on Chromebook devices, so the desktop apps cannot be installed. Only the Online version of Office can be used. If the "Install apps" button is missing from your Microsoft 365 Dashboard, this may be why.

If you need further help or assistance, follow the [Microsoft Office 365 page](#) for further installation steps and troubleshooting tips, or please contact the Computer Lab at **480.732.7221** (Pecos) or **480.988.8279** (Williams), or email us at *computerlab@cgc.edu*, or visit us at our [Virtual Helpdesk](#).