UNIVERSITY OF NEW HAVEN

Office of Information Technology

How to install Microsoft Office:

1. Sign into your MyCharger account and click on the envelope icon ✉
2. Log in with your University student email address and password
3. On the Office 365 main page, click the "Install Office" link on the top right hand side of the page
4. Click on "Office 365 apps"

Mac Users

a. Once download is complete, double click on it and an installer window for Microsoft Office will pop up
b. Go through all of the steps by clicking continue
c. Type in your laptop account password
d. The installation will begin, and when complete click the close button
e. When prompted to move file, click "Move to Trash"
f. Open one of the Microsoft Applications (Word, Excel, Powerpoint)
g. Click "Get Started" and then "Sign In"
h. Please sign in with your University student email address and password
i. Follow the prompts from there until it says "Start using Word"

Windows Users

a. Once download is complete, double click on it
b. Screen will pop up, click "Yes" and it will start the install
c. Open one of the Microsoft Applications (Word, Excel, Powerpoint)
d. Click "Get Started" and then "Sign In"
e. Please sign in with your University of New Haven student email address and password
f. Follow the prompts from there until it says "Start using Word"

NOTE: If you do not sign into Office with your University of New Haven email and password, Office will not activate and you will <u>not</u> be able to use it!