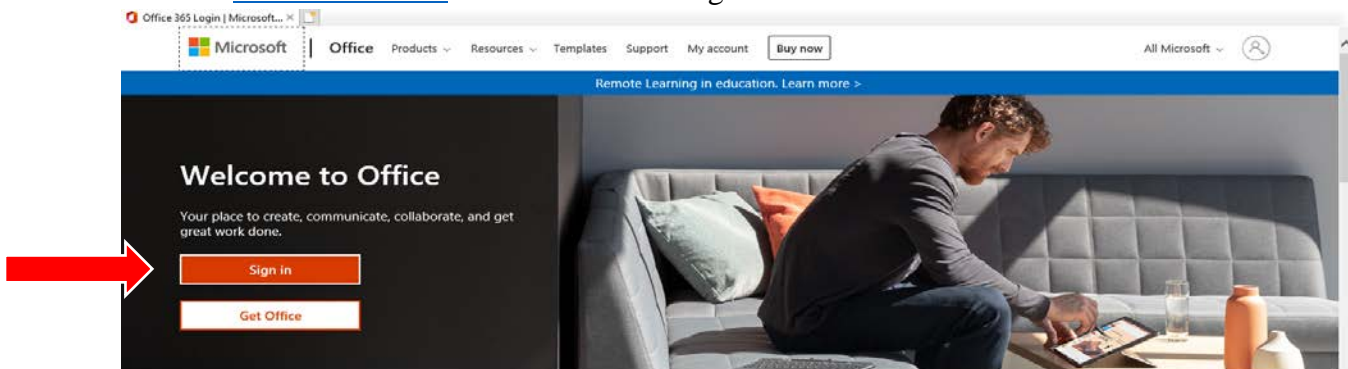## Microsoft Office Products Access and Download

This is a quick reference guide to help you access Microsoft Office Suite and download any of its products. You will also have access to Microsoft products such as Word, Excel and Power Point as well as Teams. As a reminder, you can use your preferred browser but Firefox is the recommended one.

For a quick review of Microsoft Office 365, please visit https://support.microsoft.com/en-us/training?redirectsourcepath=%252fen-us%252farticle%252foffice-training-center-b8f02f81-ec85-4493-a39b-4c48e6bc4bfb&ui=en-us&rs=en-us&ad=us
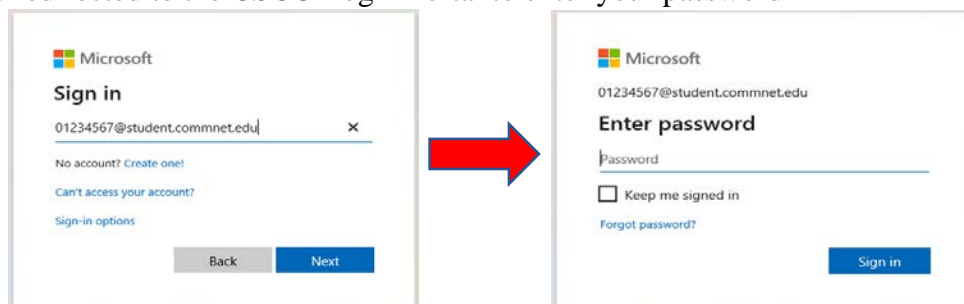

1. Go to www.office.com and click on the "Sign in" box

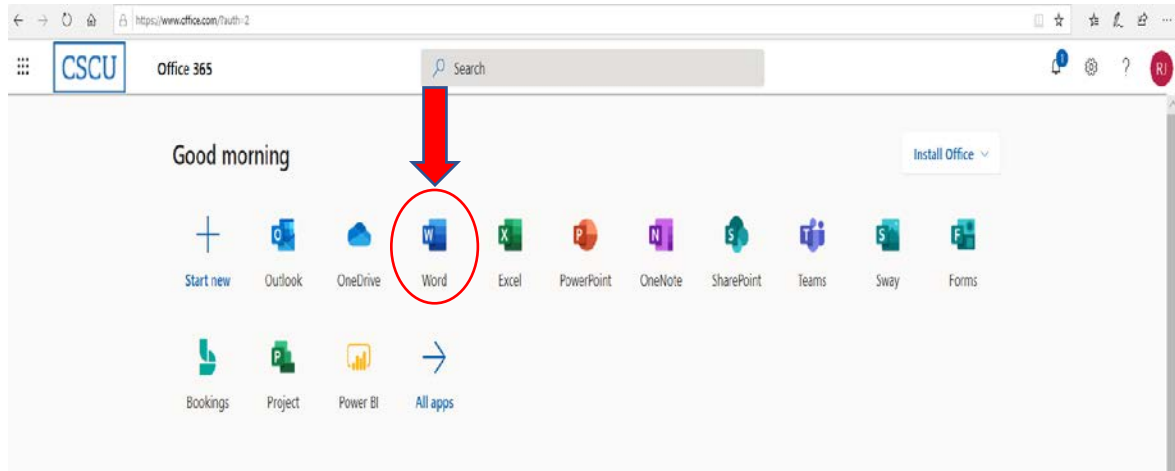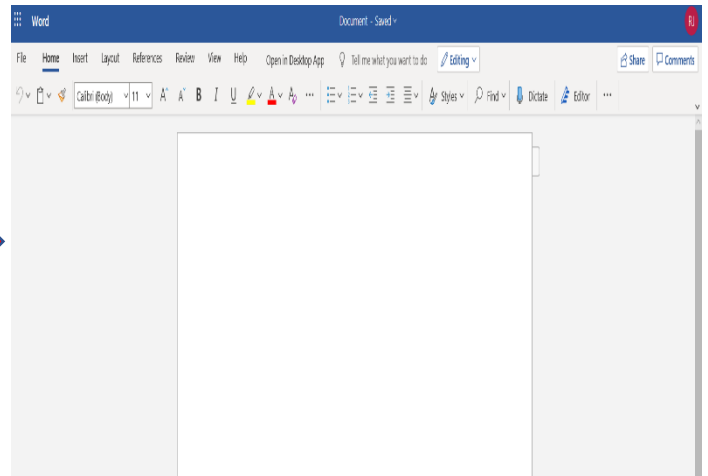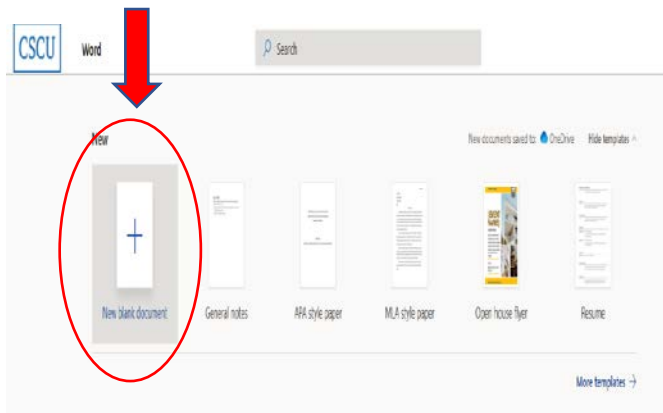2. Sign in using your full NetID (i.e., ########@student.commnet.edu) and click "Next," you will be redirected to the CSCU Login Portal to enter your password
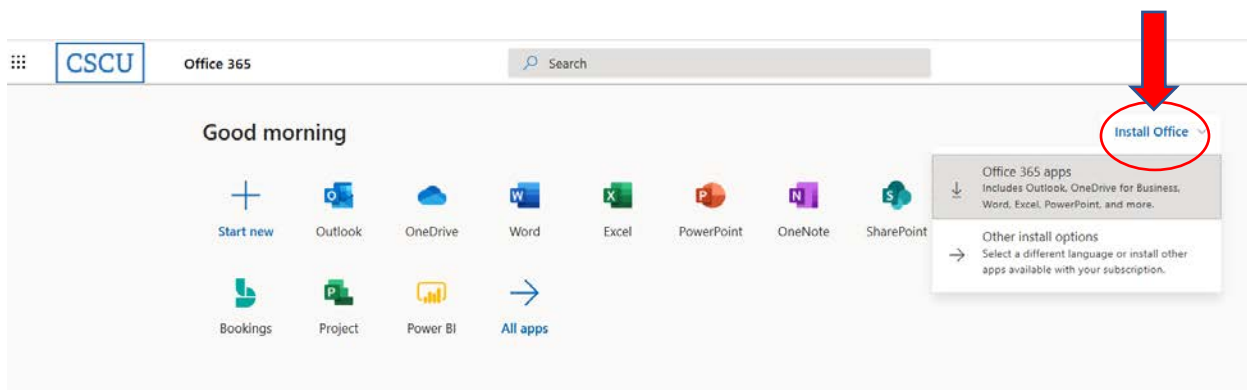
3. Once signed in, if you wish to use your Word app (or any app in Office) through the web browser, follow step #4. If you wish to download and install Microsoft Office on your personal devices, follow step #5:
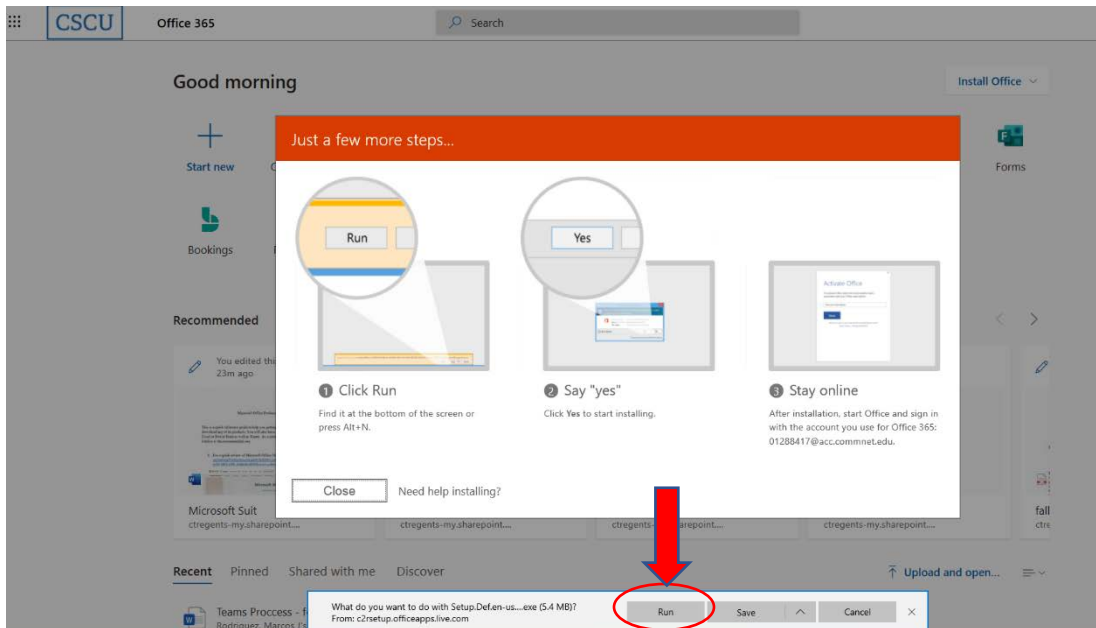

4. Choose **New blank document**:

5. Once signed in, click on the **Install Office** button and select Office 365 Apps:

6. Following the on-screen instructions, click **Run** and wait for Office to install.

7. Once Office is done installing, you will be prompted to sync your account to your computer – A**llow.** Then you will be prompted to access your Office Suite through your **Start** menu – this is the Windows symbol in the bottom left corner of your screen and keyboard. From there, you have access to your Microsoft suite.