Information Technology Services
Microsoft Office Installation
How to install Microsoft Office 365 for Mac or PC for SLU students

Step-by-Step Instructions

1. Go to office.com
2. Click Sign In in the upper right corner of the screen, F1
3. Click the Organizational Account option
4. Sign in with your SLU email address and SLU Password
   a. Example: SLUusername@slu.edu
5. Scroll down and click Install
6. Double-click the downloaded Microsoft Office Installer
7. Click Next through the installer guide
8. Fill out the identification information, optional, click Next
9. Click Yes to allow Office Updates and select No to customer feedback, optional
10. Once the installation is complete, Microsoft office will be able to be used
11. The first time you use Office, click Sign in to an existing Office 365 subscription, F2
12. Enter your SLU Email Address and SLU password, F3
13. On the next screen, click Organizational Account, F4
14. You are now able to use your MS Office on your computer

If you need help, please call the IT Service Desk at (314) 977-4000.