

National University Office 365 | How to Install Office 365

The purpose of this document is to show users how to install Office 365 ProPlus from online.

Please contact helpdesk@nu.edu for questions or information regarding this document.

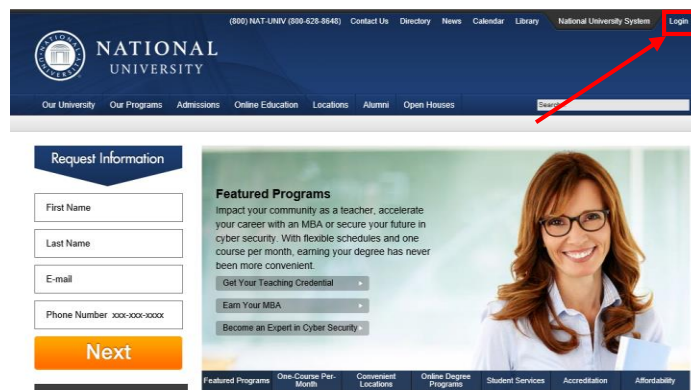
Note: If you already have Office installed on the device you are trying to install 365 on, stop. You can only have one Office productivity suite installed at one time. This will create conflicts and prevent Office, or One Drive from working correctly.

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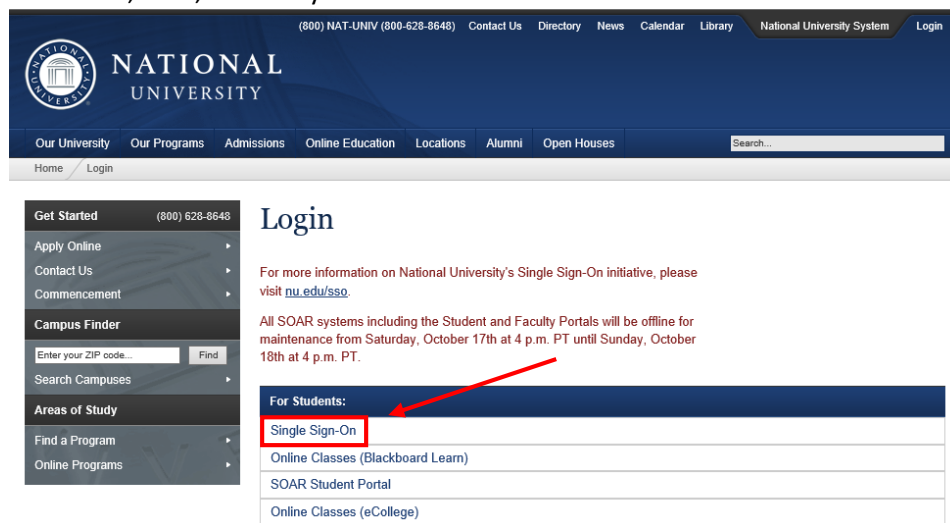
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Navigate to Single Sign-On

1. Open your choice of web browser (Internet explorer, Firefox, or Google Chrome) and go to www.nu.edu > Then click **Login**, located on the upper right hand corner



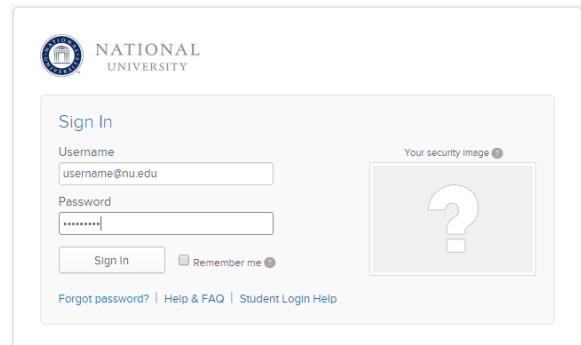
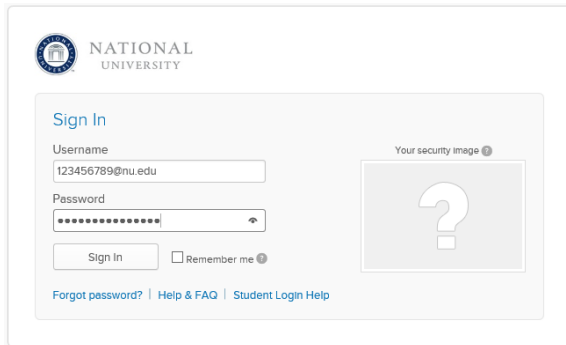
2. You will then be presented with several options for staff, student, or faculty. Click **Single Sign On** under student, staff, or faculty



Note: It does not matter if you select **Single Sign-On** for student, staff, or faculty. When you enter your credentials at the next window the system will guide you to your proper account, based on the credentials you have entered.

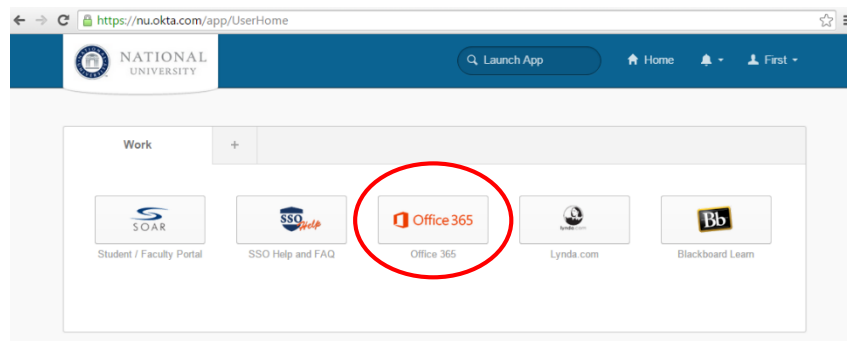
How to Log into Single Sign-On

3. Enter your NU user name and password.
 - Staff and Full Time Faculty use an NU email address with a first initial + last name structure.
Example : username@nu.edu
 - Adjuncts use their 9-digit ID number followed by @nu.edu
Example : 123456789@nu.edu



Note: The username is not case sensitive but the password is

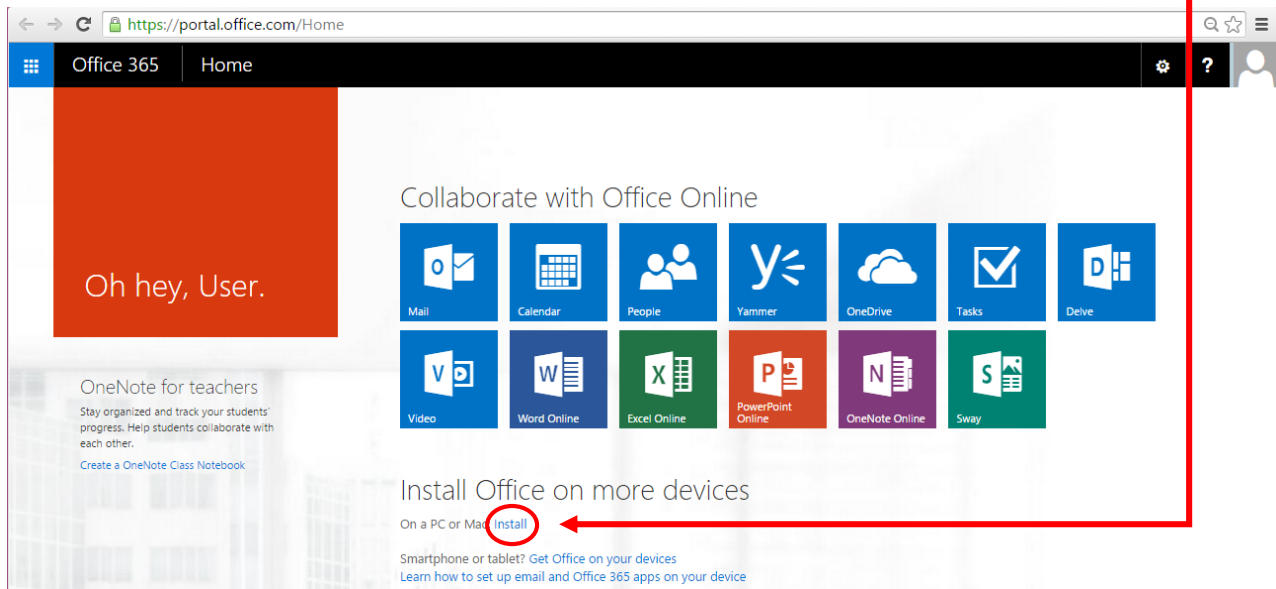
4. Once in the Single Sign-On dashboard, click the **Office 365** chicklet.



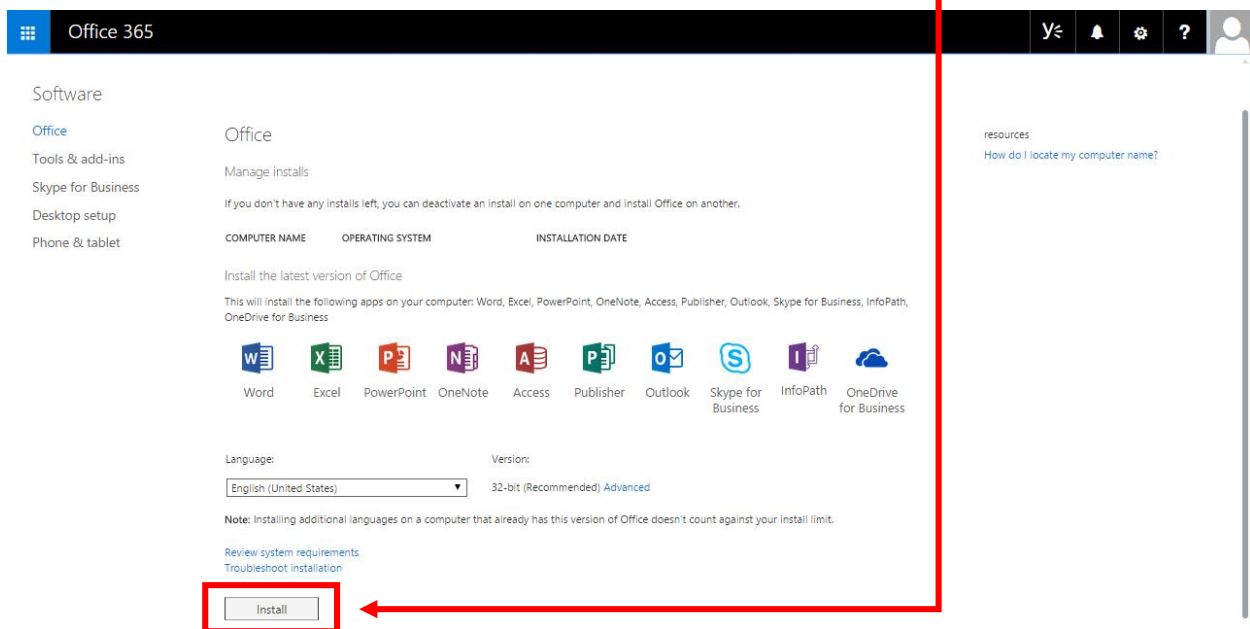
Okta will automatically sign you into Microsoft Office 365 Online.

How to Download Office 365

5. New users should be directed to this page, if you are not proceed to step 6. Click **Install**, below the words "Install Office on More Devices"



6. This will bring you to the Install window. Click the **install button** at the bottom of the screen and you will be guided the rest of the way by the install wizard.



Note: Each user has a total of five Office 365 installs as per NU contract

How to find the install page

7. Some users may have been brought to this screen (your email in box) instead of going straight to the new user install screen. If you were brought to this window instead of the 365 install window simply click the words **Office 365** at the top left of your screen, and follow steps 5-6.

