


Install Office 365

How to install Office 365 that is included with your bshp.edu account.

Audience

Faculty	✓
Staff	✓
Students	✓
Others	✗

 Office 365 is available to full-time faculty, staff, and students at no charge.

Step-by-step guide

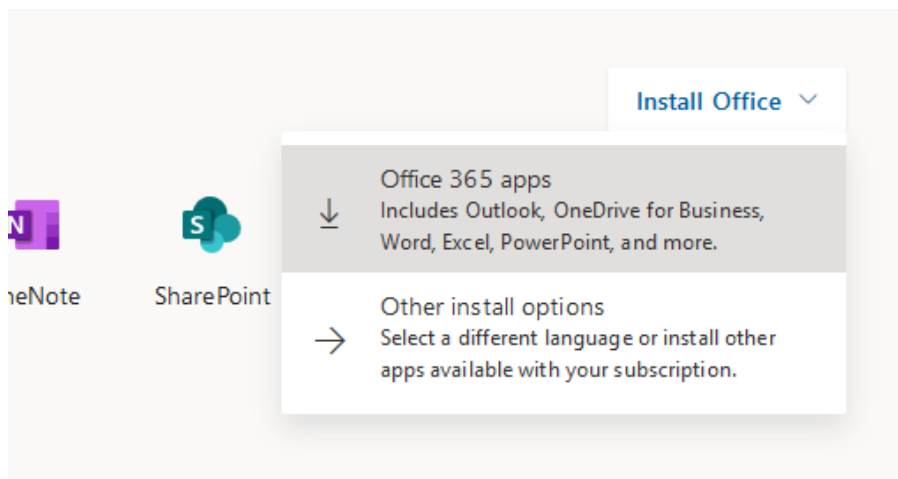
- [Sign In](#)
- [Download](#)
- [Complete Installation using either option below](#)
 - [Install on a PC](#)
 - [Install on a Mac](#)
- [Activate Office](#)
- [Installation or sign in issues?](#)

Sign In

Go to <http://office.bshp.edu> and if you're not already signed in, Login using your campus single sign-on credentials.

Download

On the homepage after you sign in, locate the 'Install Office' drop-down menu shown below and click 'Office 365 apps' to start the download.



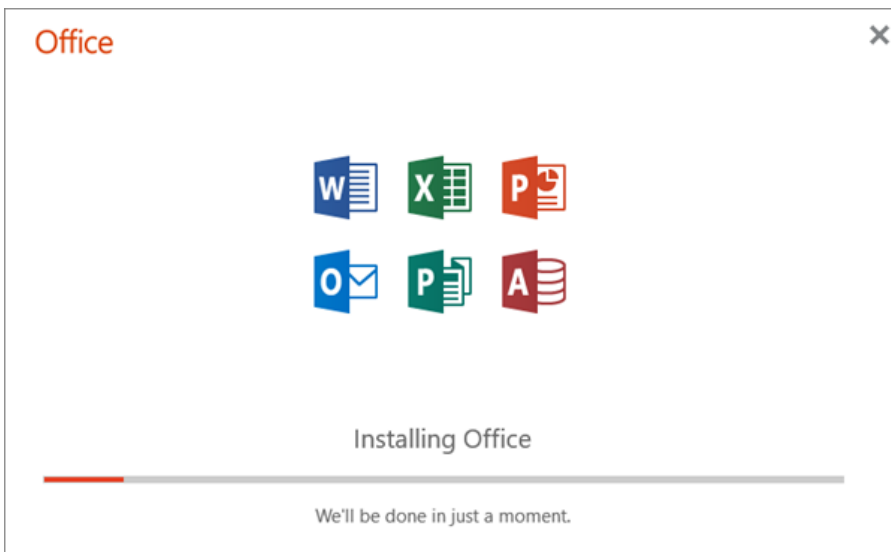
Complete Installation using either option below

Install on a PC

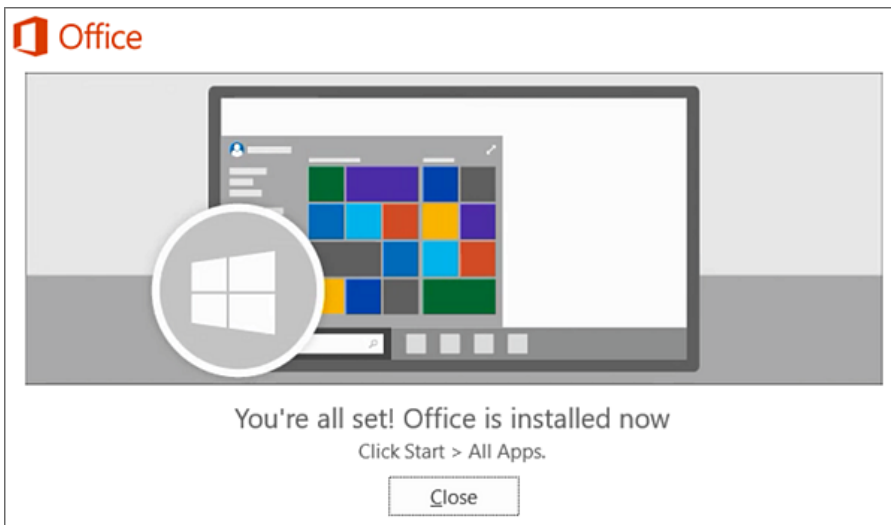
1. Depending on your browser, select **Run** (in Edge or Internet Explorer), **Setup** (in Chrome), or **Save File** (in Firefox).

If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?** select **Yes**.

The install begins.

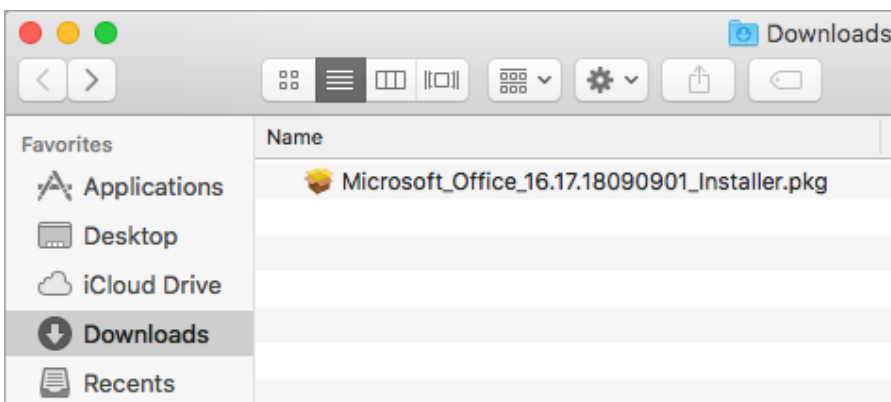


2. Your install is finished when you see the phrase, "**You're all set! Office is installed now**" and an animation plays to show you where to find Office applications on your computer. Select **Close**.



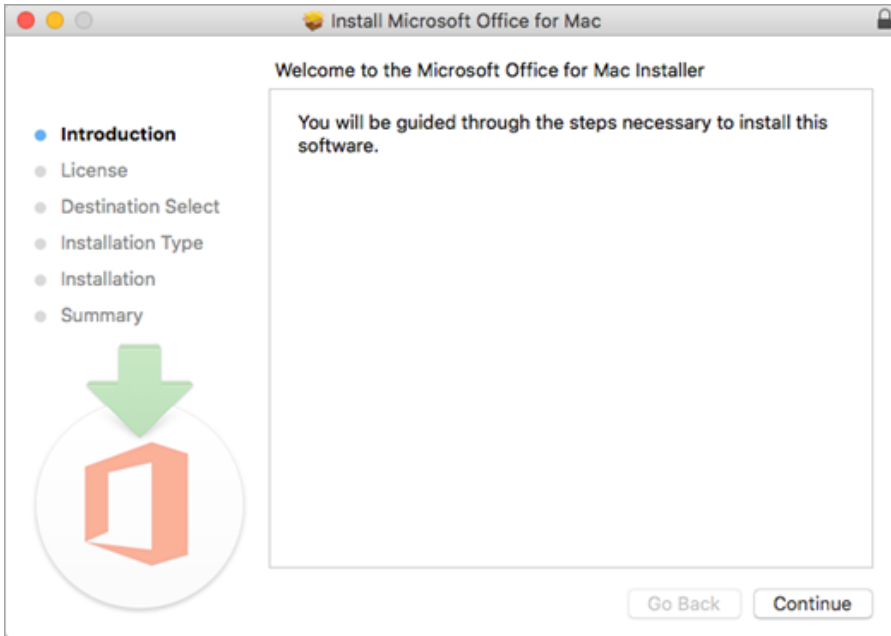
Install on a Mac

1. Once the download has completed, open Finder, go to **Downloads**, and double-click **Microsoft Office installer.pkg** file (the name might vary slightly).



Tip: If you see an error that says the **Microsoft Office installer.pkg** can't be opened because it is from an unidentified developer, wait 10 seconds and move the downloaded file to your desktop. Hold **Control** + click the file to launch the installer.

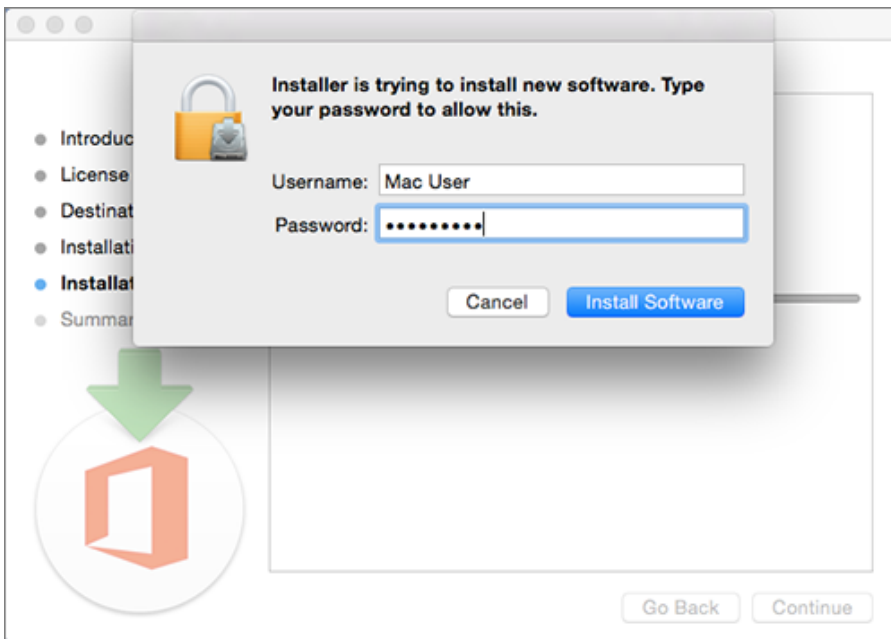
2. On the first installation screen, select **Continue** to begin the installation process.



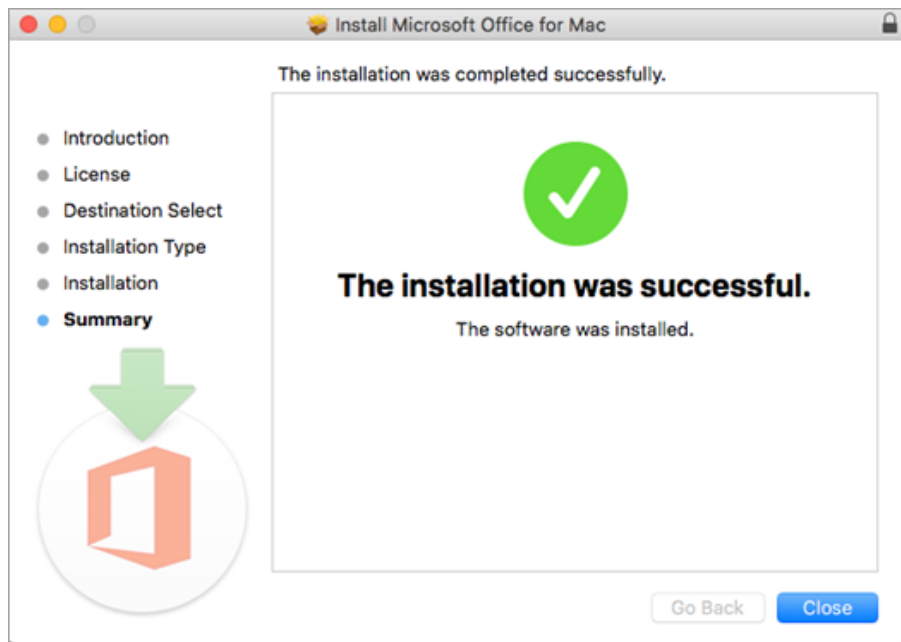
3. Review the software license agreement, and then click **Continue**.
4. Select **Agree** to agree to the terms of the software license agreement.
5. Choose how you want to install Office and click **Continue**.
6. Review the disk space requirements or change your install location, and then click **Install**.

Note: If you want to only install specific Office apps and not the entire suite, click the **Customize** button and uncheck the programs you don't want.

7. Enter your Mac login password, if prompted, and then click **Install Software**. (This is the password that you use to log in to your Mac.)



8. The software begins to install. Click **Close** when the installation is finished.



Activate Office

If office did not activate automatically, [follow this guide to activate office.](#)

Installation or sign in issues?

If you're having an issue with installing office please submit a ticket, <http://support.bshp.edu>