Install Office 365

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

Audience

Faculty	✅
Staff	✅
Students	✅
Others	❌

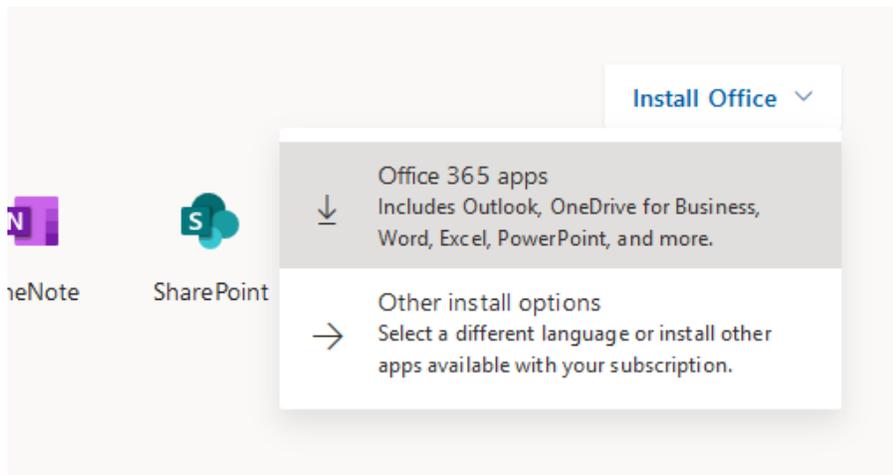ⓘ   Office 365 is available to full-time faculty, staff, and students at no charge.

Step-by-step guide

- Sign In
- Download
- Complete Installation using either option below
  - Install on a PC
  - Install on a Mac
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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.
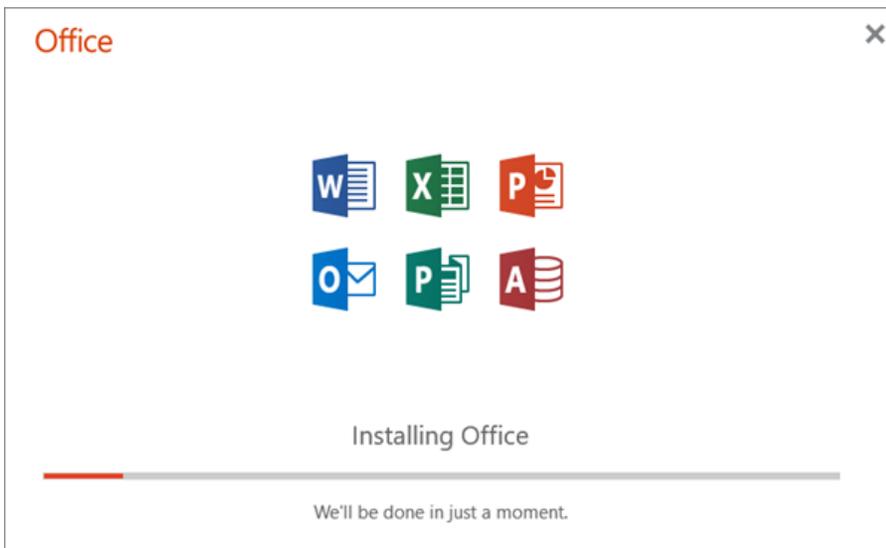

Complete Installation using either option below
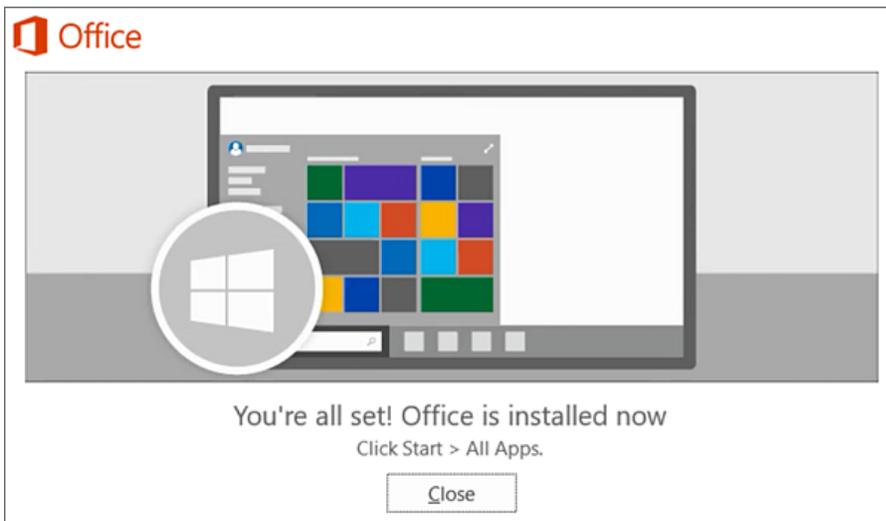
Install on a PC

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**.
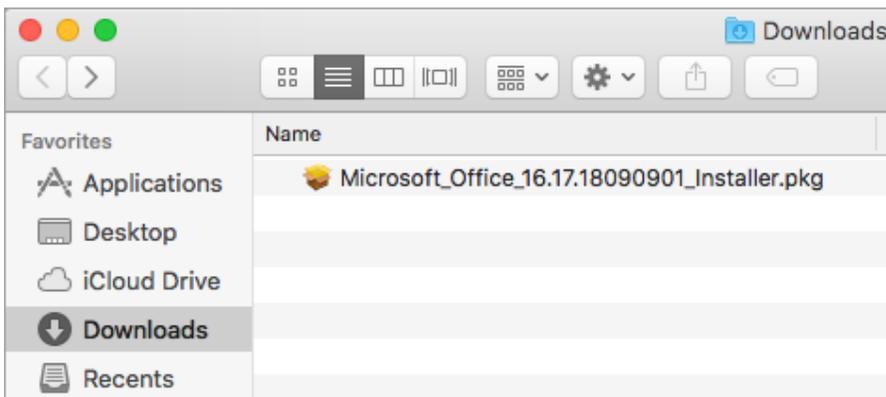
   The install begins.

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**.
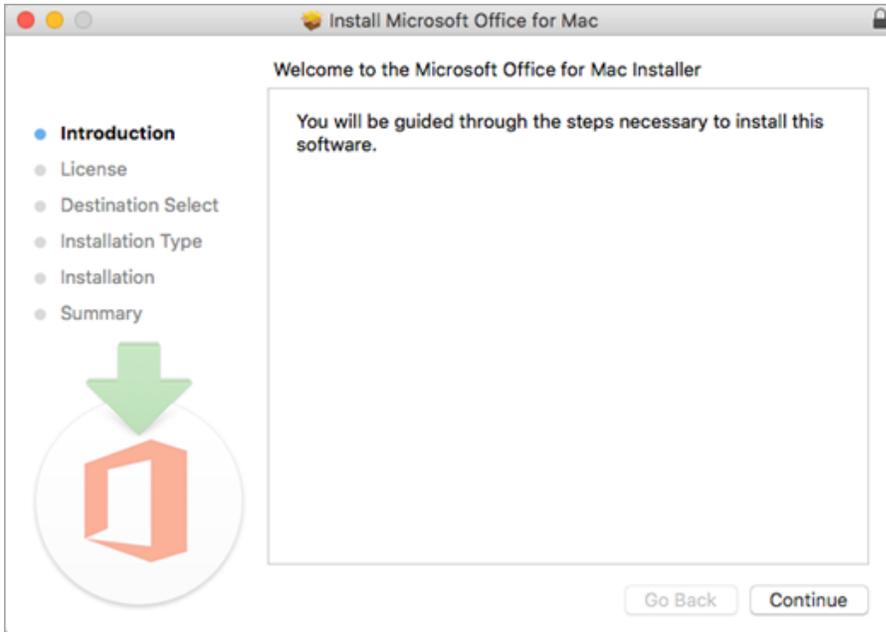

Install on a Mac

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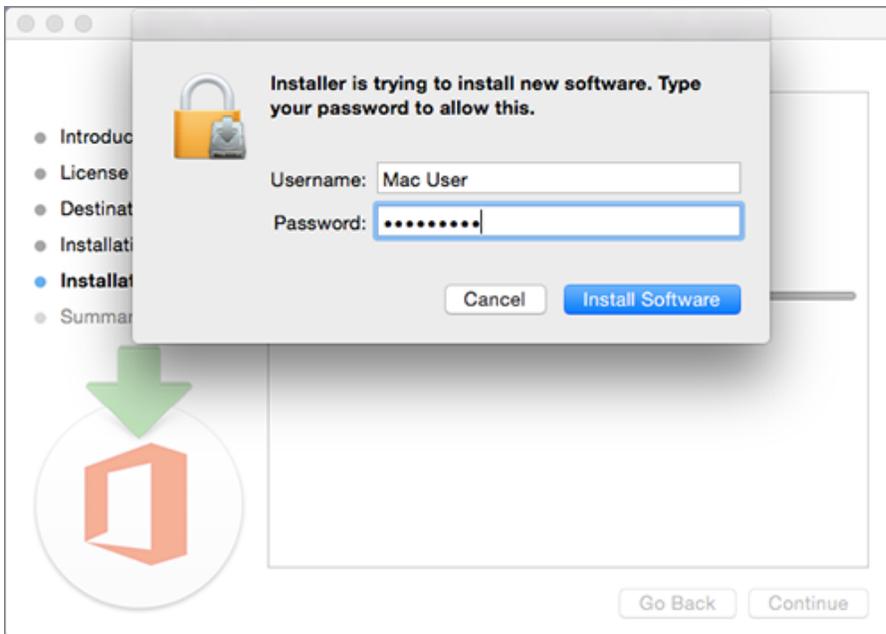
2. On the first installation screen, select **Continue** to begin the installation process.
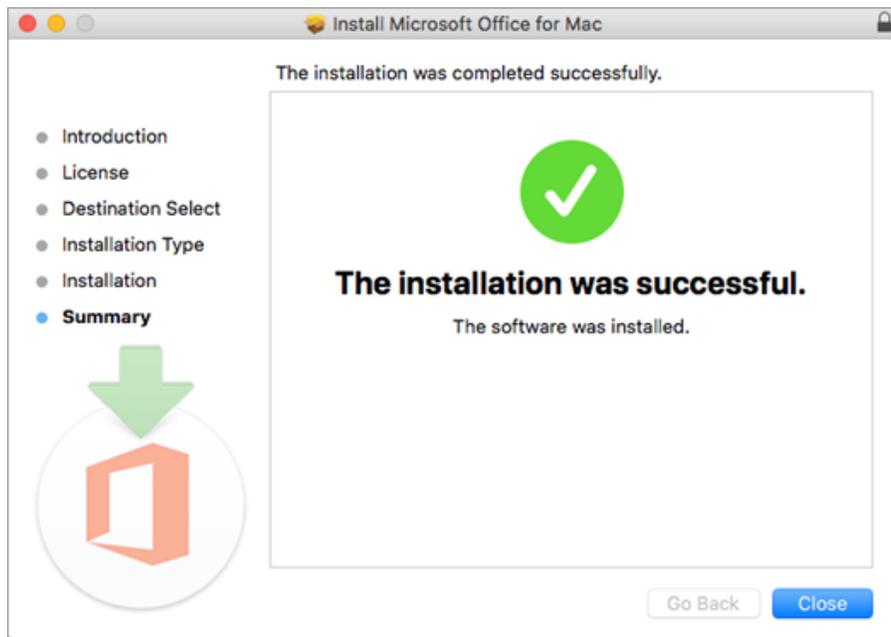

3. Review the software license agreement, and then click **Continue**.
4. Select **Agree** to agree to the terms of the software license agreement.
5. Choose how you want to install Office and click **Continue**.
6. Review the disk space requirements or change your install location, and then click **Install**.

   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