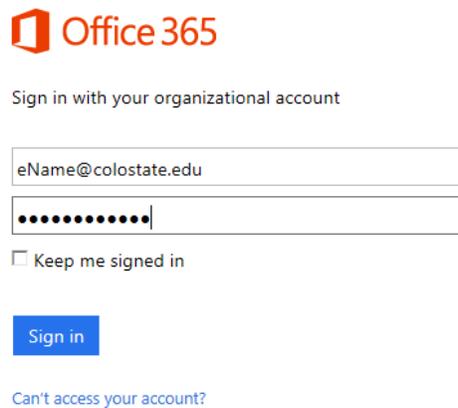# Microsoft Office 365 Installation for Windows

Colorado State University has an agreement with Microsoft for work and personal use of Microsoft Office 365 for CSU students, faculty and staff. Each individual with an active CSU ID will be allowed up to 5 installations of Microsoft Office for home use on their personal computer, tablet or phone.
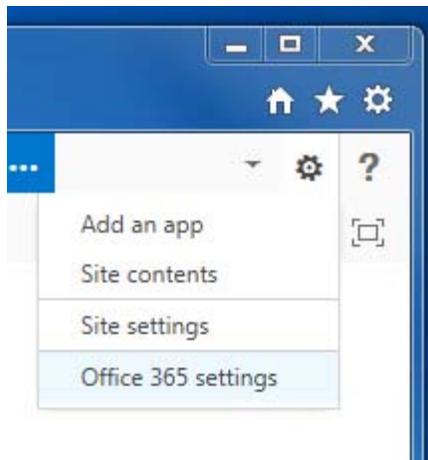
Microsoft Office 365 for Windows includes Microsoft Pro Plus 2013 (Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, and InfoPath), 1 TB of OneDrive Cloud Storage, and Lync messaging service.

Follow the instructions below to install Office 365 onto your Windows computer.
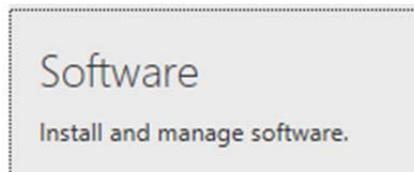
1. Open your browser and navigate to: **Portal.Office.com.** To login to the website and all other Office 365 services, you will need to use **eName@colostate.edu**. Enter your information and click "Sign In".
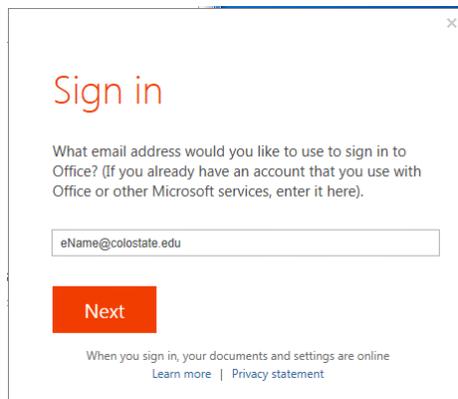

2. After you have signed in, click the gear icon at the top right and click "Office 365 Settings".

3. Next, click the "Software" banner on the left.

4. Click the **Install** button.

5. Your internet browser will prompt to "Save" or "Run" the file. Choose to "Run" the file.

6. Sign into Office 365 using your **eName@colostate.edu** and password.

7. The installation will begin while you are given a tour of the new version of Microsoft Office. After installation is complete, you will see that Microsoft Office 2013 is now listed in your start menu programs.

Microsoft Office 365 for Windows Minimum Requirements

COMPONENT	REQUIREMENT
Operating system	Windows 7 Windows 8
Computer and processor	1 GHZ or faster x86 or 64-bit processor with SSE2 instruction set.
Memory	1 gigabyte (GB) or more of memory (RAM)
Disk space	3 GB of available hard disk space
Monitor resolution	1024 x 768

If you need any assistance with this installation or use of Office please visit the Microsoft Office 365 support page:
http://office.microsoft.com/en-us/support/

If you have any questions regarding this program and eligibility, please contact the College of Agricultural Sciences HelpDesk at 970-491-Aggi (2444) or AgHelp@colostate.edu