

Office 365 Installation Guide

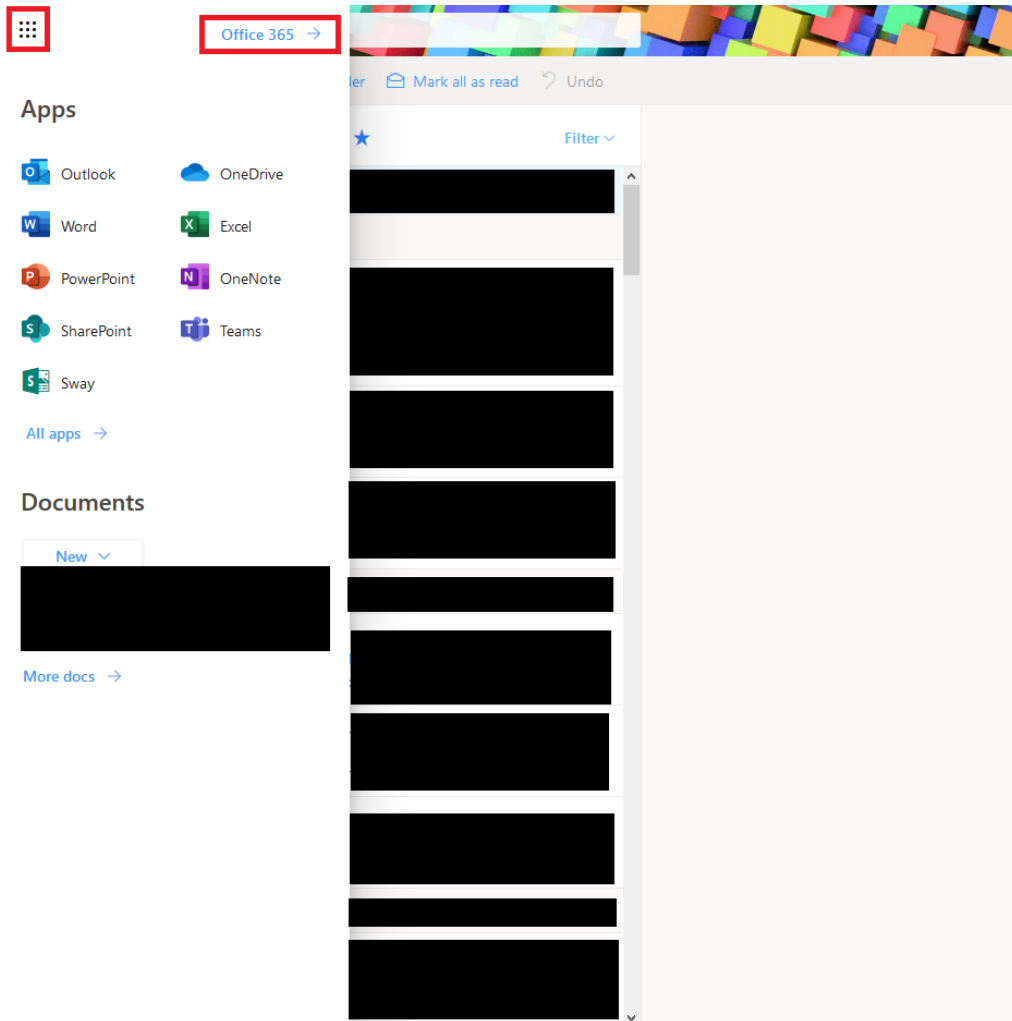
Download Office 365

- 1) Visit my.moreheadstate.edu and log in using your Eagle ID @moreheadstate.edu (mXXXXXXXX@moreheadstate.edu) as well as your password.
- 2) Under the “Unread Emails” section, click the “Office 365” link.

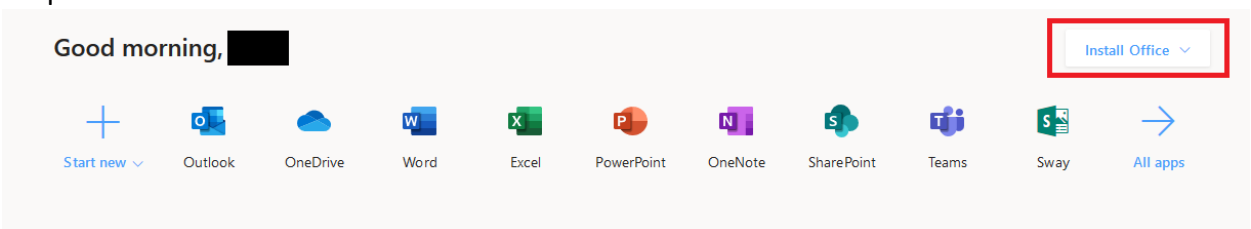
The screenshot displays the My Morehead State website dashboard. The top navigation bar includes the logo and the text "MY MOREHEAD STATE". Below the navigation bar, the dashboard is divided into several sections:

- Campus Announcements:** A list of recent announcements with dates and times, such as "Students: Accept your Financial Responsibility Agreement by Aug. 10" and "Farmers Market, fruit sales at the farm".
- Self-Service Link:** A section with a "Self-Service Link" header and a "Unread Emails" section. The "Unread Emails" section contains a list of unread messages, with the "Office 365" link highlighted in a red box.
- Self-Service Menu (WebAdvisor):** A section with a "Self-Service Menu (WebAdvisor)" header and a list of menu items, including "STUDENTS" and "EMPLOYEES".
- My Classes:** A section with a "My Classes" header and a list of classes, including "2019RW Operations & Facilities Mgmt (ETM-430-301)" and "ACM Student Chapter".
- Campus Applications:** A section with a "Campus Applications" header and a grid of application icons, including "Business Objects", "Administrative Information (Colleague UI)", "People Admin", "Rendezvous", "Faculty 180", "Advise", "Recruiter", "SchoolDude", "EagleCard Online", "EagleTracks", "Eagle Account Center", "WebEx", "People and Groups", "Housing Self-Service", "Tutor/Advisor Trac", "Blackboard", "MSU Fax", and "Eagle Link".

- 3) In the upper-left corner of Outlook, click on the boxes icon. This will open a new sidebar.
- 4) From here, click the “Office 365” link. This will open a new page displaying your Office 365 apps.



- 5) In the upper-right portion of the page, click the “Install Office” button. This will open a drop-down menu.



- 6) Now select the “Office 365 Apps” option. This will begin a download of Office 365.

Install Office 365

For installation instructions, please refer to the official Microsoft Office Installation Guide located at: https://support.office.com/en-us/article/download-and-install-or-reinstall-office-365-or-office-2019-on-a-pc-or-mac-4414eaaf-0478-48be-9c42-23adc4716658#InstallSteps=Install_on_a_PC

- 1) Select "Install on PC" or "Install on MAC."
- 2) Scroll down to the "Install Office" section and follow the on-screen instructions.