

How to download a copy of Microsoft Office

Effective: November 25, 2014

Last Updated: August 13, 2019

As part of the CUNY enterprise agreement with Microsoft, every CUNY student with a CUNY Office 365 mail account is entitled to a full copy of the Microsoft Office suite of applications. The latest version of the Microsoft Office suite — including Word, Excel, PowerPoint, OneNote, and more — will be available to you for offline and online use. All you need are your CUNY email credentials to log in and download up to 5 copies on your PCs, Macs, and other mobile devices, including Windows tablets and iPads. This suite of applications is available to all students from campuses participating in the Office 365 offering.

To download a complimentary copy of Microsoft Office, have your CUNY email credentials ready and complete the following steps:

From your computer:

- a. Sign in to your email account at <https://login.microsoftonline.com>.
- b. Click on **Install Office** at the top right to bring down the drop down menu (Fig. 1).

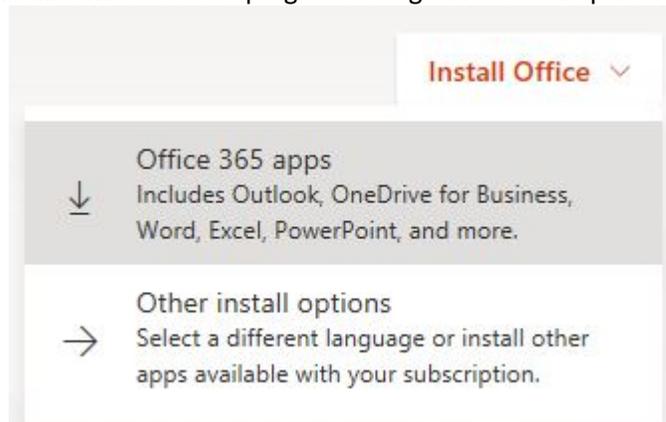
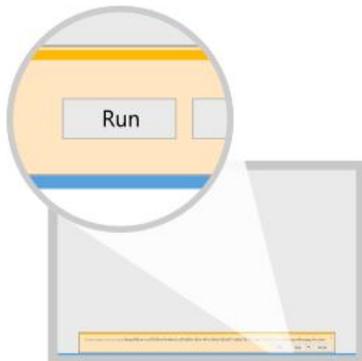


Fig. 1

- c. Click on **Office 365 apps** to bring up the save options for installation (Fig. 2). **Other install options** will take you to another menu, including how to install for mobile device (Fig. 3).

Just a few more steps...



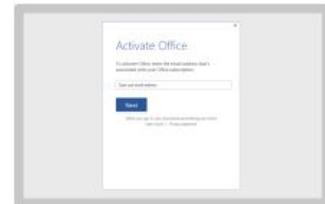
1 Click Run

Find it at the bottom of the screen or press Alt+N.



2 Say "yes"

Click Yes to start installing.



3 Stay online

After installation, start Office and sign in with the account you use for Office 365: rolmeda@GradCenter.cuny.edu.



Need help installing?

Fig. 2

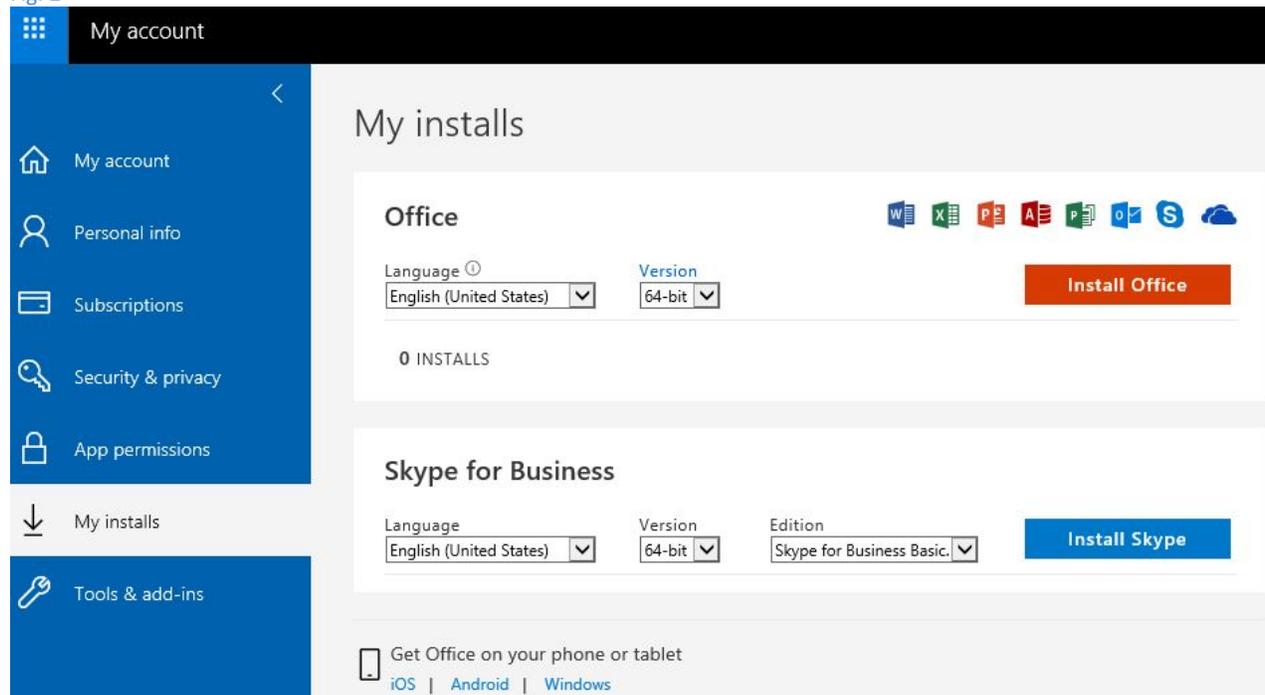


Fig. 3

d. Run or save the download file, and install as normal.

Note that you cannot install Office 365 suite if you already have Office installed on your computer.

From your mobile device:

- e. Open your mobile device app store.
- f. Search and select your desired Office application (Word, Excel, PowerPoint, OneNote).
- g. Click **“Download”** to install the application.
- h. Once installed, launch the application.
- i. Go to your Account Settings and sign in using your CUNY email credentials.

Sincerely,

