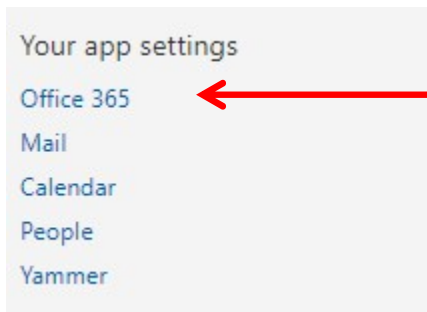# INSTALLATION INSTRUCTIONS FOR OFFICE 365 ON WINDOWS AND MAC COMPUTER

1) Sign into your Minnesota West email account.
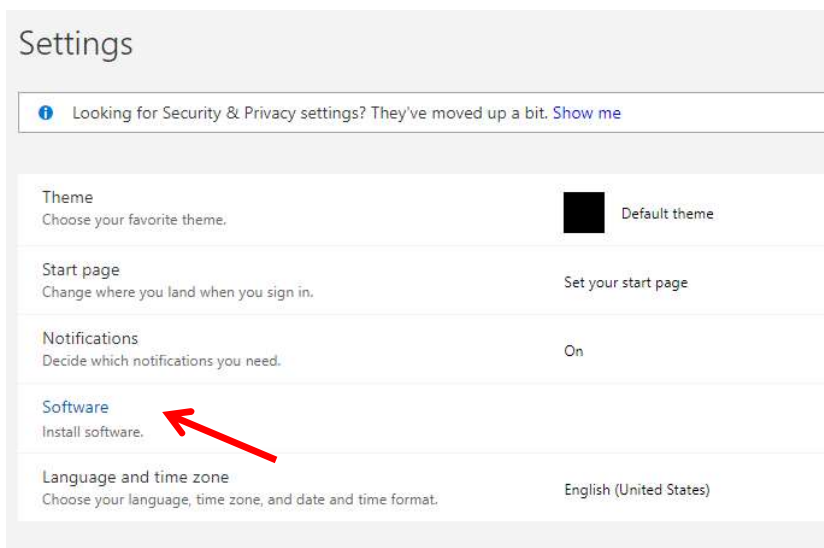   https://login.microsoftonline.com/?whr=minnstate.edu

2) Select the gear in the top right corner of the screen.

3) Select "Office 365" at the bottom of the "Settings" list.

4) You should now see these categories in the middle of the screen: Theme, Start page, Notifications, Software, and Language and time zone. Select "Software".

5) You will want to select your preferred language and then click the install button.

6) Follow the on screen instructions to complete the installation.

> **Note:** The installation may take up to 20 minutes depending on your internet connection speed and age of computer. ==If at any time you are asked to login to validate your version of Office, use the same credentials you use to login to your student email account: YourStarID@go.minnstate.edu and your StarID password.==

Reminder

The software has the same features and functions as other versions of Office and can be used offline; however, students must connect to the Internet once every 30 days to verify they are still eligible for the program.