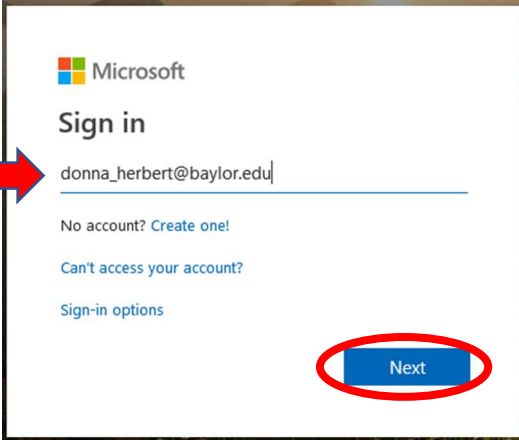


Installing Office 365

To install Office 365, go to: <https://portal.office.com> . You will see this box:

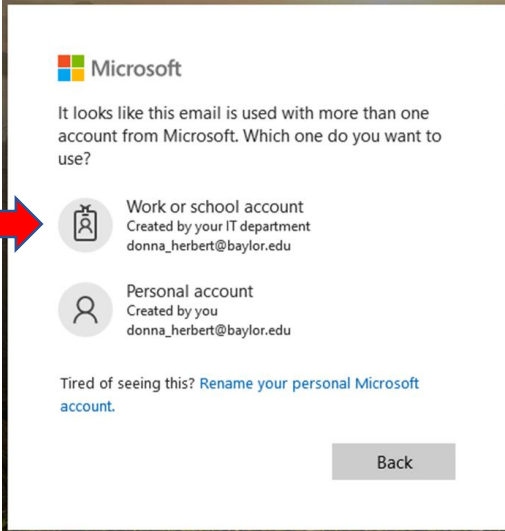


Microsoft
Sign in
donna_herbert@baylor.edu|
No account? [Create one!](#)
[Can't access your account?](#)
Sign-in options
Next

A red arrow points to the email address field, and a red circle highlights the 'Next' button.

Enter your Baylor email address and click the **Next** button.

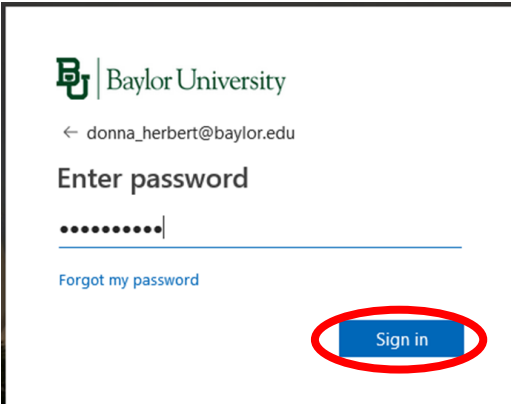
On the next screen, select **Work or school account**.



Microsoft
It looks like this email is used with more than one account from Microsoft. Which one do you want to use?
Work or school account
Created by your IT department
donna_herbert@baylor.edu
Personal account
Created by you
donna_herbert@baylor.edu
Tired of seeing this? [Rename your personal Microsoft account.](#)
Back

A red arrow points to the 'Work or school account' option.

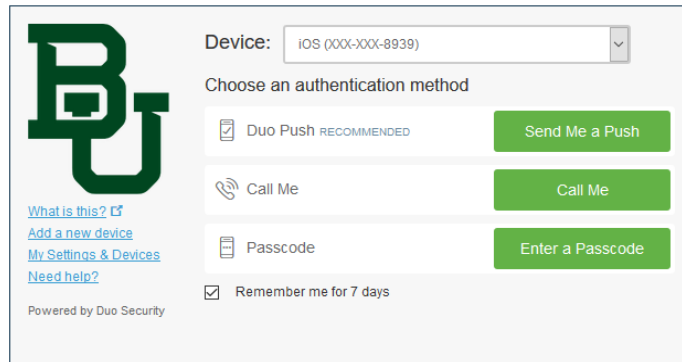
Enter your password on the next screen and click the **Sign in** button.



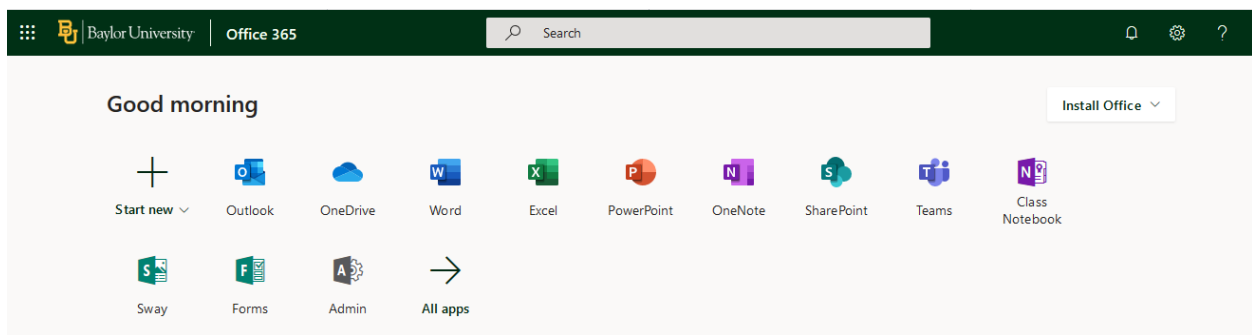
Baylor University
← donna_herbert@baylor.edu
Enter password
.....|
[Forgot my password](#)
Sign in

A red circle highlights the 'Sign in' button.

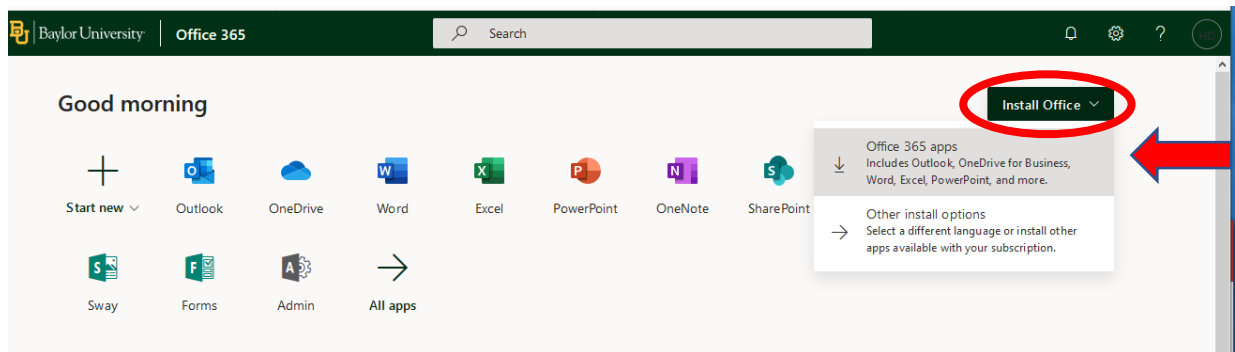
You may be asked to authenticate through Duo. Log in with your BearID and password and select your authentication method.



Next, you will see a page with the Office 365 apps.



Faculty, staff and students may choose to use the online version of Word, Excel, Outlook, etc., or they may download the apps to their computer.



NOTE: Baylor retirees may only use the online version of the Office 365 apps.