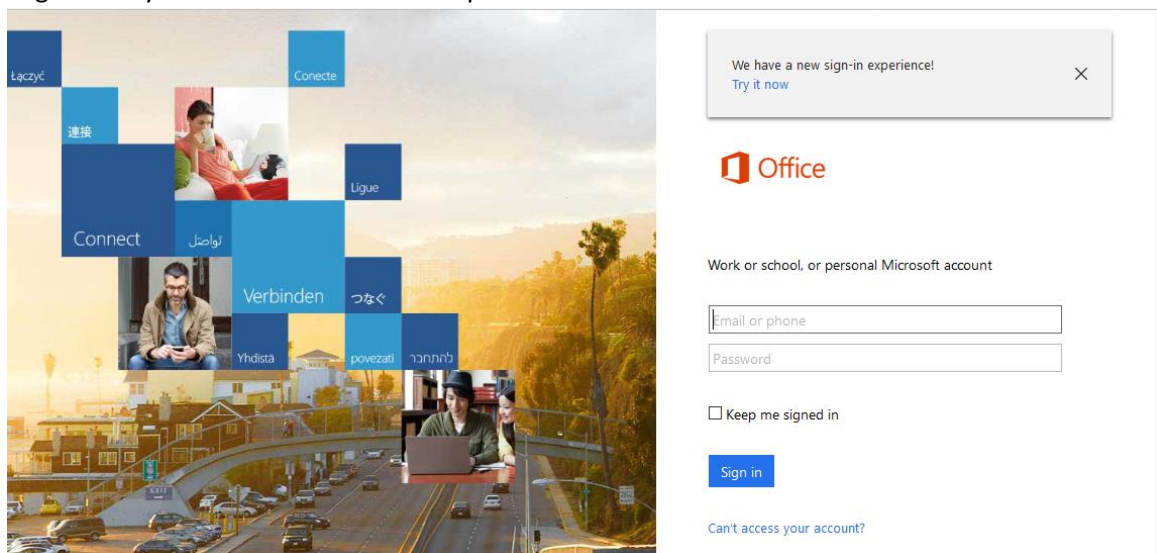


Download and Install Microsoft Office for Windows Computers – Faculty and Staff

Faculty and staff are able to download a free copy of the latest version of Microsoft Office to their personal computers using Office 365.

To Download and Install Microsoft Office

- Open a web browser and go to <http://login.microsoftonline.com/>.
- Log in with your SU email address and password





- **Note:** if you have already created a personal Microsoft account using your SU email address, when you enter your SU email address you will be prompted to choose to log into your **Work or school account** or your **Personal account**. If that is the case, choose

your **Work or school account**, and then enter your SU password.



It looks like scashby@salisbury.edu is used with more than one account. Which account do you want to use?

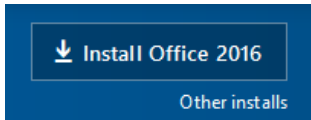
 **Work or school account**
Created by your IT department
scashby@salisbury.edu

 **Personal account**
Created by you
scashby@salisbury.edu

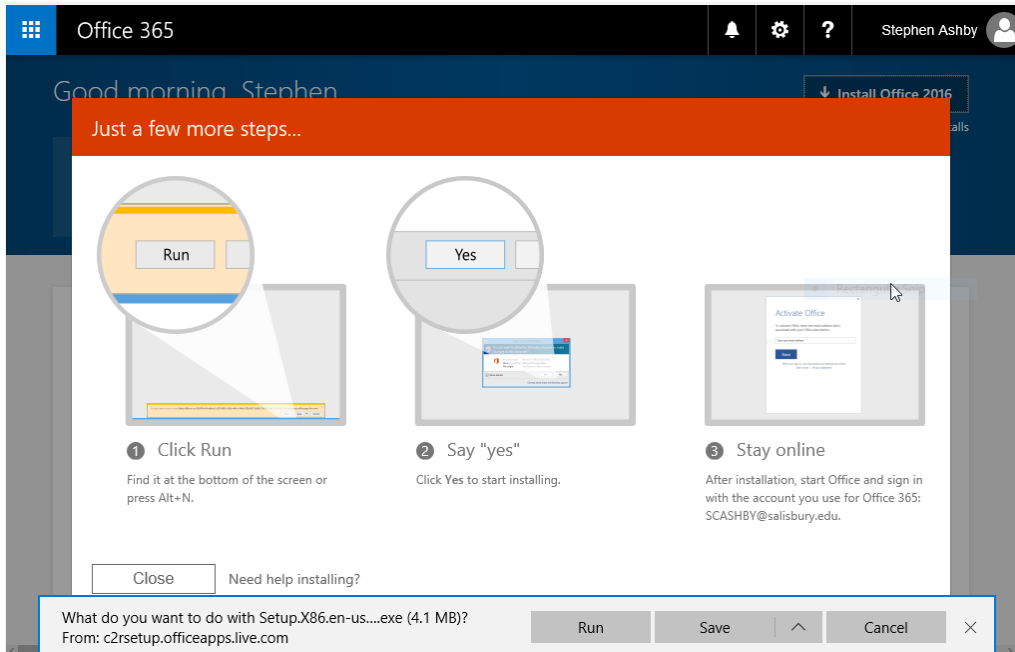
Back

Tired of seeing this? [Rename your personal Microsoft account.](#)

- In the upper right hand corner, click the **Install Office 2016** button.



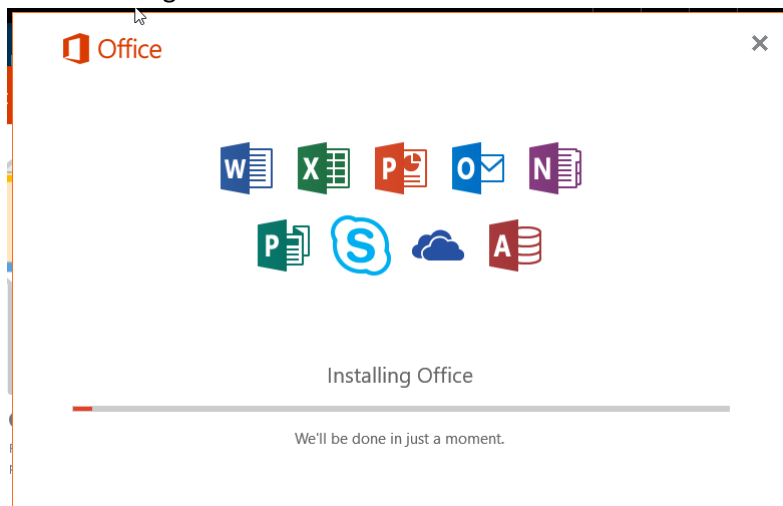
- Follow the steps on the screen to download and install Office 2016.



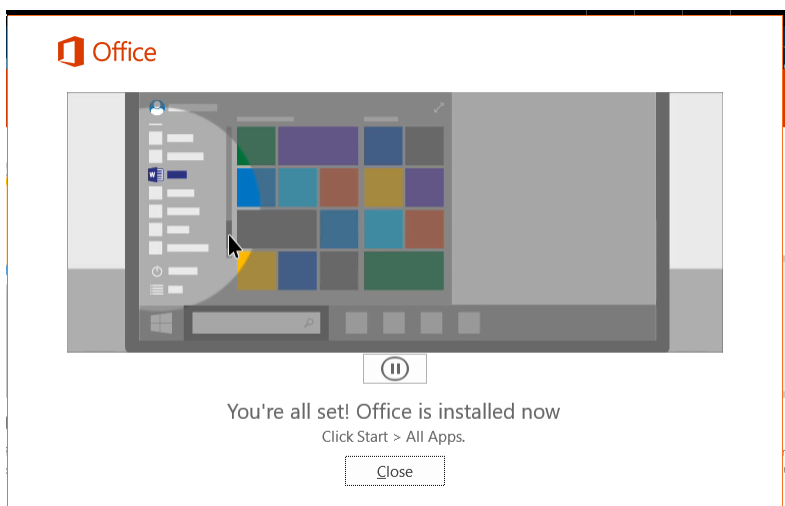
- Click **Run**.
 - Click **Save File** if prompted, then run the file.
- Click **Yes** to start installing.



- Office will begin to install.

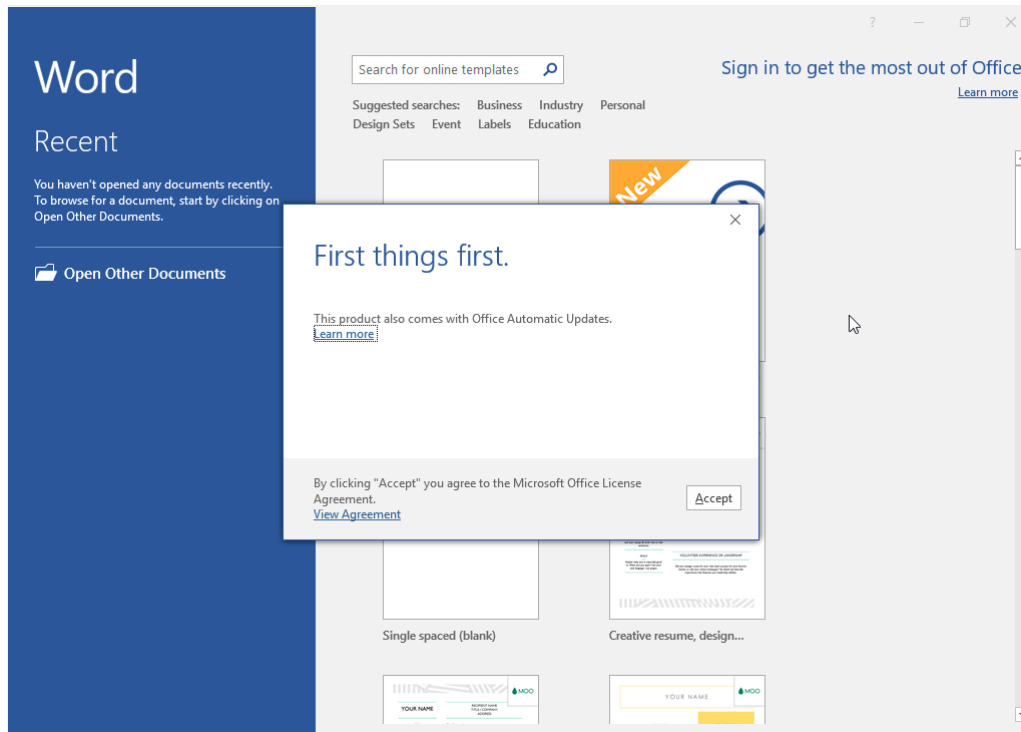


Once the installation is complete, you can click **Close** to exit the installer and you will be able to begin using Microsoft Office 2016.



Additional Setup - First Time Opening Programs

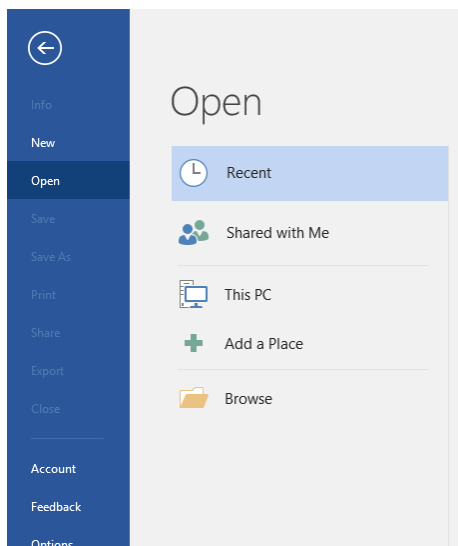
The first time you open one of the Microsoft programs, you may need to do some initial setup.



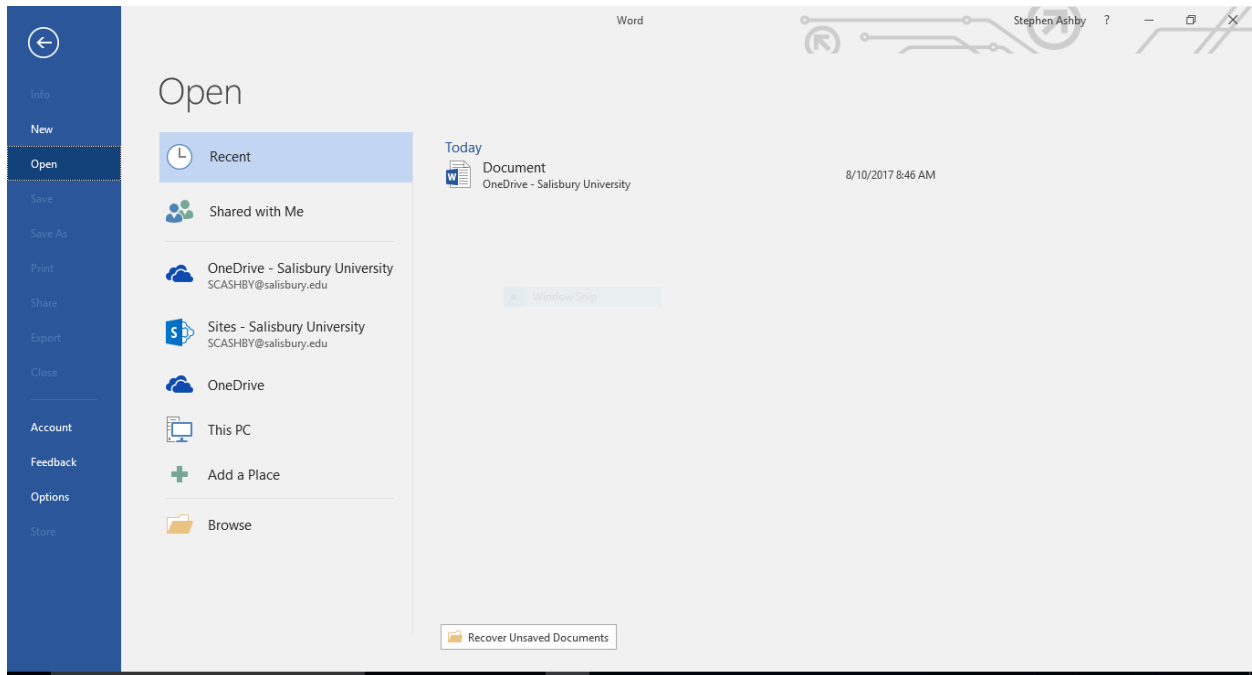
- Accept the Microsoft Office License Agreement by clicking **Accept**.

Opening and Saving Files with Microsoft Office 2016

One thing to note when opening or saving files using Office 2016. In most cases, you will see the following options by default: *Recent*, *Shared with Me*, *This PC*, *Add a Place*, and *Browse*.



Depending on how you set up Windows 8, Windows 10 or if you signed into a Microsoft account within one of the Microsoft Office applications, you may also see *One Drive* options as well as *Site* options. At this time, SU does not use OneDrive or Site for faculty/staff accounts.



Outlook Initial Setup

When you first open Outlook you will be prompted to set it up for email.

Welcome to Outlook

Enter an email address to add your account.

Advanced options ▾

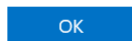
Connect

Enter your **Salisbury University email address** and click **Connect**. During setup, you'll be prompted to enter your SU password.



Enter your password, check **Remember my credentials** and click **OK**.

Adding scashby@salisbury.edu
Account setup is complete



Set up Outlook Mobile on my phone, too

Once the setup is complete, uncheck **Set up Outlook Mobile on my phone, too** and click **OK** when complete.