

OFFICE 365 – STEP BY STEP INSTRUCTIONS

HOW TO DOWNLOAD & INSTALL FOR WINDOWS COMPUTERS

These instructions are for installing Office on your personal, “at home” computers.

1. Go to webmail.nku.edu. Click on “Office 365 for Faculty/Staff” and type in your NKU username and password.
2. Click on Office 365 in the upper left corner of the window.
3. Click the “Install Now” button on the right side of the screen to install Office.

There are two checkboxes above the “Install Now” button allowing you to make Bing your search engine and make MSN your homepage. Uncheck these if you do not want those options.

4. You will be prompted to download an install file. Click “Save.”
5. Run the install file that you just downloaded. Office will begin to install in the background.
6. Work through the set up screens by clicking “Next,” or “Accept” as appropriate.
7. When prompted, select “Use recommended settings.”
8. When prompted, enter your full NKU email address as `username@nku.edu`.
9. On the following screen, enter your NKU password.
10. Finally, click “Take a look” and wait for the software to finish installing.



Language: English [Change](#)

- Make Bing your search engine
- Make MSN your browser homepage

Applies to Internet Explorer, Firefox, Chrome, and Safari

[Install now](#)

[Troubleshoot installation](#)



Welcome to your new Office.

We think you'll love it. Let's get started.

[Next](#)

QUESTIONS?

Having trouble following the instructions in this PDF?
Contact the IT Help Desk at <http://oit.nku.edu/help.html> or by phone at (859) 572-6911.