Microsoft Office for Personal Devices Install Guide

Please Note: Never install Microsoft Office using this method on any Citadel owned computer. This guide should only be used to install the software on to your personal device. Citadel owned computers are set up with Microsoft Office already. If you need a newer version, please enter a Hotline and a technician will assist you.

1. **Sign into your Microsoft Office 365** account by following this link – https://login.microsoftonline.com/
   Your username will use the format – lesesnegatewayusername@nation.citadel.edu (for instance if your name was John Smith and your Lesesne Gateway username was jsmith, you would use jsmith@nation.citadel.edu)
   Your password will be the same as your Lesesne Gateway password

2. In the top right-hand corner of your webpage, locate the icon that looks like a cogwheel.
   **Click this icon and choose the “Office 365 settings” option.**

   ![Office 365 settings icon]

3. **Choose “Software”** from the left side menu.
4. On the next page, you will get the opportunity to click on a button to install Microsoft Office. Please note: you can download and install this software on up to five different devices. **Click the “Install” button now.**

![Install button](image)

**Note:** Installing additional languages on a computer that already has this version installed may cause issues.

- Review system requirements
- Troubleshoot installation

![Microsoft Office installation progress](image)

5. If prompted, choose “Run” to start the installation. Follow the onscreen instructions.
6. When it’s done installing you should see a message like this - Click the “Next” button.

7. On the next screen, choose “Use recommended settings” and click the “Accept” button.

8. Sign into your Office 365 account to activate Microsoft Office (remember your username will be in this format - leesnegatewayusername@nation.citadel.edu). Click the “Next” button to continue.
9. Enter your Lesesne Gateway username and password. Make sure that there is a check box in the field that says, “Keep me signed in”. Finally, click the “Sign in” button.

10. On this final screen, choose the “I want to activate the software over the internet” option. Click the “Next” button (you may need to do this several times for it to activate the software).

Congratulations! You have installed and activated Microsoft Office.