

ABOUT OFFICE 365



As an enrolled student, you get Microsoft Office 365 for free. You will continue to have access to this software as long as you are an enrolled student at Missouri S&T.

Office 365 provides you with Word, PowerPoint, Excel, Access, Publisher, OneNote, and Outlook and will automatically upgrade you to the newest version of the software.

SYSTEM REQUIREMENTS

The following requirements come directly from Microsoft's support website:

- 1 GHz processor or higher
- 2 GB RAM or more
- 3 GB of available disk space or more
- 1280 x 800 screen resolution or higher
- Windows 7 SP1 or newer — 10 preferred
- Latest version of IE, Edge, Firefox or Chrome
- .NET Framework 3.5 or higher — 4.5 preferred

INSTALLING ON PC & MAC

- 1 Go to: accounts.umssystem.edu
Enter your username and password

AIMS Authoritative Identity Management

Log in

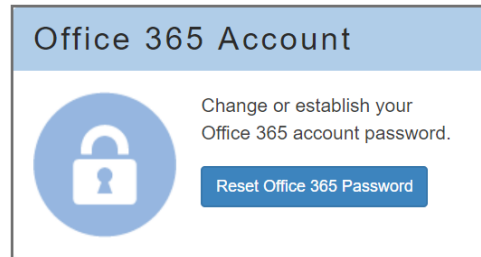
Username

Password

Log in

[Forgot Your Password?](#)

- 2 Click [Reset Office 365 Password](#)



- 3 Enter your new password and click [Submit](#)
This will not change your main password

New Password:

Confirm New Password:

Submit

- 4 Once the password is reset, navigate to portal.office.com

Password successfully reset. [Click here to log in to your O365 account.](#)

- 5 Login using your UserID followed by [@mail.mst.edu](mailto:someone@mail.mst.edu) and the password you just set

Microsoft

someone@mail.mst.edu

Enter password

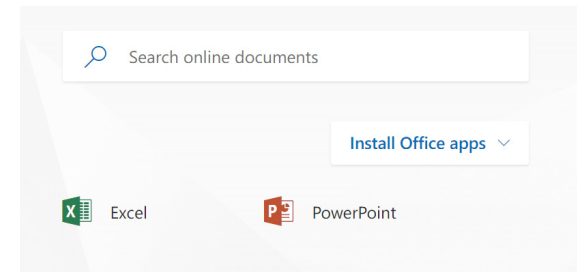
Password

Back

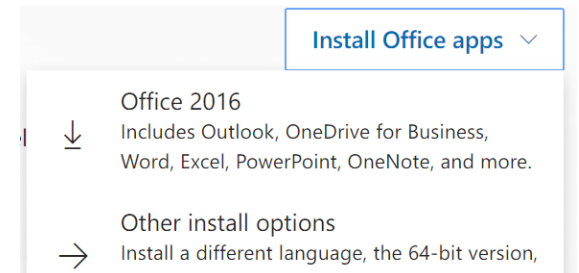
Sign in

[Forgot my password](#)

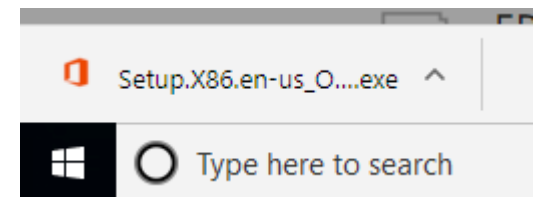
- 6 Click [Install Office apps](#)



- 7 Click [Install Office apps](#)



- 8 Run the installer and follow its instructions



AVAILABLE ON ALL DEVICES



Word, PowerPoint, Excel, Access, Publisher, OneNote, Outlook

macOS

Word, PowerPoint, Excel, OneNote, Outlook

android

Word, PowerPoint, Excel, OneNote, Outlook



Word, PowerPoint, Excel, OneNote, Outlook



Word, PowerPoint, Excel, OneNote, Outlook, Sway, OneDrive

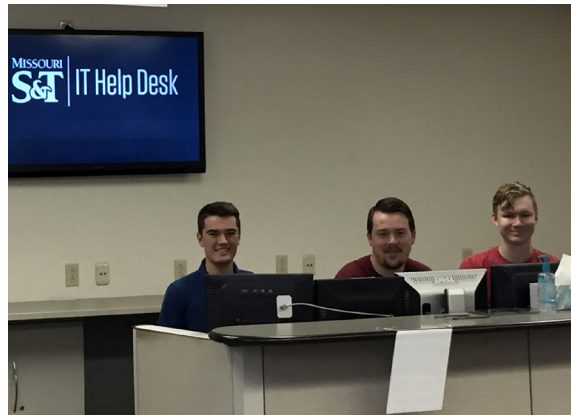
LICENSING INFORMATION

With Microsoft Office 365, you are allowed to install the application more than once. You are allowed 4 installations on Windows, macOS, iOS, or Android in any combination.



HAVE TECH ISSUES?

ASK THE IT HELP DESK



Visit us: 101A Curtis Laws Wilson Library 8:30am - 4:30pm, Monday - Friday



Call us: (573) 341-HELP (4357) 8:00am - 5:00pm, Monday - Friday



Chat at: helpdesk.mst.edu 8:00am - 5:00pm, Monday - Friday



Submit a ticket: help.mst.edu Self Help: it.mst.edu

MICROSOFT OFFICE 365 for STUDENTS

