

# FAQ

# Install Office 365 Desktop Apps

Students

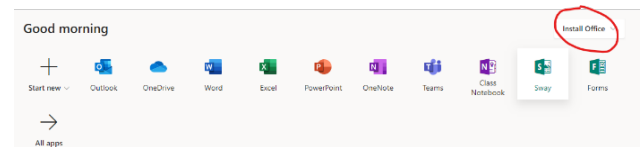
Staff

Faculty

Everyone

## How to Download Office Desktop Applications:

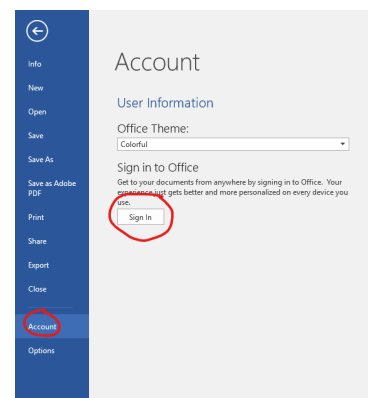
1. Go to **Portal.office.com** and sign in with your SMU email (usually `firstname.lastname@smu.ca`) and s# password. If you cannot access your SMU email address, please contact ITSS at `helpdesk@smu.ca`. In the top right corner, click Install Office.
2. Click **Office 365 Apps**, and the download will begin.
3. Open the downloaded file and click **Yes** in the pop-up window to start the install. Do not disconnect from WIFI until the installation is complete.
4. Once the installation is complete, your Office Apps will be in your programs list.



You can now use the Office 365 Apps on your desktop. It is helpful to log into your student account in the desktop apps. You will be able to store document in you OneDrive (online cloud) and autosave changes you make while using the desktop apps.

## How to Log into your account:

1. Open one of the Office Applications on your desktop (ex. Word, Excel, etc.).
2. Start a new document and click **File** in the top left corner.
3. At the bottom of the file list select **Account**.
4. Click **Sign In**.
5. Sign in using your SMU email and password.



Your account is now connected to all the Office 365 Apps. You will be able to keep your files in the OneDrive until your graduate.



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