

Installing Office 365



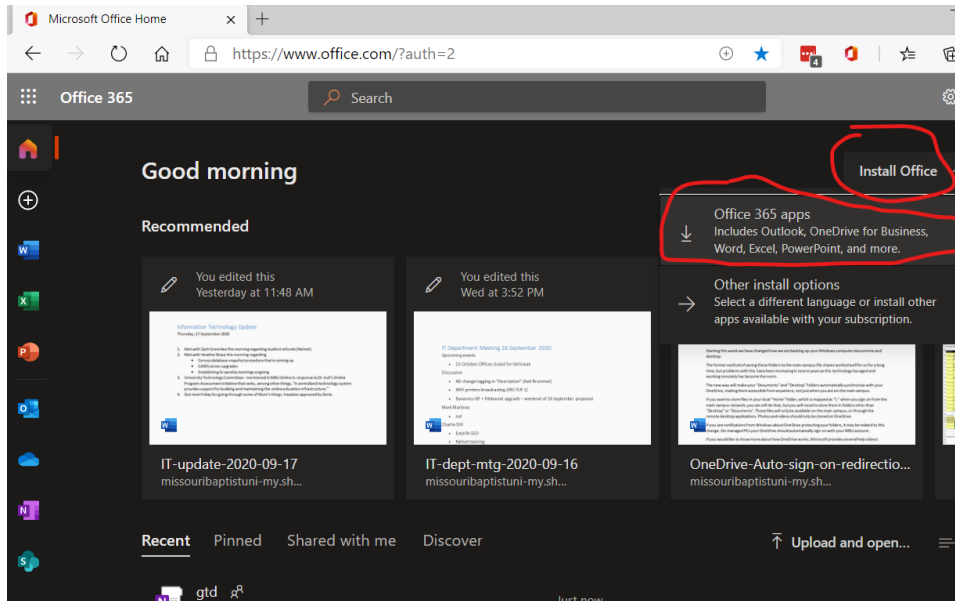
All MBU students, faculty, and staff are eligible to install Microsoft Office products on up to five devices. MBU-managed computers have Office installed automatically, which does not use one of your five licenses. Please contact the MBU IT department for questions about Office on your managed computer.

Steps by Step Instructions:

1. Navigate your web browser to <https://portal.office.com>.
2. If prompted, select to log in using your Work or School Account.
3. Enter your MBU username and select Next. You should see the MBU branding on the password entry box, and the web address should be login.microsoftonline.com. You should enter your MBU password only on microsoftonline.com and mobap.edu sites.
4. Enter your MBU password and click the **Sign in** button.

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "1021296@mobap.edu". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom center is a blue button labeled "Next".A screenshot of a password entry page for Missouri Baptist University. The page has a white background with a blue header containing the university logo and the slogan "SHINE ON". Below the header, the email address "1021296@mobap.edu" is displayed. The main heading is "Enter password". There is a password input field with a "Password" label and a small icon to its right. Below the input field is a link that says "Forgot my password". At the bottom center is a blue button labeled "Sign in". At the very bottom, there is a small line of text: "microsoftonline.com is the single sign-on for myMBU.mobap.edu". The background of the page shows a building with columns.

5. Select the **Install Office** drop-down menu and select **Office 365 Apps**.



6. The setup file will download. Run the setup file to install Office on your computer. It will require administrative rights on the computer in order to run the setup file.
7. Follow the on-screen instructions to install Microsoft Office.
8. If prompted to either enter a Product Key or sign in with your Microsoft Office 365 account, choose to log in via your Microsoft Office 365 account and use your MBU username/password to log in. This will activate your license.

Frequently Asked Questions (Click to expand)

No. Office applications are tailored to work best on each platform and device. The Office applications available for Mac users and the version numbers may be different from those available for PC users.

Microsoft OneDrive is free online storage that comes with your Microsoft account. It's like an extra hard drive that's available from any of the devices you use. Each user gets 1TB (1000GB) of OneDrive space for free. Use this space to store documents, music, movies, and share them with others.

These Microsoft Office licenses are free to any full/part-time student and any full/part-time member of the faculty and staff. After you leave the institution, your account will be deactivated automatically along with your access to MBU applications (My MBU Access, Learn, Life, etc.).

Who do I contact if I have questions?

Contact the MBU IT department at (314)-392-2377 or helpdesk@mobap.edu