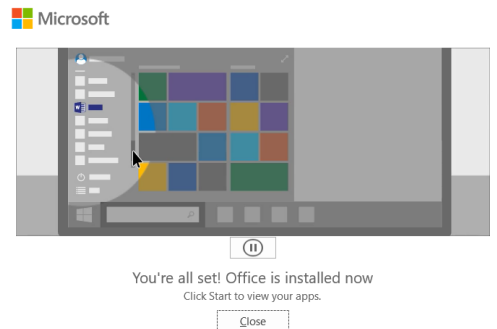
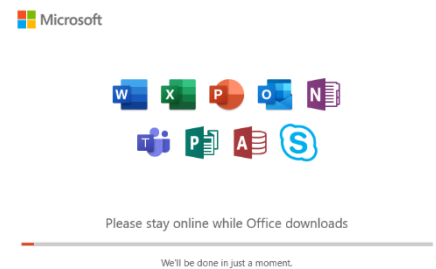
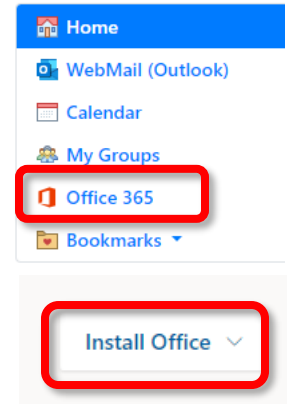


Downloading Office 365 (free for USF students and employees)

1. Log into your MyUSF portal.
2. Click on Office 365 from the navigation bar on the left side.
3. Login using your USF email address (PortalUsername@stfrancis.edu) and the same password that you use for your portal.
4. Once logged in you will see the “O365 Portal” with some of the Microsoft apps. Above the apps on the right side you will see an “Install Office” button. Click that and select “Office 365 apps.”
5. If prompted, save the installer file (.exe extension).
6. After it has finished downloading, open the file. The installer will take a couple minutes to install the programs.
7. When you see the screen that says “You’re all set: Office is installed now,” you can close the window and open one of the Office programs such as word.
8. The first time you open one of the Office programs you may be prompted to sign in to activate the license. Sign in using your USF email address and password.
9. Lastly, you will also be prompted to accept the license agreement. Once you accept, you will be set to start using Office 365 on your computer.



If you need any assistance, please [submit a Technology Support Center ticket](#) and a representative will follow up as quickly as possible.