Office 365 PC Setup

Under the Microsoft Campus Agreement with Southeast Missouri State University, Office 365 is available for free download to all Southeast enrolled students and current employees. Access is automatically removed once a student graduates, is no longer enrolled, or the employee no longer holds a University position and the email account becomes inactive.

Note: Students, Faculty, and Staff are not permitted to install Office 365 on any campus PCs. Office 365 should only be installed on personal machines.

Step 1. Navigate to office.semo.edu

Step 2. Login with your SE key and Password

(ex. baardvark1s@semo.edu)

Sign in with your work or school account
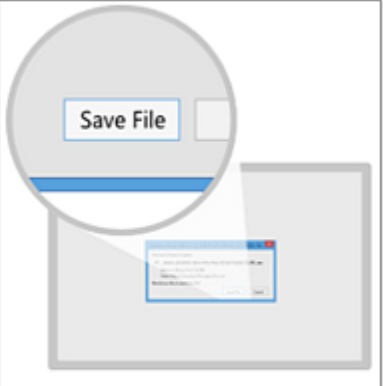
sekey@semo.edu

Password

☐ Keep me signed in

Sign in   Back

Step 3. Use the **Install Office 2016** button to begin installing Microsoft Office 2016.

⬇ Install Office 2016

Step 4. Open and Run the downloaded setup file
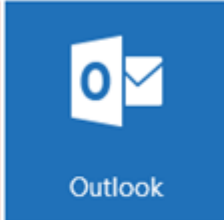

Step 5. Wait for Microsoft Office to be installed.

Step 5. Microsoft Office 2016 is now installed on
your machine

Note: In most cases Office 365 will automatically be activated after opening your first Office program. If not, please follow the instructions that Microsoft provides on how to activate your copy of Office.