



# 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](http://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



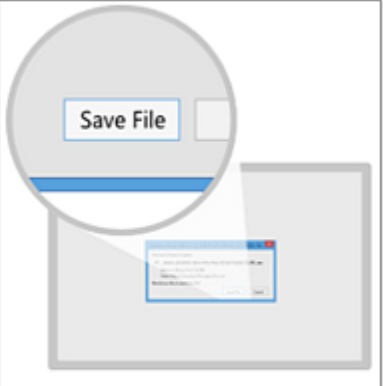
Keep me signed in

Sign in Back


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




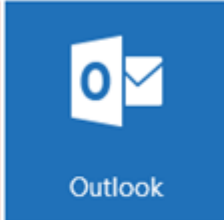



 **Install Office 2016**

**Step 4.** Open and Run the downloaded setup file

Internet Explorer	Chrome	Firefox
		
<p>1 Click Run Find it at the bottom of the screen.</p>	<p>1 Click setup Click the <b>Setup</b> file at the bottom of the screen.</p>	<p>1 Click Save File If asked, click <b>Save File</b>, then run the file.</p>

**Step 5.** Wait for Microsoft Office to be installed.

 Word	 Excel	 PowerPoint	 Outlook
 OneNote	 Publisher	 Access	

Installing Office

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We'll be done in just a moment.

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

 Office



You're all set! Office is installed now

Click Start > All Apps.

*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.*