Office 365 Install Instructions

Please carefully read and follow all instructions. If you have questions, stop by the Technology Assistance Center in G100 or email infotech@gfcmsu.edu

**If you have already reset your password in orientation (Essential Start), or you are a returning student, skip to step 5.

1. You must reset your password. Open a browser (Internet Explorer; Chrome; Firefox or Safari) Go to: password.gfcmsu.edu
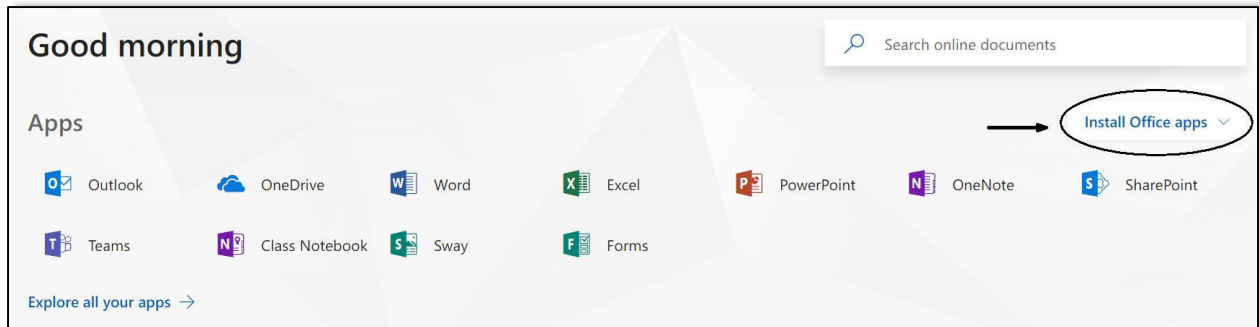

2. Enter the information requested.
3. You will be at the page to enter a new password. For this one time, you can use the password that you have been using or, you can enter a new password. If you change the password make sure you follow the criteria at the top of the page. Be advised that this will reset the password for campus computer logon, D2L Brightspace, and your student email as well.
4. **Wait 5 minutes for your password to be synced to Office 365.**
5. From your browser go to https://login.microsoftonline.com
6. For username use your netID@gfcmsu.edu ex: a11e234@gfcmsu.edu
7. For the password use the one that you just entered at the password change site above.

8. You should see the following screen:

9. You are now logged into Microsoft and you can download and install Office 365 Pro Plus. Please read the following IMPORTANT notes:

NOTE:

- You can install Office 365 Pro Plus on up to 5 devices. Laptop; desktop; tablet or smartphone.
- Before you click the "Install Office Apps" button, please remove/uninstall any previous versions (including trial versions) of Microsoft Office. This will just insure a clean install of this version.
- **Also, you must make sure you are logging on to Microsoft from the computer/device that you want to install Office 365 Pro Plus on.**
- You can use the login.microsoft.com site to manage your installs. You can install to devices or deactivate an install to use on another device.
- If you go on to MSU Billings or MSU Bozeman, your student licensing should follow you. However, if you leave the MSU system or transfer to MSU Northern, your licensing will expire. If you move on outside MSU system, your new school may offer O365 but that will be under new licensing. MSU Northern is working on offering O365 but it is not available right now.