

Thurgood Marshall Library Building 14000 Jericho Park Rd, Bowie, MD 20715 P 301-860-4331 F 301-860-3954 bowiestate.edu

# Bowie State University Microsoft Office 365 Installation Instructions for Students

Microsoft Office 365 Download & Install:

Navigate your web browser to <a href="https://bowiestate.edu">https://bowiestate.edu</a>

 $\mathsf{Click} \twoheadrightarrow \mathsf{``Bulldog}\ \mathsf{Connection''}$ 



Click  $\rightarrow$  "Student Email"



Note: All the steps below may <u>not</u> apply to all Users.



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Next, sign in with your BSU email account (example: name@students.bowiestate.edu)



Enter your Username and Password, then Click  $\rightarrow$  Sign in

Click → App Launder





Select  $\rightarrow$  Office 365 ->

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 $\underbrace{\text{Office 365}}_{\text{Apps}} \rightarrow$   $\underbrace{\text{Office 365}}_{\text{Outlook}} \rightarrow$ 

Click  $\rightarrow$  Install Office.

Click  $\rightarrow$  Down arrow (v)





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# Click $\rightarrow$ Office 365 apps



Note: Setup.exe running on the bottom left of screen capture. Allow it to download.

Office 365	,⊅ Search							
	Good aftern	ust a few more steps			Install Office $$			
	+ Start new C	Setup +	Yes		→ All apps			
	Recent Pinned				Jpload and open.			
		Click Run	Say "ves"	Stay online				
	/	Click the Setup file at the bottom of the screen.	Click Yes to start installing.	After installation, start Office and sign in with the account you use for Office 365: TRUXSONR0317@students.bowiestate.edu.				
		Close Need help installing?						
			↑ Upload and open New					



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# "If" it does not automatically start ...

## $Click \rightarrow Run$

$\leftarrow \rightarrow$	0 0	https://www.office.com/?auti	h=2										
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ID eP	What d From: c	lo you want to do wit 2rsetup.officeapps.liv	th Setup.Def ve.com	.en-us	exe (5.3 M	B)?		Run		Save	1		Cancel X

The User Account Control box may appear.

## $\mathsf{Click} \mathrel{\boldsymbol{\rightarrow}} \mathsf{Yes}$





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Just a few more steps...

The install is getting ready. Please be patient.

st a few more steps		
Setup	J • We're getting things ready	Assue Chice Market Chice Mar
1 Click Run	2 Say "yes"	3 Stay online
Click the Setup file at the bottom of the screen.	Click Yes to start installing.	After installation, start Office and sign in with the account you use for Office 365 TRUXSONR0317@students.bowiestate.e
Close Need help installing?		

You *may* see this Microsoft "Save your work before continuing" box appear if you have other applications open. Please **save** your work and close.

# $\mathsf{Click} \rightarrow \mathsf{Continue}$

Apps 🚷 BSU VPN			
Office 365		,⊘ Search	ć
	Good afternoon E Just Start new Recent Pinned	<ul> <li>Microsoft</li> <li>Microsoft</li> <li>Save your work before continuing We need to close the following apps: Microsoft Outlook</li> </ul>	X Install Office V All apps
	c x	Continue Cancel We'll be done in just a moment.	n : ::



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1 Microsoft Office Home × + o × \$ M : Apps 🚱 BSU VPN Office 365 ₽ Search P 63 Good afternoon, R Install Office × Microsoft + $\rightarrow$ 0 Outlook All apps Start new Shared → Upload and open... Recent Pinned Please stay online while Office downloads We'll be done in just a moment. → Upload and open... New

Installing Office. The download is in progress. Please be patient.

You're all set! Office is installed now.

Click Start to view your apps.

## $Click \rightarrow Close$





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## You may or may not see the next two (2) screen captures below.

Note: All the steps below may <u>not</u> apply to all Users.

# $\mathsf{Click} \mathrel{\boldsymbol{\rightarrow}} \mathsf{Yes}$



1

#### Click $\rightarrow$ Done





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Click  $\rightarrow$  Start to view your apps



End