

Installing Microsoft Office 365

The Information Technology department along with Microsoft provides **Microsoft Office** for all staff, students, and faculty. **Office 365** can be installed on up to 5 devices.

Office 365 is available for use on PCs, Macs, iPhones, iPads, Android devices, Windows tablets and Blackberry and Nokia phones. Follow the instructions below to install **Office 365** on the more commonly used devices.

Includes **Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business and OneDrive for Business.** (Apps may vary depending on the which device/platform...PC, Mac, Android, etc.)

Installation Instructions:

1. Open a browser on the device you would like **Office 365** installed on and log into your email account via the “**My BSC**” drop-down menu on the BSC homepage.
2. Click the small “**gear**” icon in the upper-right corner and choose “**Office 365**” under “**Your App Settings**”.
3. Choose “**Install Status**” from the menu on the right and select “**Install Desktop Applications**”
4. The web page will list the programs that are available for your device
5. Click “**Install**” to download **Office 365** on your device
6. Once downloaded run the setup and follow the steps
7. Once the setup is complete you will have full access to **Microsoft Office 365**
8. You can log in at any time to download **Office 365** on more devices or deactivate a download

You can also install **Office** apps including Outlook, Word, Excel, OneNote, OneDrive for Business cloud storage, etc. on your iPhone/iPad or Android phone or tablet. Install and login with your **BSC** email username and password.

Please note that the above refers to broad categories of devices with varying versions of operating systems. Compatibility may vary by the models and the Operating System versions of the mobile devices.

Please contact the **BSC Help Desk** at helpdesk@bsc.edu or 205-226-4849 if you have any problems or need assistance.