

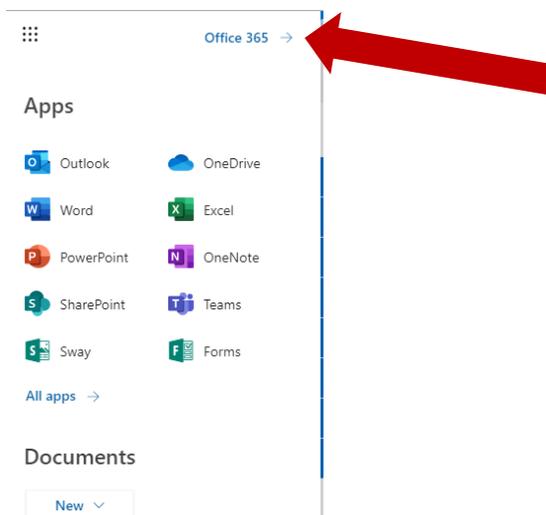
Installing Whitworth's MS Office 365 on Your Computer

Under the Whitworth Microsoft Office 365 license agreement, each student and staff member is allowed to download Microsoft's Office 365 desktop/laptop version on a single computer. It is the current version of MS Office which includes Word, Excel, PowerPoint, OneNote, Outlook and Publisher.

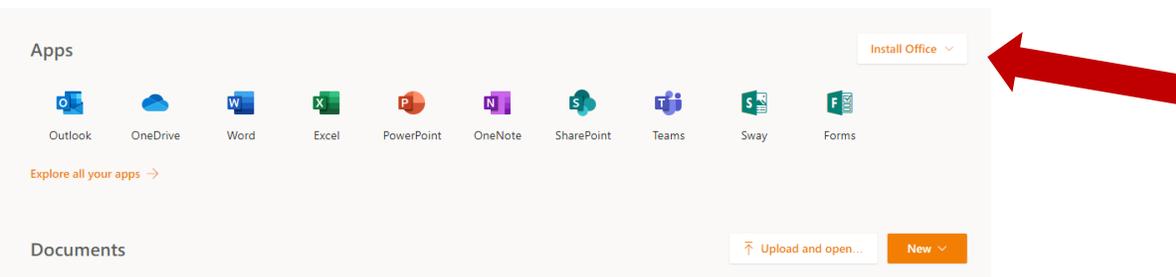
1. Log into **PiratePort**
2. Select **Email** to log in to Outlook on the web for Whitworth
3. If the Whitworth University Single **Sign On** page comes up, log in
4. Select the **nine tiled button**, in the top left frame next to Outlook.



5. Select **Office 365**



6. Select **Install Office**



7. Select Office 365 apps to download the MS Office executable file



8. Open the downloaded Office file and **Install** by following the prompts
9. You will be prompted to enter your **account credentials** to activate the software. This is your **Whitworth Username and Password**
10. You may also use online Office 365 apps by selecting the nine tiled button in the upper frame of your email. If you are having problems installing Office 365, contact Whitworth's Help Desk at 509-777-3911

Note: Upon leaving Whitworth, you will no longer have access to this software.