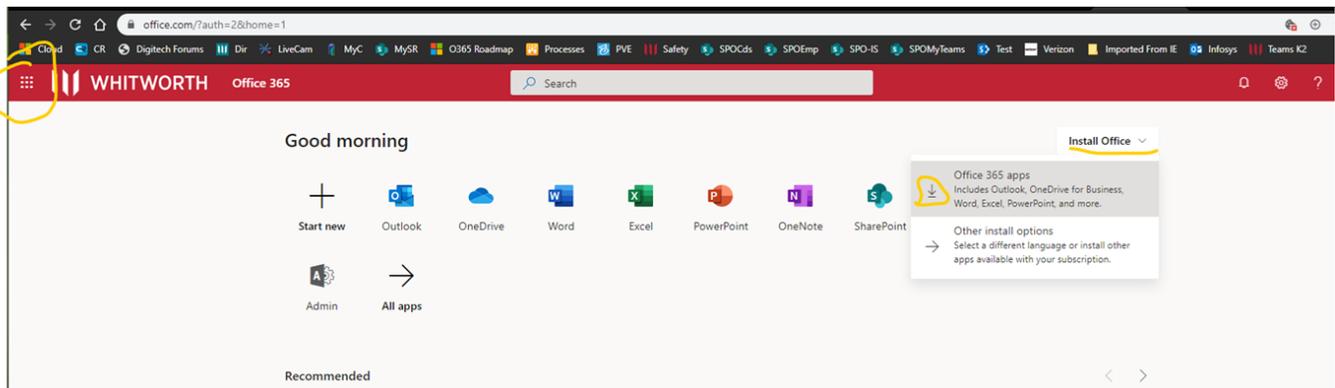


Installing Whitworth's Microsoft Office 365 on Your Computer

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 for personal use. It is the current version of MS Office, which includes Word, Excel, PowerPoint, OneNote, Outlook, Publisher and Access for Windows and Word, Excel, PowerPoint, Outlook and OneNote for Mac.

1. Log into **Pirate Port**.
2. Select **Email** to log into Outlook on the web for Whitworth.
3. If the Whitworth University Single **Sign On** page comes up, log in.
4. Select the **waffle**, in the top frame above your email on the left.
5. Click Install Office link on the far right.



7. Select **Install** and follow the prompts.
8. You will be prompted to enter your **account credentials** to activate the software. This is your **Whitworth username and password**.