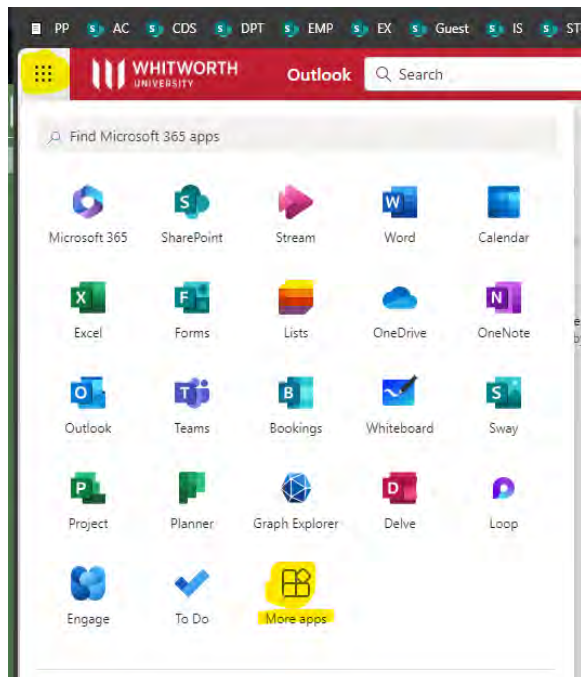


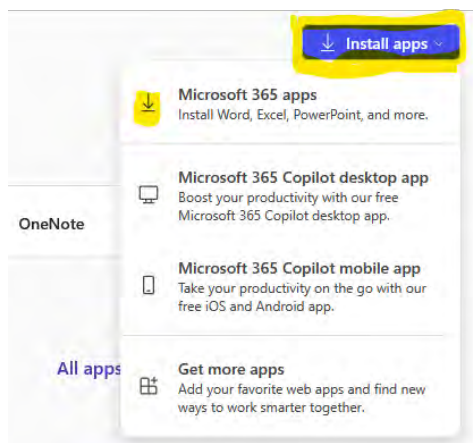
Installing Microsoft 365 Apps on personal devices

Under Whitworth's Microsoft 365 license agreement, current students and staff may download Microsoft 365 Apps on up to 5 devices for personal use. This includes Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and other applications.

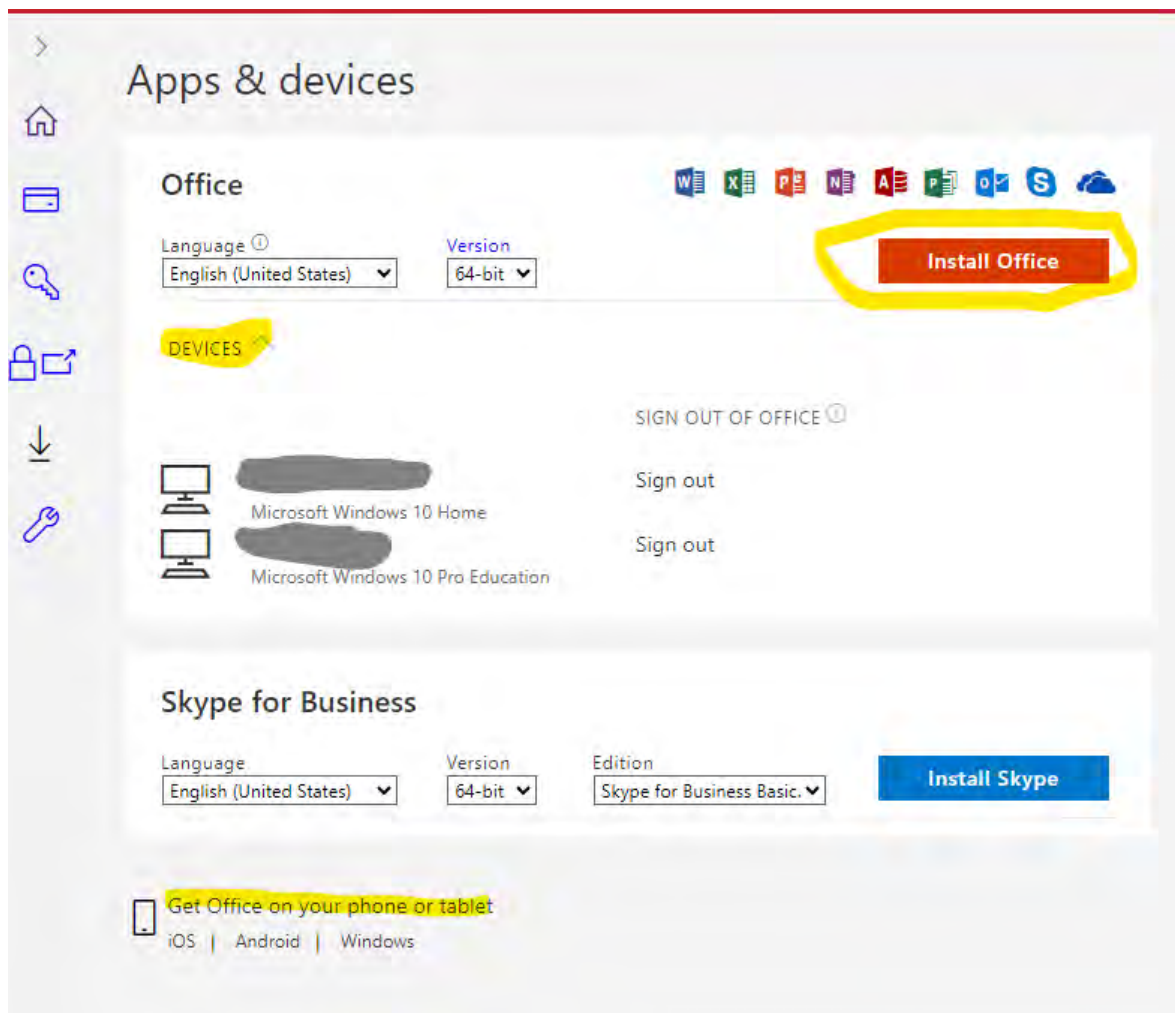
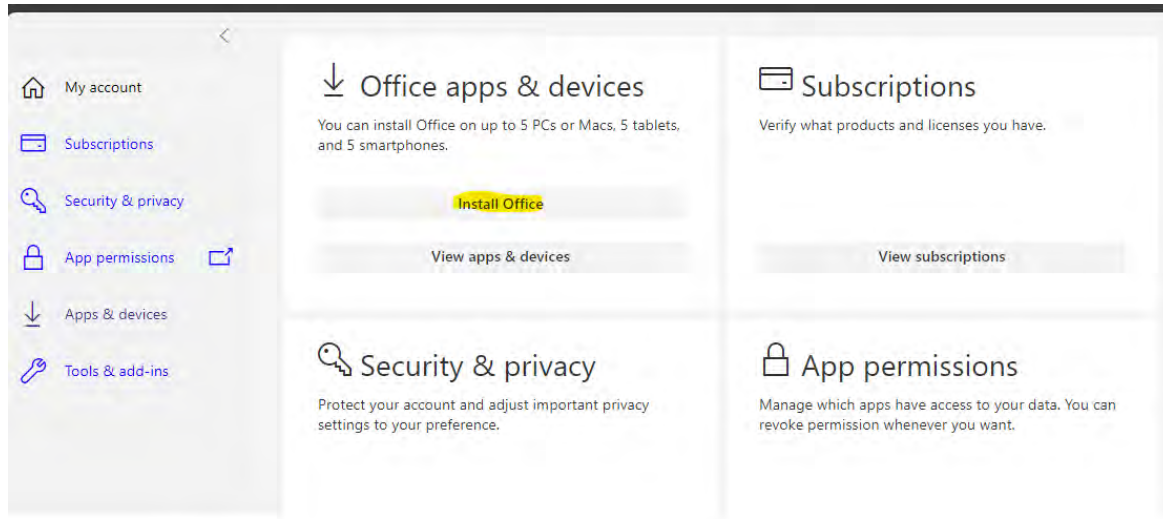
1. Log into **Pirate Port** and select **Email** to log into Outlook on the web for Whitworth. If the Whitworth University **Single Sign On** page is displayed, log in and authenticate.
2. Click on the **App Launcher (waffle icon)** on the top left next to the Whitworth logo to open the panel, then click **More apps**.



3. Click **Install apps**, then **Microsoft 365 apps**



4. A new page will display and you can choose to **Install Office** or see what devices already have the software



5. Select **Install Office** and follow the prompts.
6. You will be prompted to enter your **account credentials** to activate the software. Enter your **Whitworth username and password**.