

Installing Microsoft Office on a PC

Students at La Salle University receive a free subscription to Office 365 University, which they can use to install Office (Word, Excel, Powerpoint, etc.) onto their Mac or PC (up to 5 devices). These instructions show students how they can download and install Office onto their PC using their free subscription.

1. Log in to <https://login.microsoftonline.com> with your La Salle University email account. Be sure to type out your entire email address (username@student.lasalle.edu). Enter your LUNA password (used to log into the lab computers on campus) and click Sign In.



Sign in with your organizational account

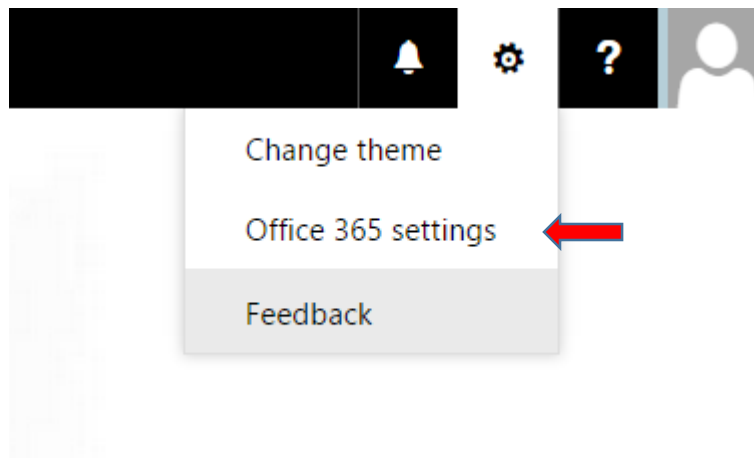
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Keep me signed in

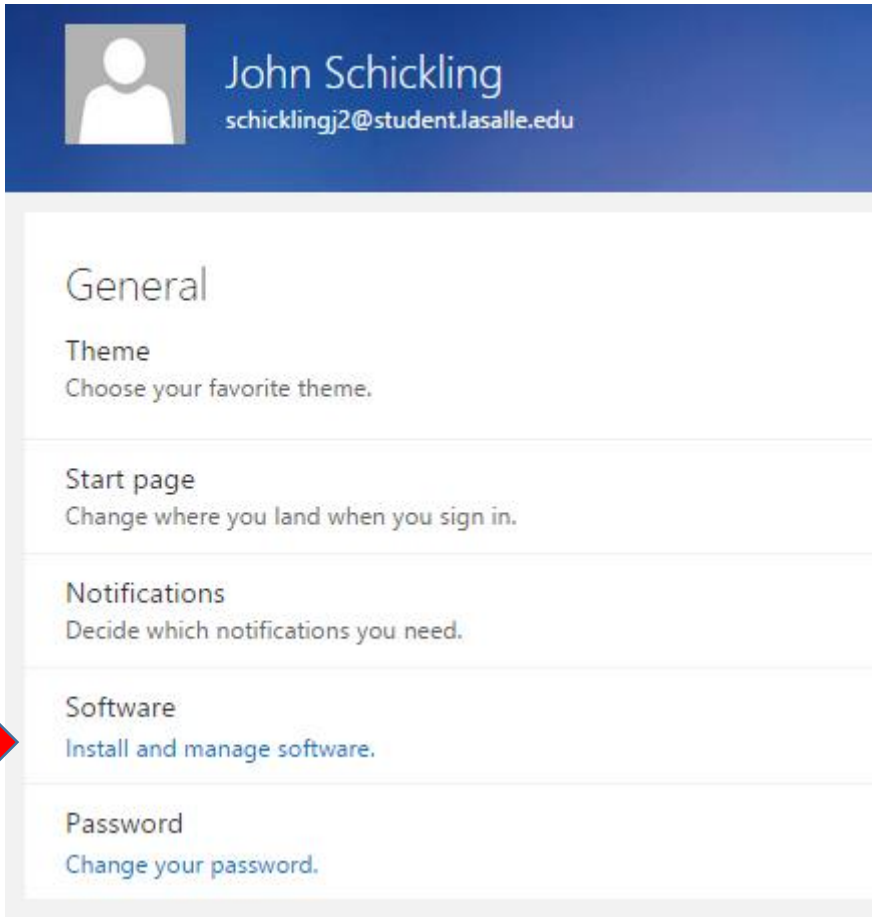
Sign in

[Can't access your account?](#)

2. Once you login successfully, you will be taken to you're the Office 365 homepage. Click on the gear symbol in the top right corner of the page next to your name and click on "Office 365 Settings"



3. Once you click on “Office 365 Settings”, you will be taken to a new page. On this page, click “Software” on the left



The screenshot shows the Office 365 Settings page for a user named John Schickling. The user's name and email address, schicklingj2@student.lasalle.edu, are displayed in the top blue header. Below the header, the settings are organized into several sections: General, Theme, Start page, Notifications, Software, and Password. A red arrow points to the 'Software' section, which is highlighted in blue. The 'Software' section includes the text 'Install and manage software.'

John Schickling
schicklingj2@student.lasalle.edu

General

Theme
Choose your favorite theme.

Start page
Change where you land when you sign in.

Notifications
Decide which notifications you need.

Software
Install and manage software.

Password
Change your password.

- You will then be taken to a new page shown below. On this page, click the “Install” button after selecting your language. The file will begin to download. Once it finishes downloading, open/run the file. (Note: If you do not see the Office applications (eg. Word, Excel) please contact out office 215-951-1860 so we can activate your free subscription.

Office

Install the latest version of Office

This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.



Language:

English (United States)

Version:

32-bit (recommended) [advanced](#)

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)

[Learn how to troubleshoot your Office installation](#)



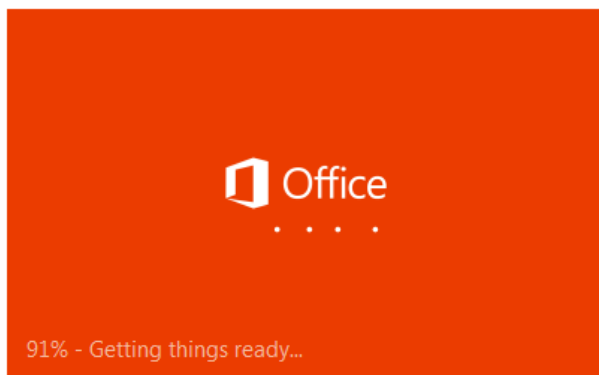
Not ready to install the latest version of Office?

If your computer doesn't meet the system requirements for the latest version of Office or your language isn't supported yet, you can install the previous version of Office.

[Install Office Professional Plus 2010](#)

[Install Office Professional Plus 2010 language packs](#)

- After running the file, Office will begin installing. You will see the following window as it is installed.



Office is installing in the background (26%) ✕

Sorry, it looks like you're on a slow connection, so this might take a while.

6. After Office finishes installing, a “Welcome” window will appear (shown below). Click through to finish setting up your Office installation. You will be prompted to sign in with your account. If prompted, select “Work or school account” and enter your full email address and LUNA password. Several more clicks, and then you are finished installing Office 365 on your computer.

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Welcome to your new Office.

We think you'll love it. Let's get started.

Next

Your Office 365 University subscription will last for the duration of your studies at La Salle University, starting with your matriculation. If you have any questions or problems, please contact the helpdesk at 215-951-1860.