

MICROSOFT OFFICE 365: FOR HOME USE

ABOUT OFFICE 365

Office 365 for WSU Faculty and Staff is for use on personal computers only. For WSU owned devices, contact the Help Desk at 978 4357 to have an updated version of Microsoft Office installed.

Microsoft Office 365 contains:

- ✓ Excel
- ✓ Word
- ✓ PowerPoint
- ✓ OneNote
- ✓ OneDrive storage
- ✓ And more!

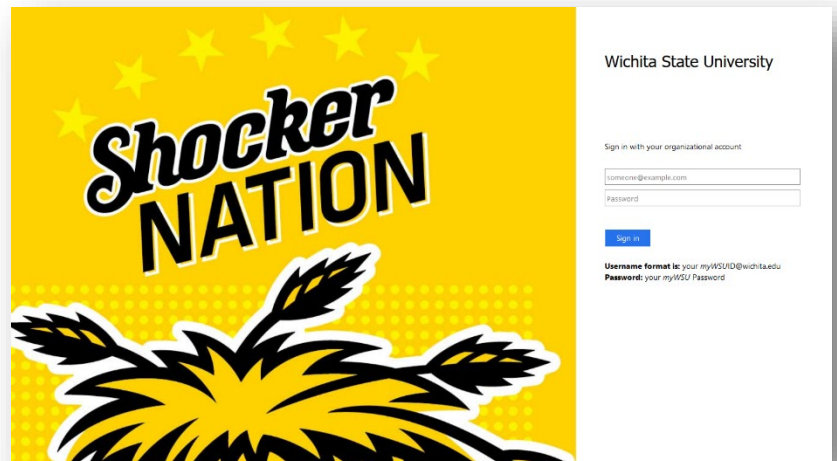
A maximum of five (5) installations of Office 365 are allowed on PCs, Macs, tablets or smart phones. WSU does not recommend storing FERPA protected information on OneDrive.

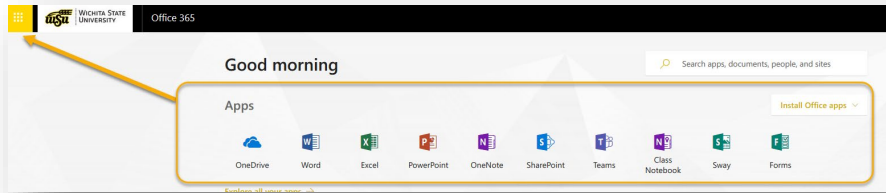
HOW TO ACCESS OFFICE 365 ONLINE

To access Office 365:

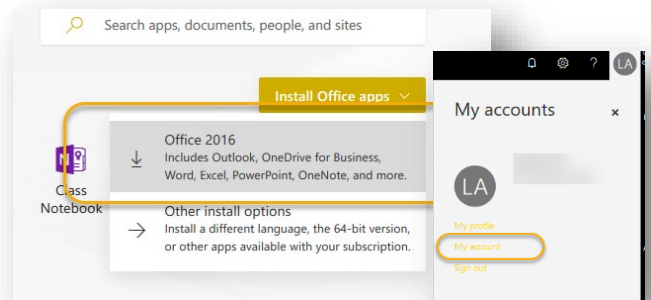
1. Go to o365.wichita.edu
2. Log in:
 - ✓ Username: your *myWSUID@wichita.edu* (e.g. *A123Z987@wichita.edu*)
 - ✓ Your *myWSU* ID Password

At the top of the screen, note the ability to access various Microsoft Applications online, without downloading them. These can be accessed under “Apps” at the top of the screen, or by selecting the launcher grid in the upper left.





3. To download desktop applications, select **Install Office Apps** in the upper right, and select the first option with the down arrow.
4. Users may be asked to enter login credentials again upon installation.
5. At any point, check the number of active installations by clicking on your initials in upper right and selecting **My Account**.
 - ✓ A maximum of five (5) installations of Office 365 are allowed on PCs, Macs, tablets or smart phones.



MYWSU

Users may also access the 365 subscription by logging in to *myWSU* and selecting the Office 365 icon in the upper right.

