# MICROSOFT OFFICE 365: FOR RETIREES

*Document links may not work in Firefox.  Scroll down to view information.*

**ABOUT OFFICE 365**

**HOW TO ACCESS OFFICE 365 ONLINE**

**MYWSU**

**QUESTIONS?**

## ABOUT OFFICE 365

Microsoft Office 365 contains:
- ✓ Excel
- ✓ Word
- ✓ PowerPoint
- ✓ OneNote
- ✓ OneDrive storage
- ✓ And more!

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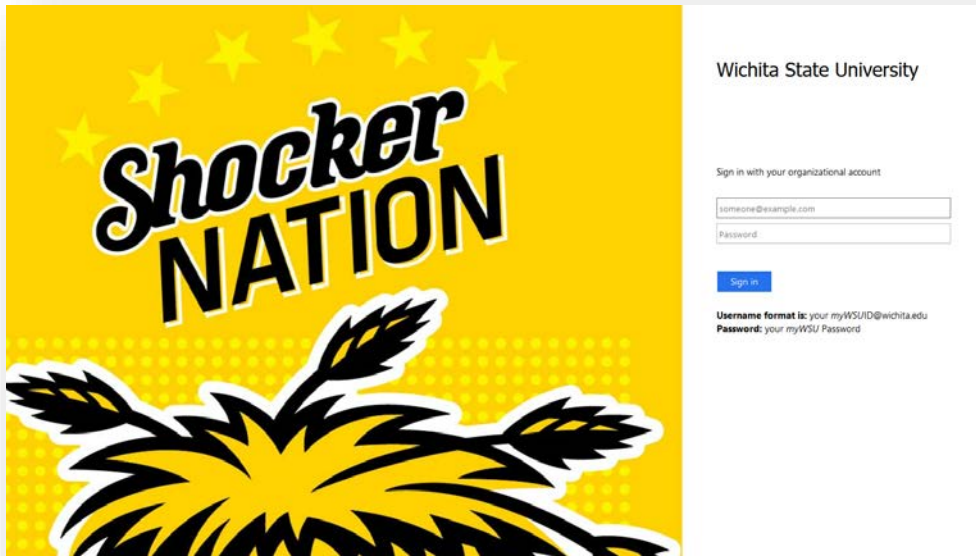
WSU does not recommend storing FERPA protected information on OneDrive.
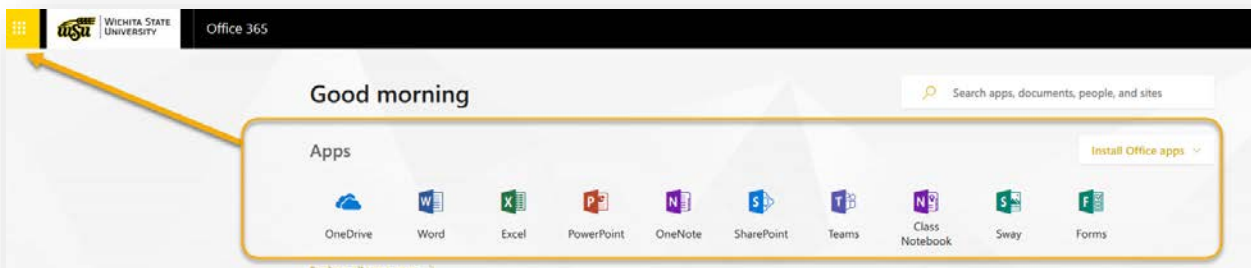
**Back to Top**

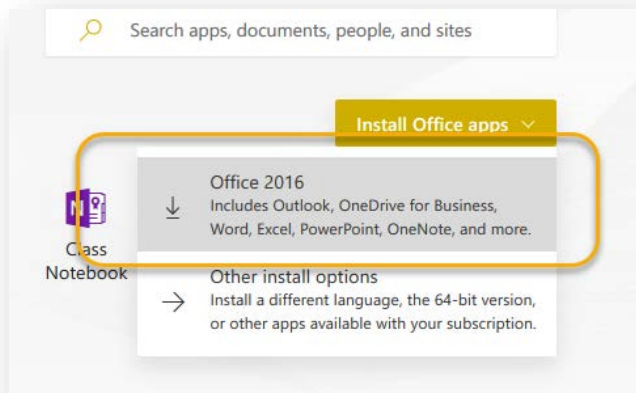## HOW TO ACCESS OFFICE 365 ONLINE

To access Office 365:
1. Go to o365.wichita.edu
2. Log in:
   - ✓ Username: your *myWSUID*@wichita.edu (e.g. A123Z987@wichita.edu)
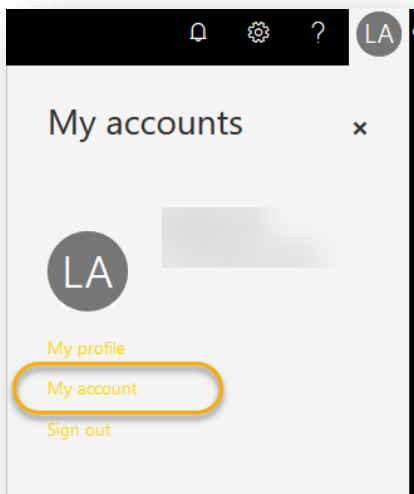   - ✓ Your *myWSU* ID Password

At the top of the screen, shown below, 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.
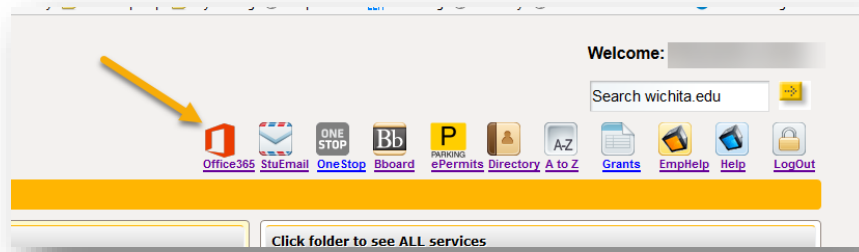
4.  Users may be asked to enter login credentials again upon installation.
5.  At any point, check the number of active installations by clicking on your initials in upper right and selecting **My Account.**
    - ✓ A total of five (5) installations of Office 365 are allowed on PCs, Macs, tablets or smart phones.



**Back to Top**

# MYWSU

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

# QUESTIONS?

## Contact information

Password Assistance:

- ITS Technology Help Desk:  (316) 978-HELP or helpdesk@wichita.edu

**Back to Top**