

Microsoft Office 365 Education (For Students)

Technology Services » For Students

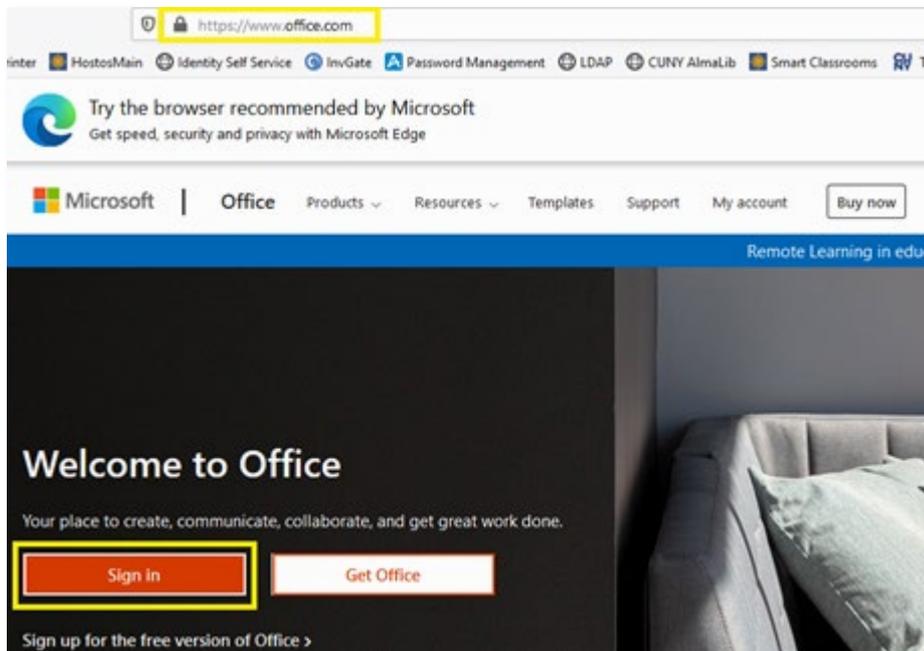
Downloading and Installing Microsoft Office365

The City University of New York provides [Microsoft Office 365 for Education](#) to students at participating colleges via the Microsoft Office in Education program. The license remains active until you leave the University, at which point it will be in read-only mode and you will be prompted to pay a license fee to Microsoft or stop using Microsoft Office 365 for Education.

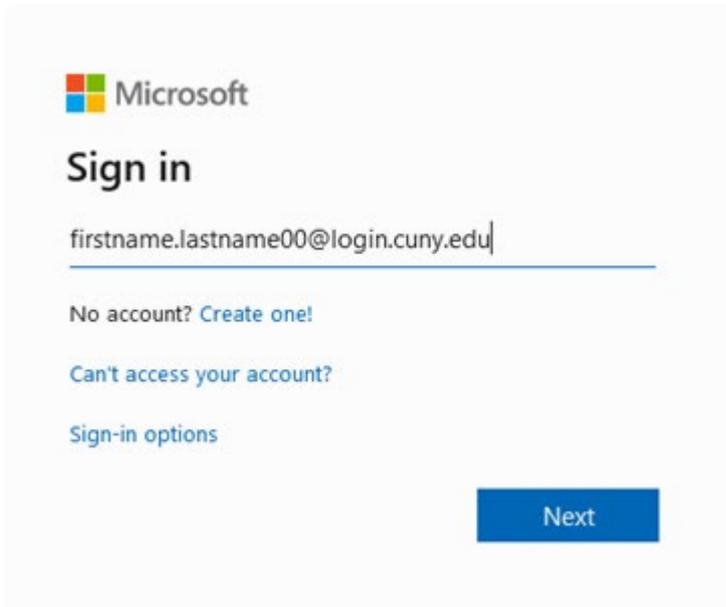
Please review the [Acceptable Use of University Data in the Cloud Policy](#) before storing, syncing, and/or sharing data in any of cloud service, including Microsoft Office 365 for Education. The following table summarizes what data can be stored so data is protected from unauthorized access.

1. Go to: <https://www.office.com>

2. Click on "Sign In".

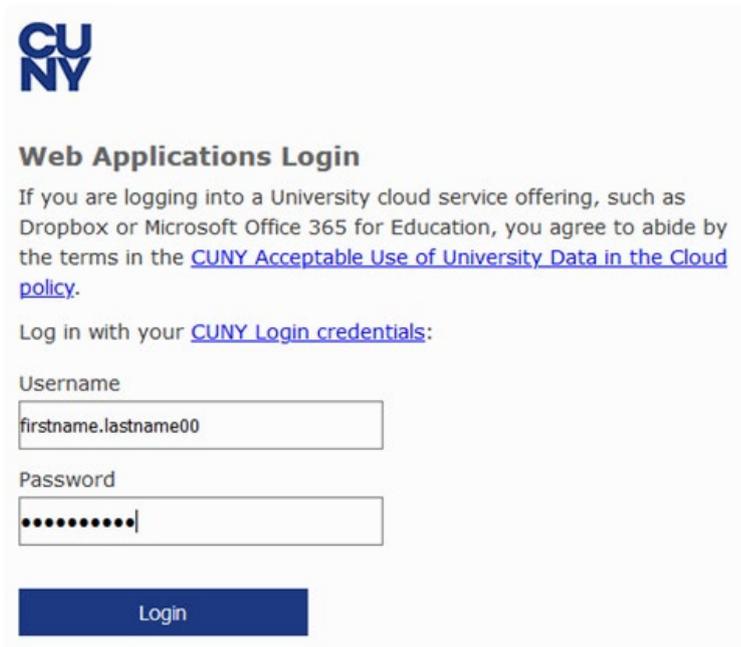


3. Enter your CUNYfirst login name (firstname.lastname00@login.cuny.edu) in the email address field and click "Next".



The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the heading "Sign in". A text input field contains the email address "firstname.lastname00@login.cuny.edu". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue button labeled "Next".

4. At the CUNY Web Applications Login page, enter your CUNYfirst login and password and click on "Login".



The image shows the CUNY Web Applications Login page. At the top left is the CUNY logo. Below it is the heading "Web Applications Login". A paragraph of text reads: "If you are logging into a University cloud service offering, such as Dropbox or Microsoft Office 365 for Education, you agree to abide by the terms in the [CUNY Acceptable Use of University Data in the Cloud policy](#)." Below this is the text "Log in with your [CUNY Login credentials](#):". There are two input fields: "Username" with the value "firstname.lastname00" and "Password" with masked characters ".....". At the bottom is a blue button labeled "Login".

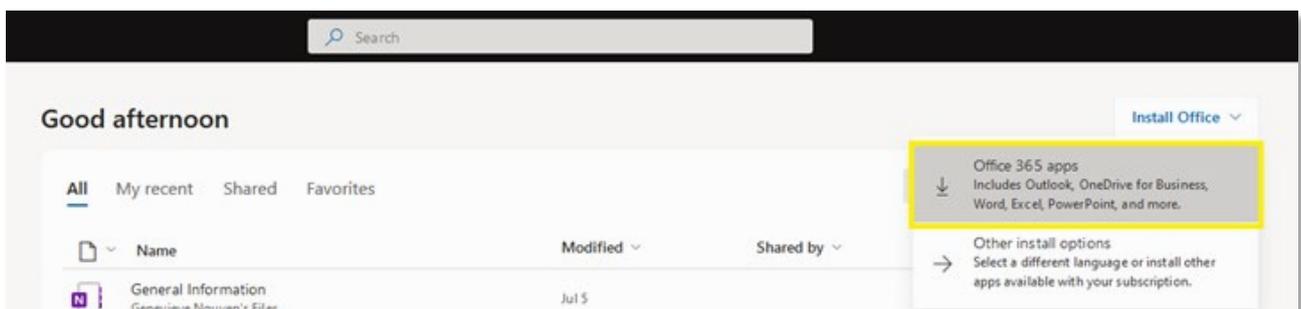
5. Choose "Yes" or "No" to continue.



6. From the top right of the screen, click on "Install Office".



7. Then click on "Office 365 Apps" to download and installer.



8. Click on "Save File" when prompted.

9. Go to your "Downloads" folder once the download is completed.

10. Double-click on the installer and follow the prompts to complete the installation of the Microsoft Office Apps.