

MICROSOFT OFFICE 365: FOR HOME USE

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ABOUT OFFICE 365

HOW TO ACCESS OFFICE 365 ONLINE

MYWSU

QUESTIONS?

ABOUT OFFICE 365

Office 365 for WSU Faculty and Staff can be downloaded onto **personal devices** using the instructions below. For **WSU owned devices**, an updated version of Office 365 can be downloaded from the **Software Center** on Windows PCs or Self-Service on a Mac. Contact the Help Desk at 978 4357, option 1, for assistance.

Microsoft Office 365 contains:

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

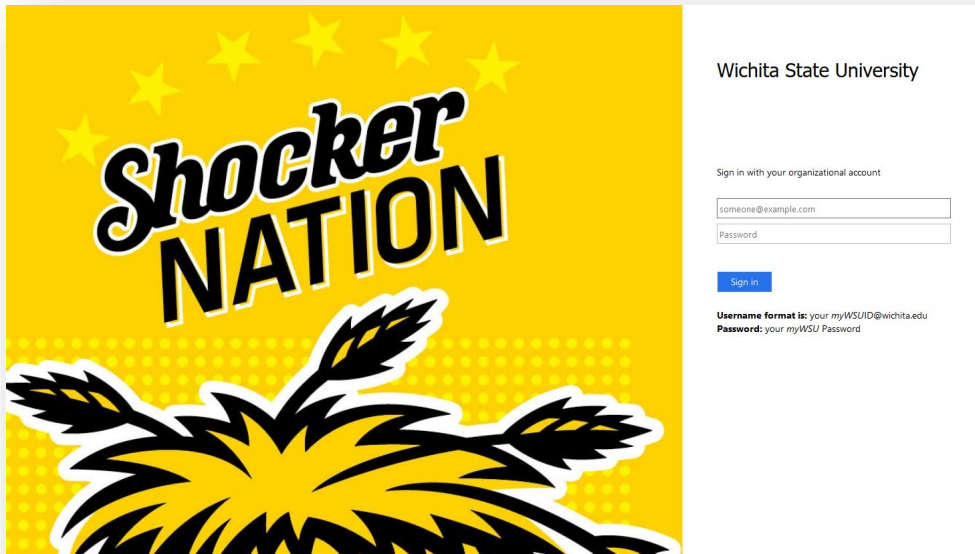
A total of five (5) installations of Office 365 are allowed on PCs, Macs, tablets or smart phones. WSU does not recommend storing FERPA protected information on OneDrive.

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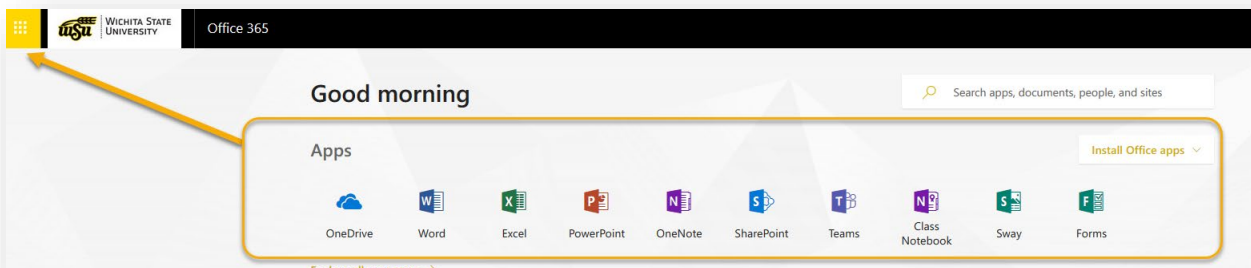
HOW TO ACCESS OFFICE 365 ONLINE

To access Office 365:

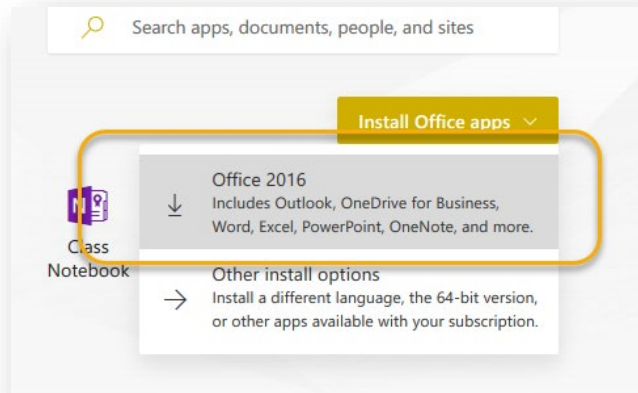
1. Go to o365.wichita.edu
2. Log in:
 - ✓ Username: your *myWSUID*@wichita.edu (e.g. A123Z987@wichita.edu)
 - ✓ Your *myWSU* ID Password



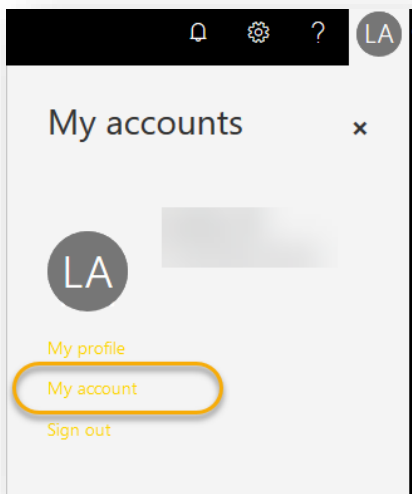
At the top of the screen, shown below, note the ability to access various Microsoft Applications online, without downloading them. These can be accessed under “Apps” at the top of the screen, or by selecting the launcher grid in the upper left.



3. For home computers only: to download desktop applications, select **Install Office Apps** in the upper right, and select the first option with the down arrow.



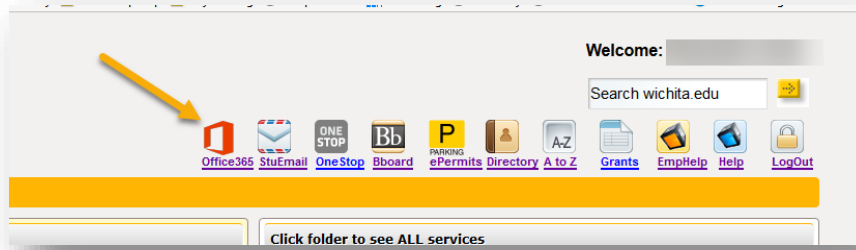
4. Users may be asked to enter login credentials again upon installation.
5. At any point, check the number of active installations by clicking on your initials in upper right and selecting **My Account**.
 - ✓ A total of five (5) installations of Office 365 are allowed on PCs, Macs, tablets or smart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



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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

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