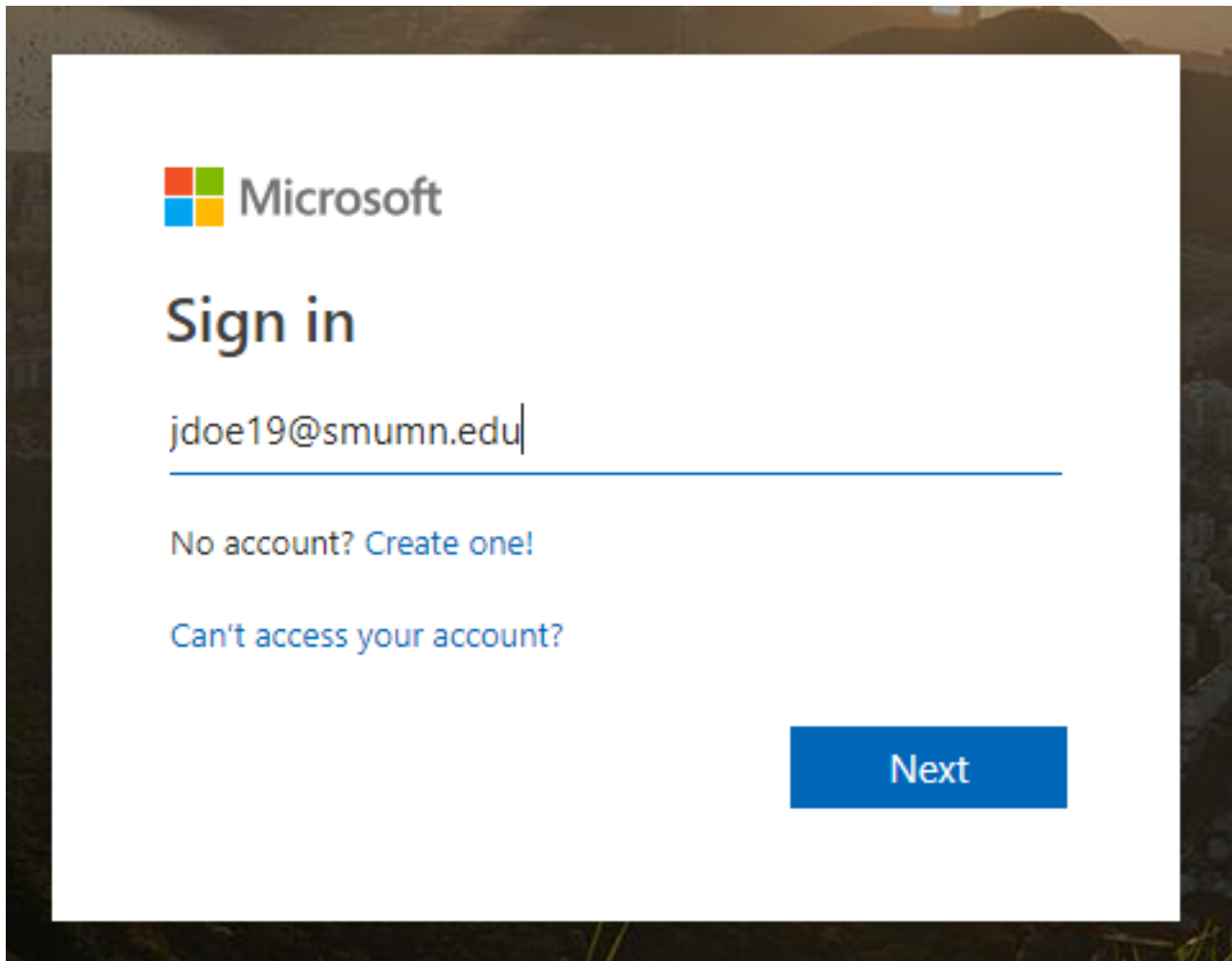


# Employees

## Microsoft Office 365 Free for Faculty, Staff & Students

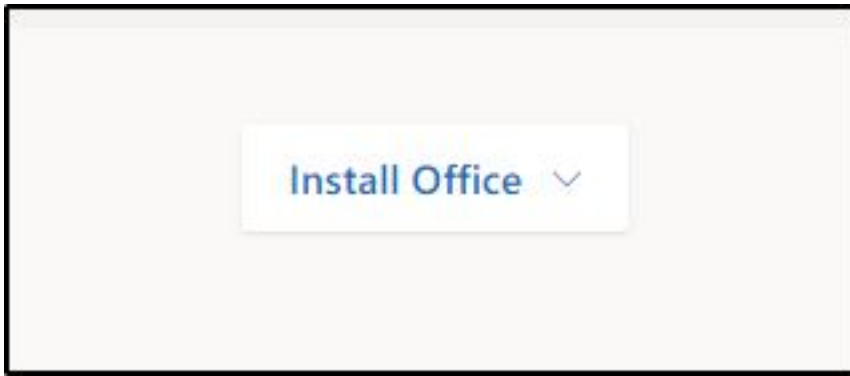
We are happy to announce that Saint Mary's University is now able to offer Microsoft Office FREE for current SMUMN Faculty, Staff Students. Please follow the directions below to install Office (PC or Mac) for free.

1. Go to <http://portal.office.com>
2. Log in using your SMUMN email address and Student/Faculty Portal password.

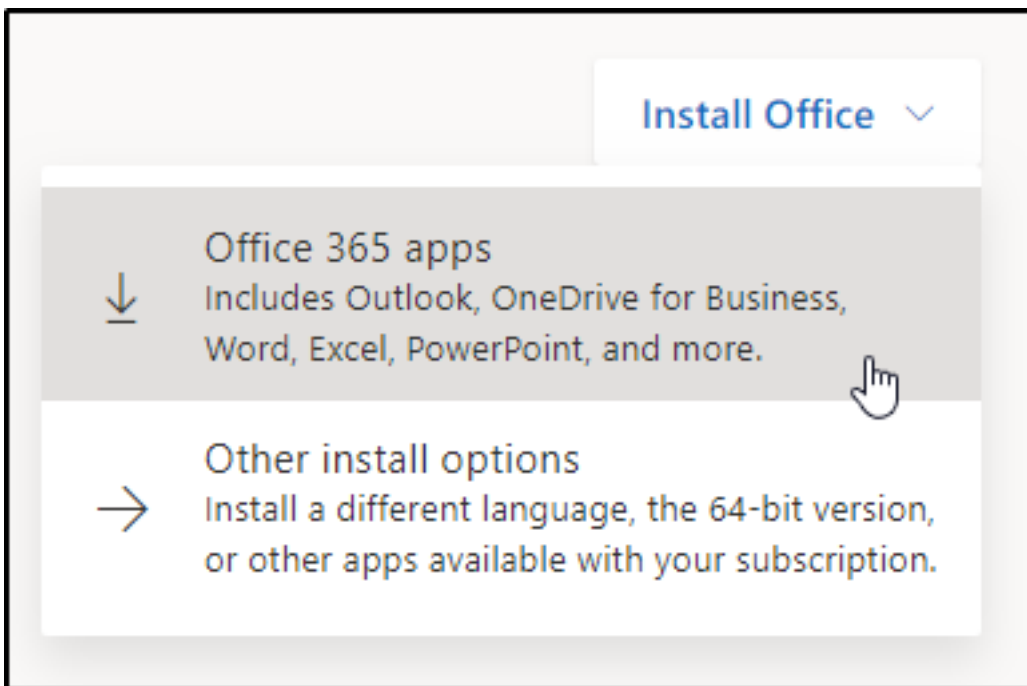


3. After logging in, click on "Install Office".

# Employees



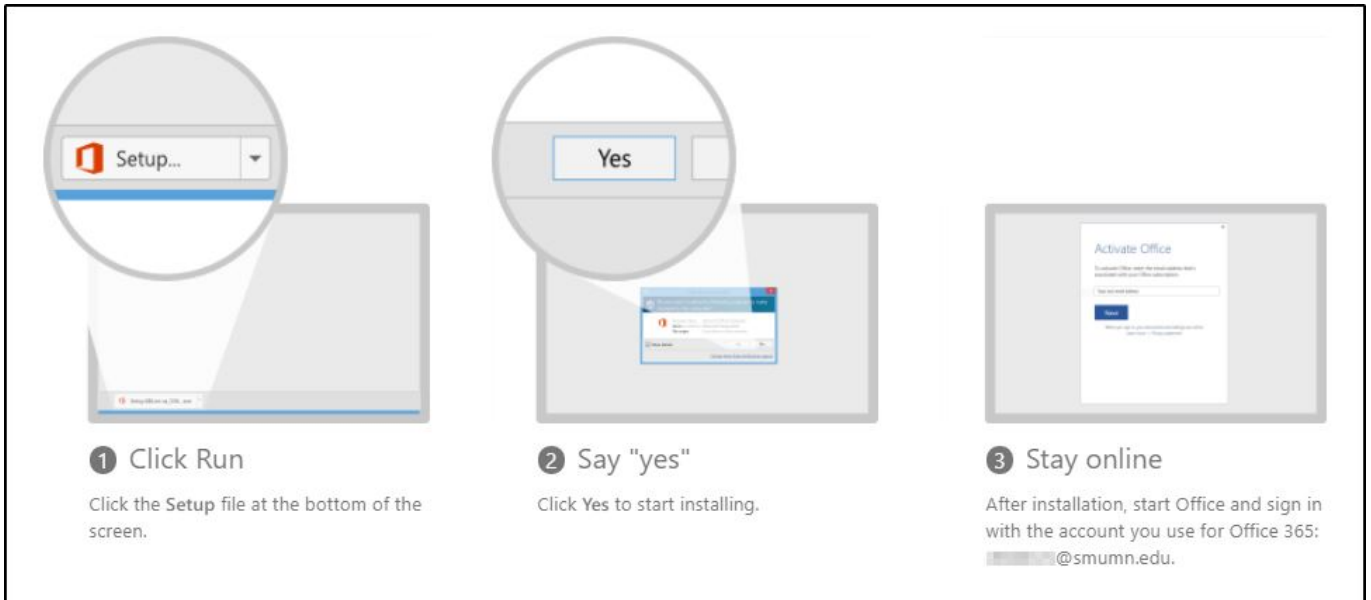
4. Select "Office 365 apps". The installer will be downloaded.



5. When the download completes, follow the onscreen instructions to use the installer. Don't forget to activate Office using the same credentials you used to log in to [portal.office.com](https://portal.office.com).

Windows:

# Employees

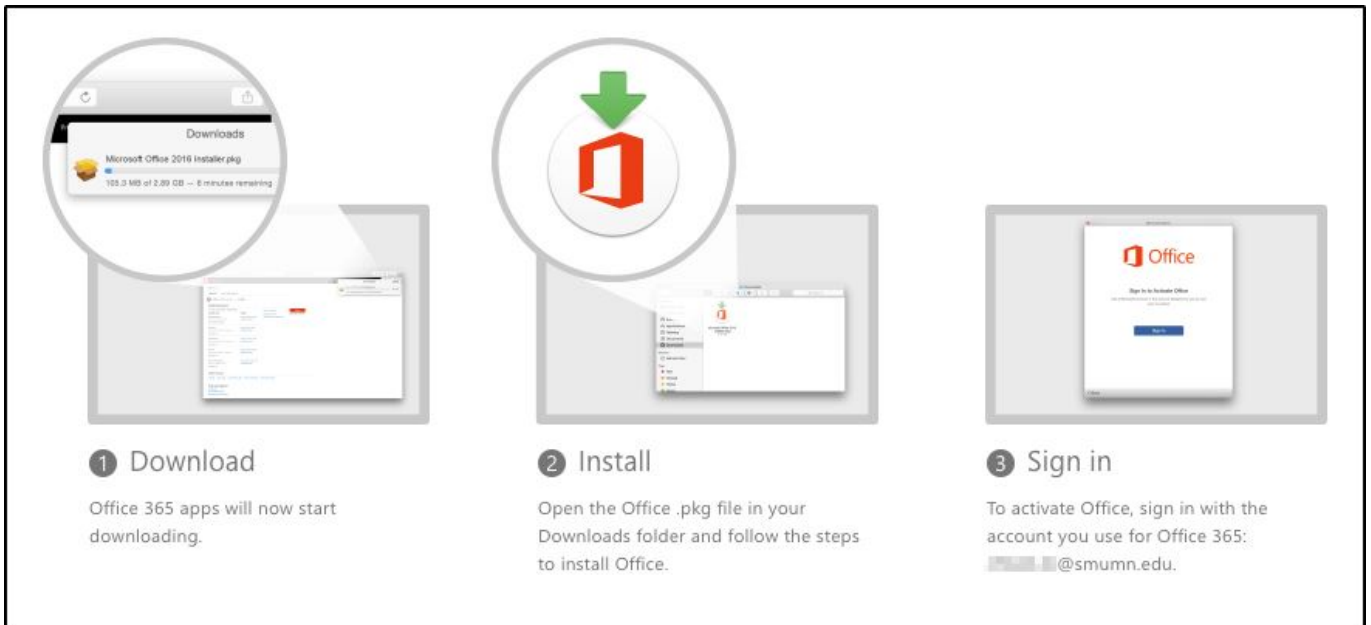


**1 Click Run**  
Click the Setup file at the bottom of the screen.

**2 Say "yes"**  
Click Yes to start installing.

**3 Stay online**  
After installation, start Office and sign in with the account you use for Office 365: [redacted]@smumn.edu.

## Mac:



**1 Download**  
Office 365 apps will now start downloading.

**2 Install**  
Open the Office .pkg file in your Downloads folder and follow the steps to install Office.

**3 Sign in**  
To activate Office, sign in with the account you use for Office 365: [redacted]@smumn.edu.

\*\*\*Please note that SMUMN does not, at this time, support the use of Microsoft's  
Page 3 / 4

# Employees

One Drive. If you would like to store your files in the cloud and access them from multiple devices, we recommend using Google Drive's desktop application. Click here to learn more about using Google Drive with Microsoft Office files: [Using Drive instead of a VPN/Network Drive \(U:\)](#)

Unique solution ID: #1452

Author: ELANGR

Last update: 2020-07-24 23:06