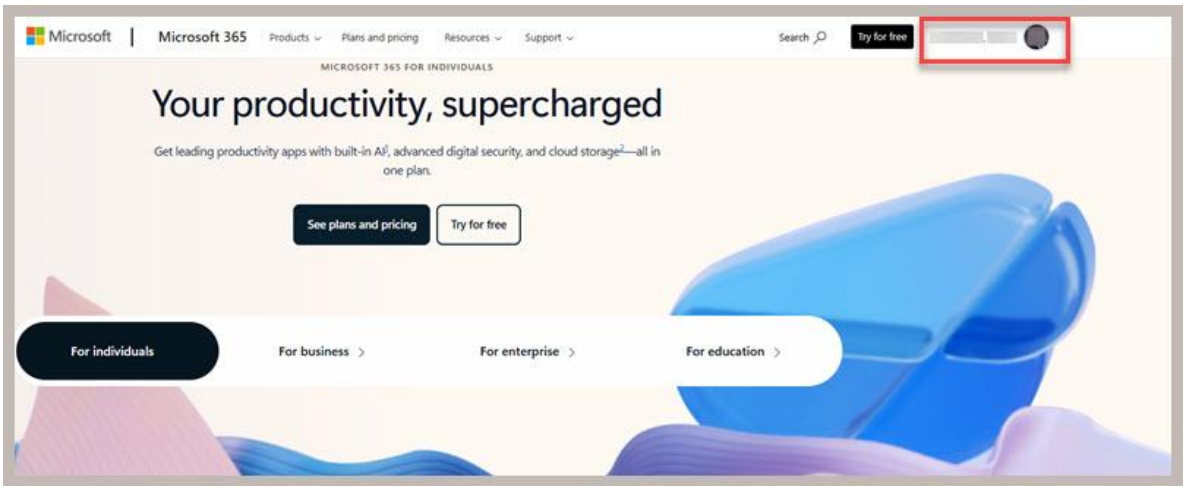
Purpose:

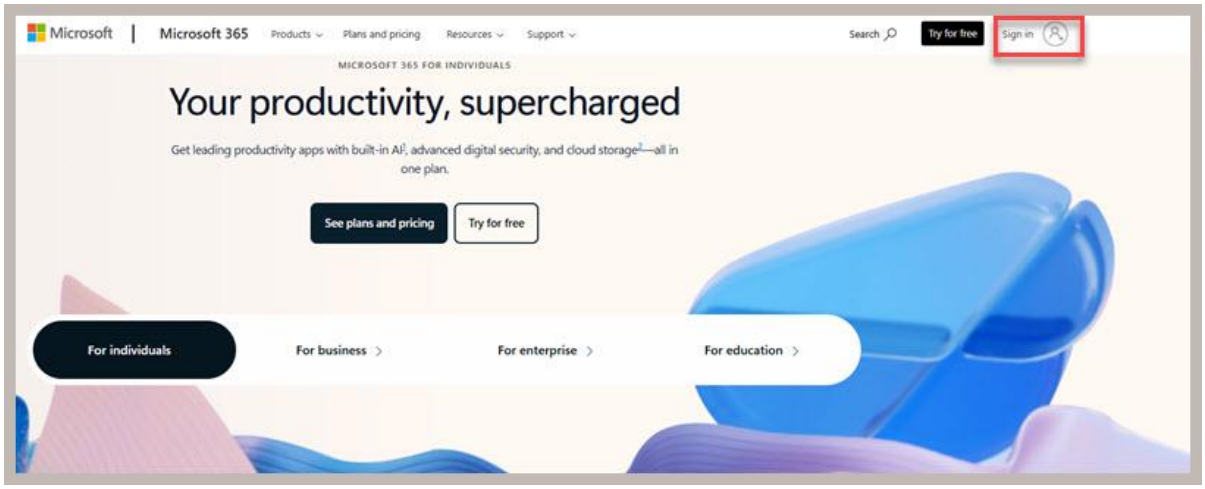
This tutorial will help Faculty, Staff, and Students download and install Office 365.

Step 1

In a web browser, go to Office 365. If you are already signed in, click your name and proceed to Step 3. OR

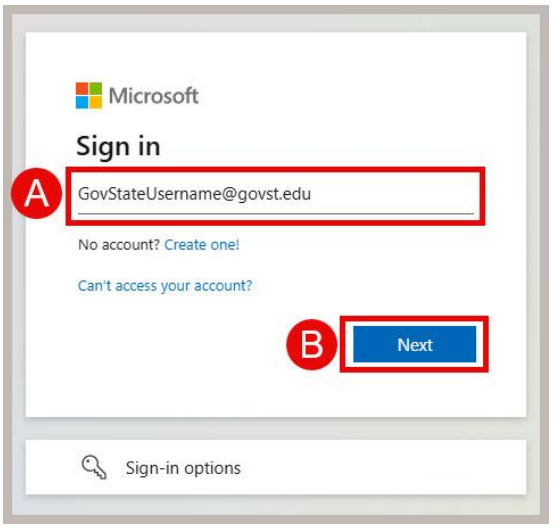


In a web browser, go to Office 365. If you are not already signed in, select **Sign in** and proceed to Step 2.

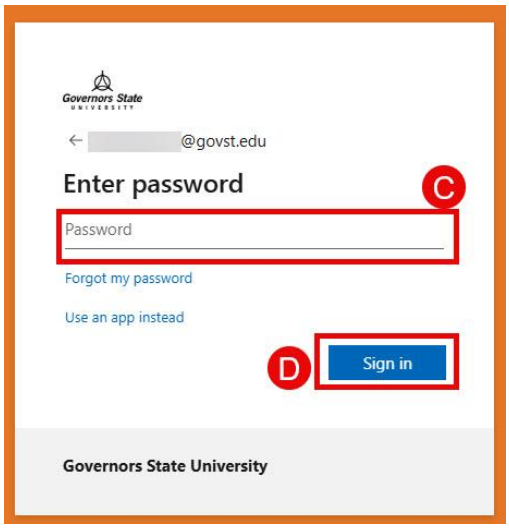


Step 2

Enter your **GovState email address (A)** in the email address field and click **Next (B).** In the next window, enter your **Govstate password (C)** and click **Sign in (D).** Proceed to Step 4.



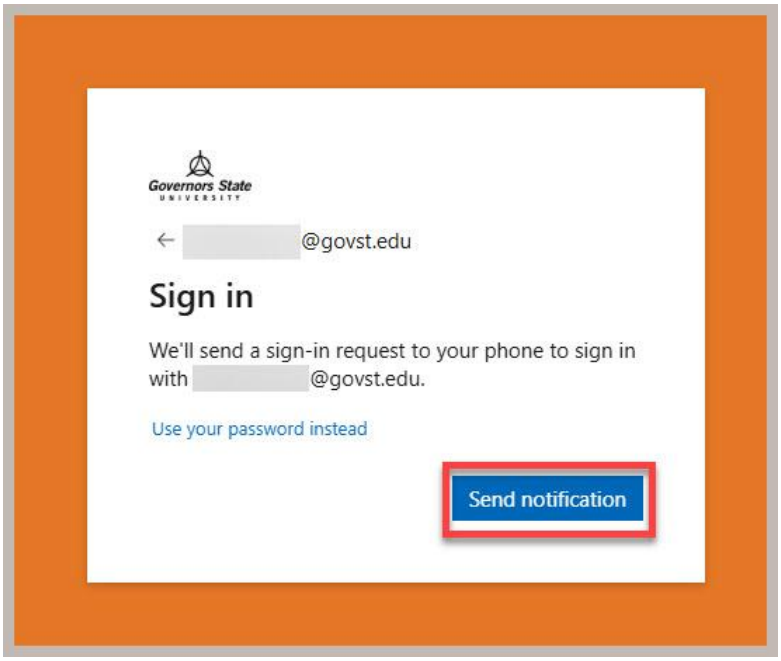
(Microsoft Sign in Screen)



(GovState Microsoft Password Screen)

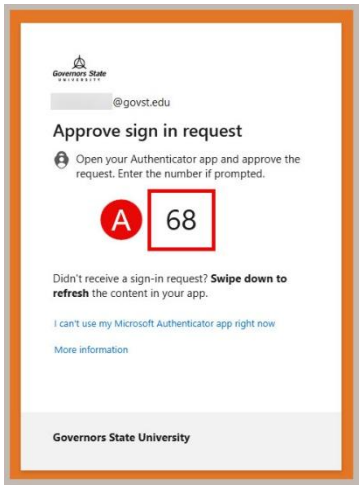
Step 3

Click **Send notification** to send the notification to your phone. Proceed to Step 4.

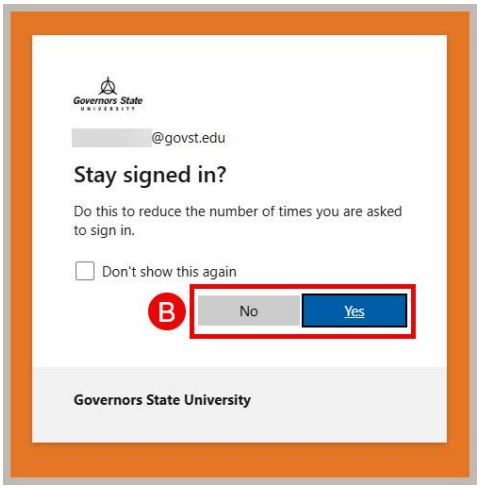


Step 4

If prompted, enter the **two-digit code (A)** in your Microsoft Authenticator App. When prompted to stay signed in, click **No or Yes (B)**. ITS suggests selecting No.



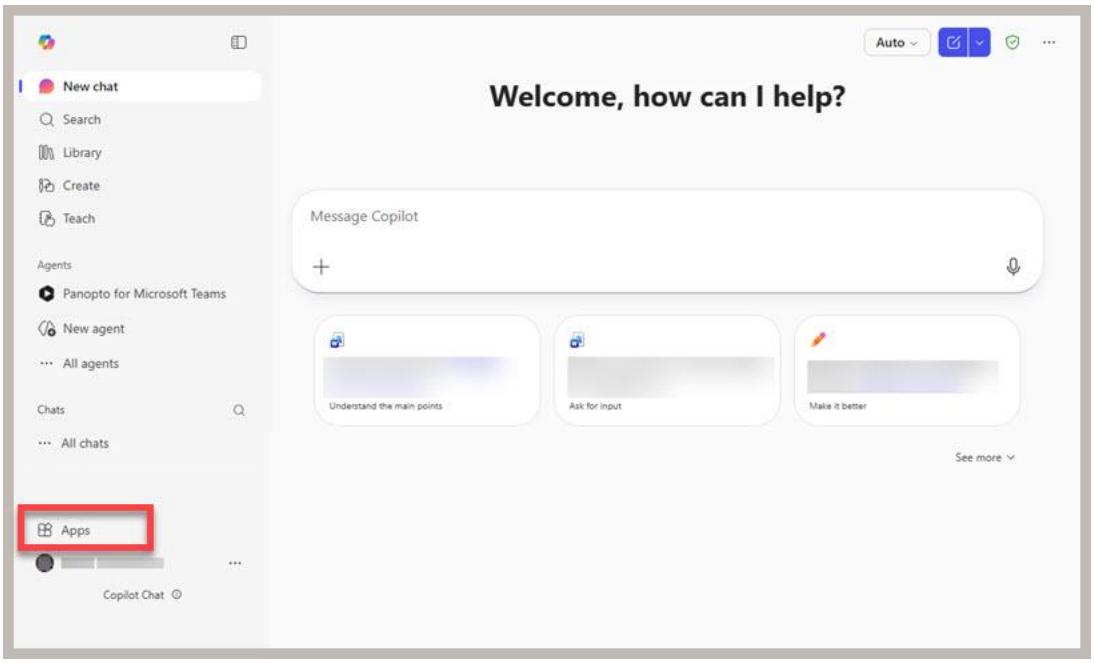
(Authentication Pop-up)



(Stay Signed In Options)

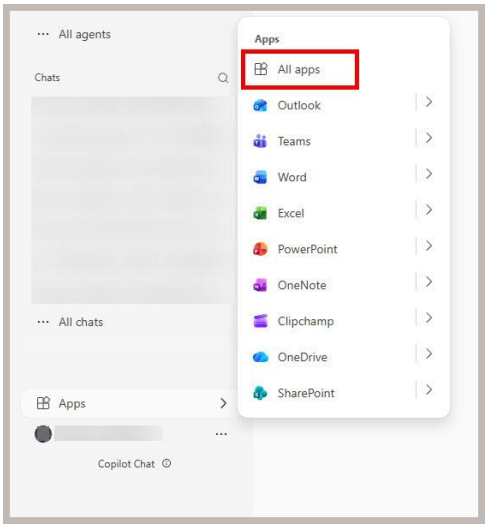
Step 5

Once logged into the Copilot landing page, click **Apps** on the left-hand navigation.



Step 6

On the open Apps menu, select **All apps**.



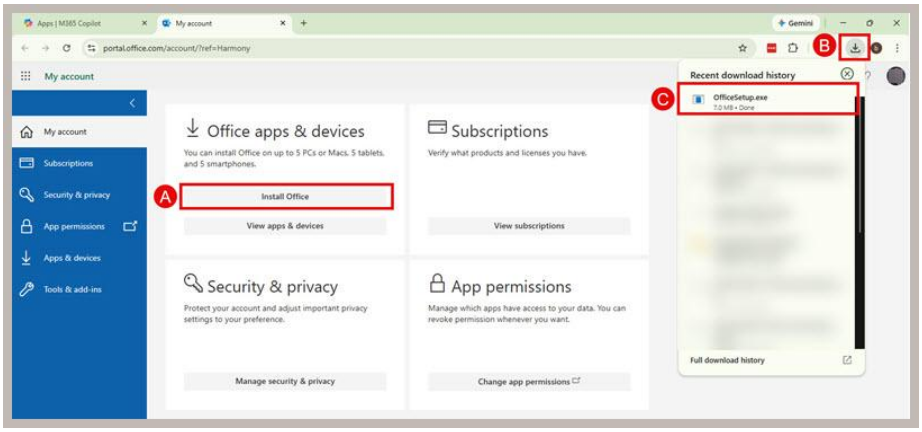
Step 7

On the Apps window, click **Install apps (A)** to open the menu. On the open dropdown, select **Microsoft 365 apps (B)**.



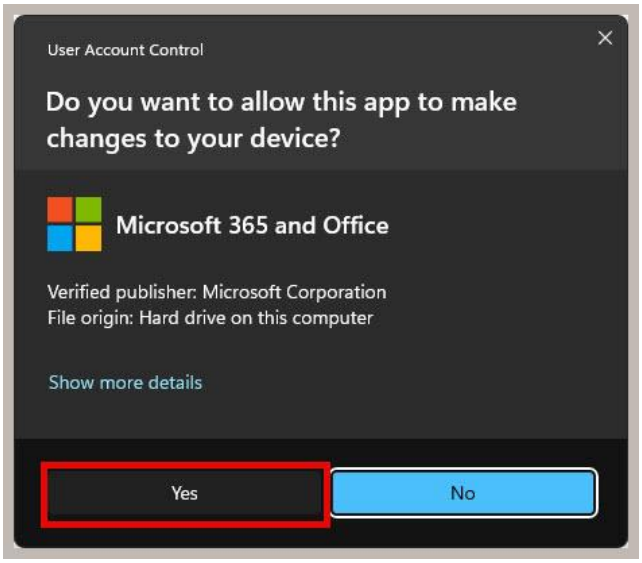
Step 8

On the My account page, click **Install Office (A)**, and the Office Installer will download. Once downloaded, click the **Download icon (B)** in the upper right corner, then click **OfficeSetup.exe (C).** The installer will begin running.



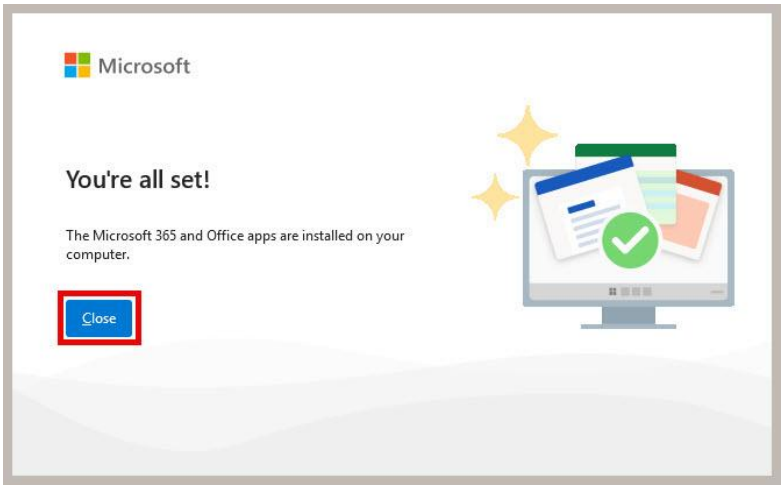
Step 9

In the pop-up, click **Yes** to confirm installing Microsoft 365 and Office.



Step 10

It may take a little time, depending on your internet connection, but you will know you are done when the install window shows the phrase **"You are all set!"** Select **Close**.



If you have any questions, please contact the ITS Service (Help) Desk.

Contact ITS Service (Help) Desk:

- Phone: 708.534.HELP (4357) or ext. 4357
- Email: Send an Email to the ITS Service (Help) Desk
- Online: Submit a ticket to the ITS Service (Help) Desk