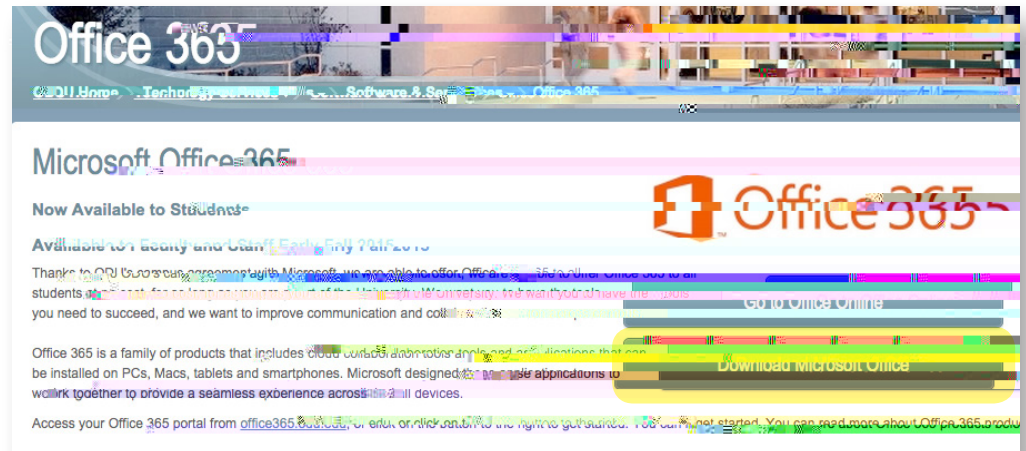


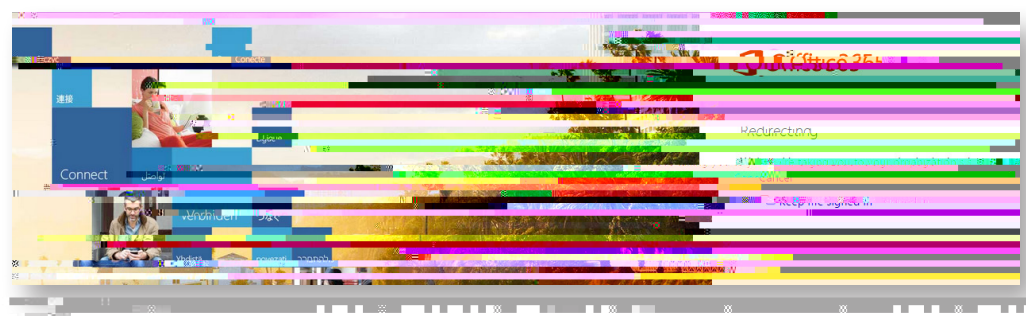


Installing Microsoft Office 365 (Windows OS)

1. To download and install MS Office 365, go to odu.edu/office365 and select **Download Microsoft Office**.



2. Enter your Old Dominion University email address. Microsoft will redirect you to the ODU login page.





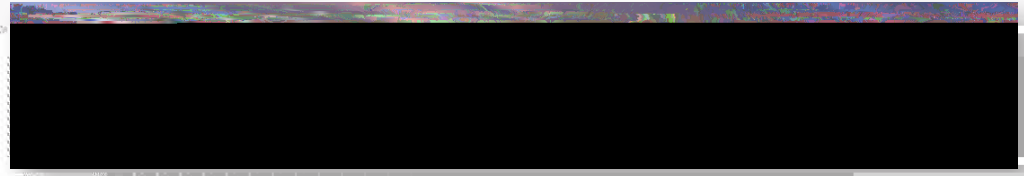
3. Sign in with your ODU email address and MIDAS password.



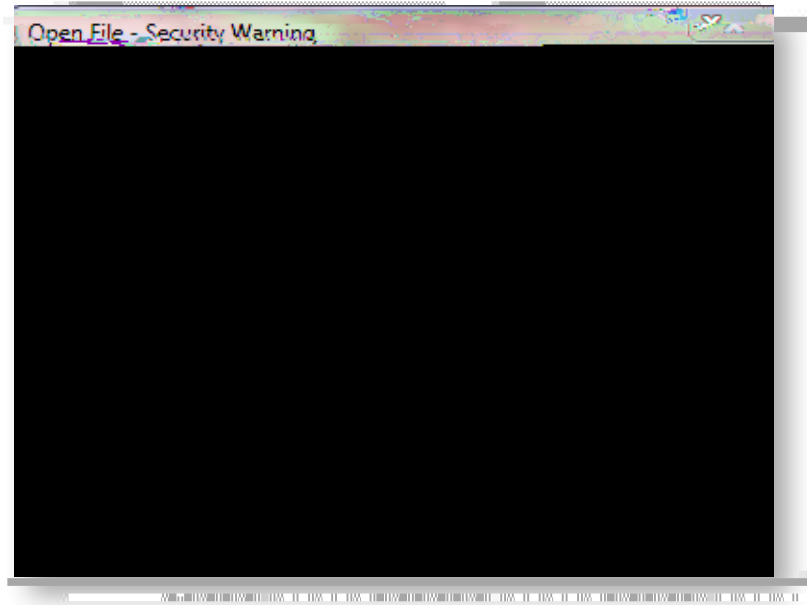
4. Make any changes to the Language and Version, if necessary. Select **Install**.



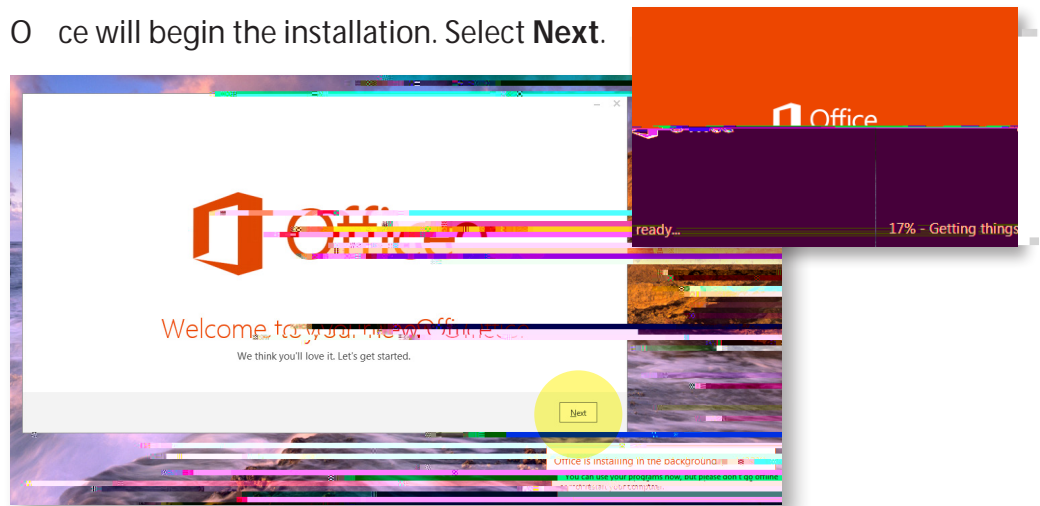
5. The installation file will now be downloaded to your machine. Once downloaded, locate the file under **Downloads**. Double click to begin.



6. If you receive a security warning, select **Run**.



7. Office will begin the installation. Select **Next**.





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Installing
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