Southern Connecticut State University
SCSU

Microsoft Office 365 Suite Installation

Introduction 1
Installing Microsoft Office 365 Suite – via MyApps 1

Introduction

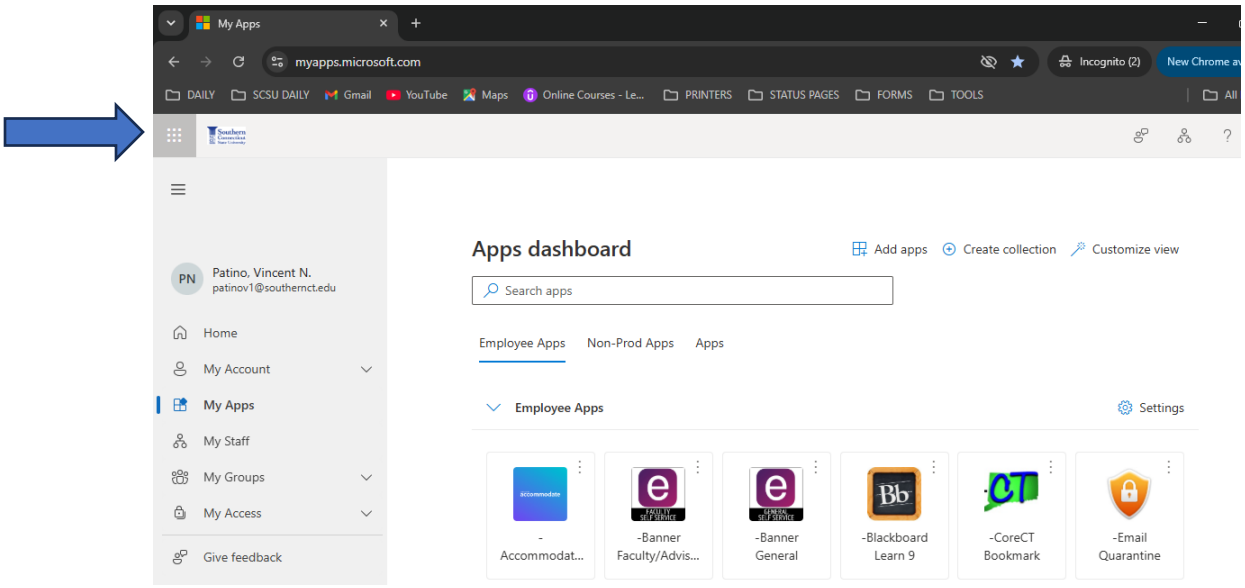
This documentation is to serve as training for installation and access to your Microsoft Office 365 Suite Installation.

When performing the installation, it is important that you do so through your MyApps dashboard. If you are operating on a university assigned device, the option to install your Microsoft applications are available through Company Portal via Windows devices and Self Service via Mac/Apple devices.

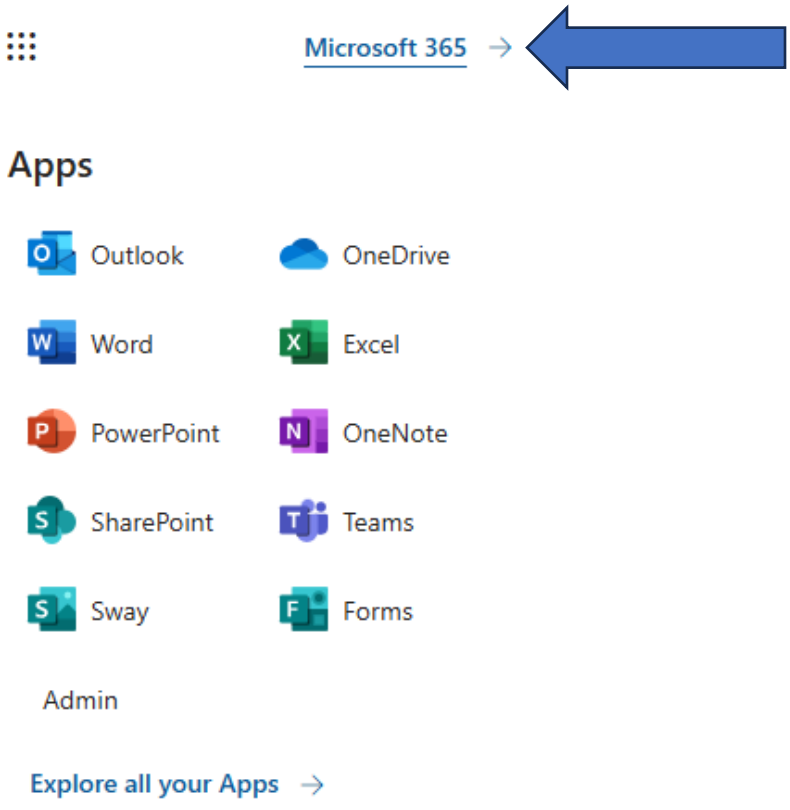
If you are attempting to install the latest version of these applications, it is advised to do so via a browser of your choice and following the installation procedure through the MyApps dashboard.

Installing Microsoft Office 365 Suite – via MyApps

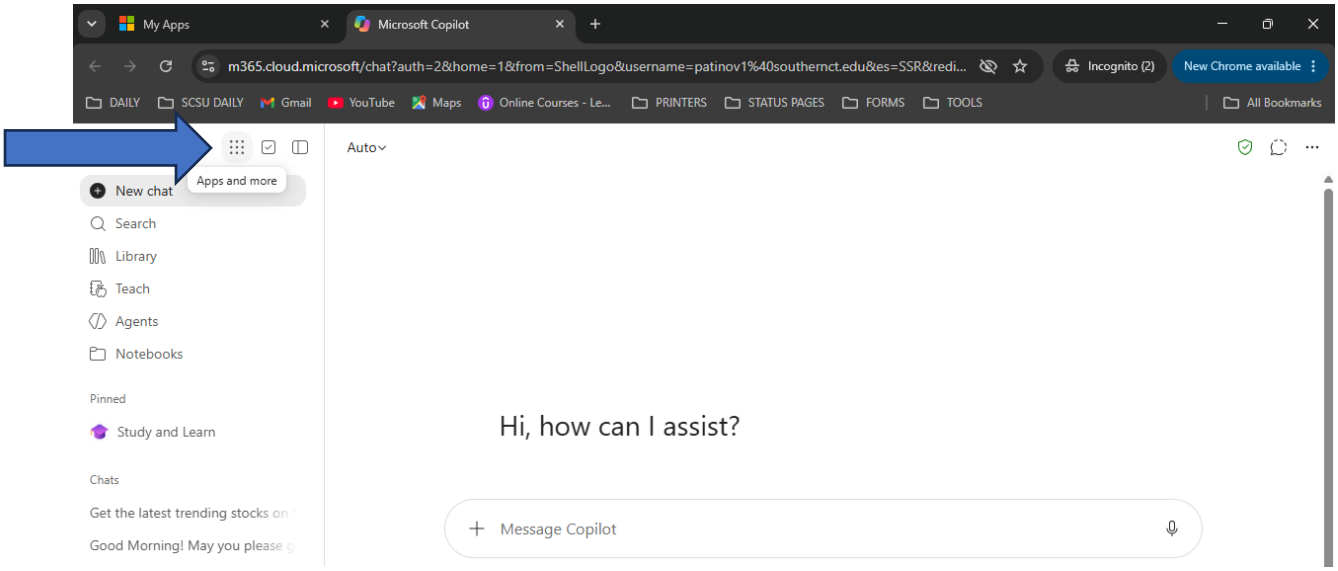
1. Open a browser of your choice and go to login.southernct.edu and sign in to your MyApps dashboard.
2. Once in your MyApps dashboard, go to the top left-hand corner and select the 9-dot icon.



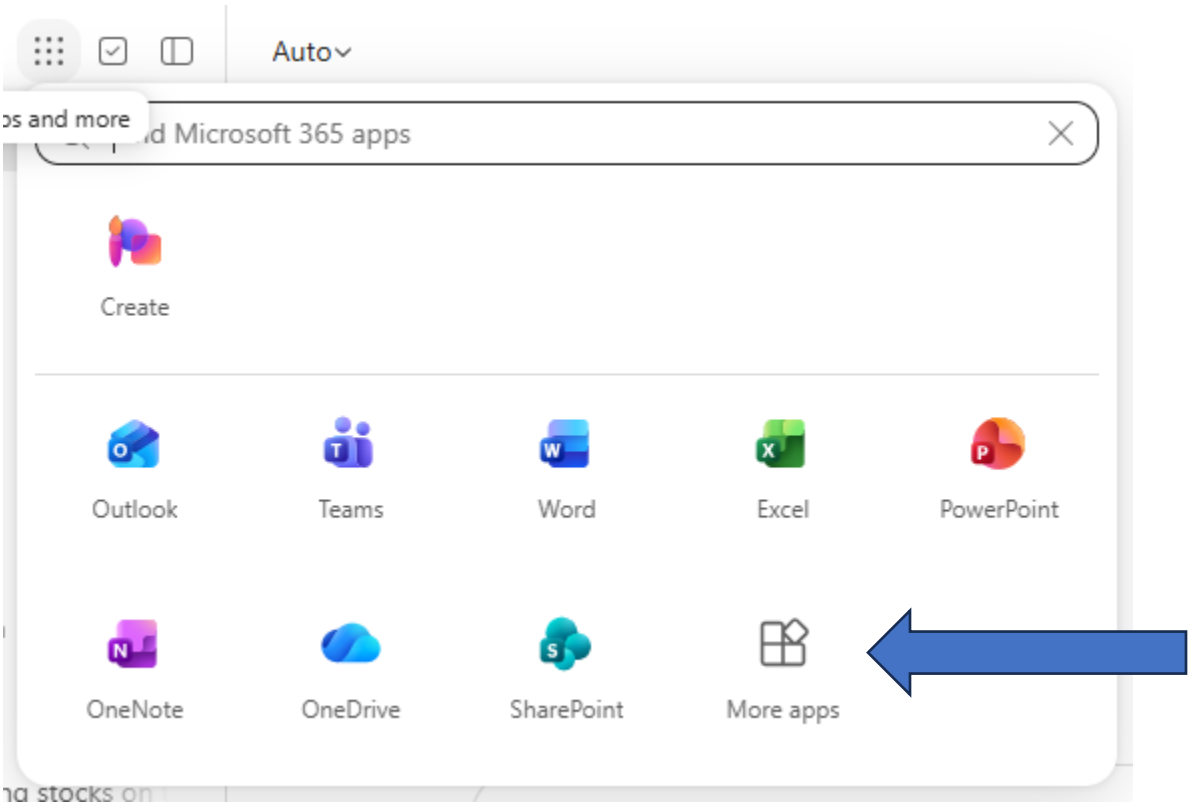
3. Once selected, a drop-down menu will show your Microsoft Office 365 applications. Select the Microsoft 365 hyperlink located on the top-right corner of the drop-down menu.



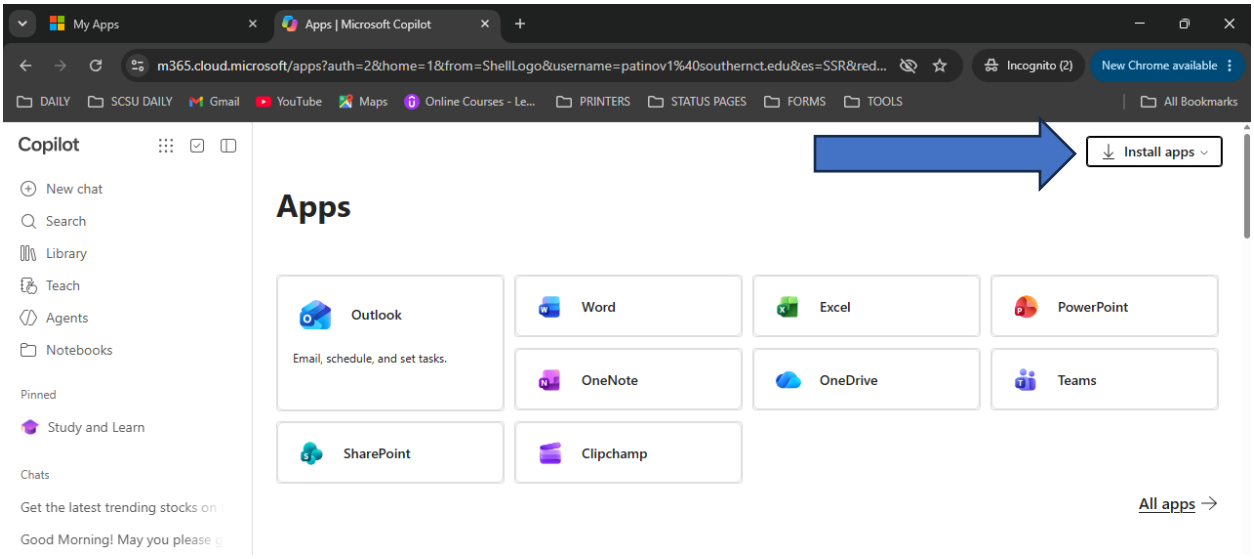
4. When selected, a new tab for Microsoft Copilot will be prompted in your browser. Select the 9-dot icon located on the top-left of the page.

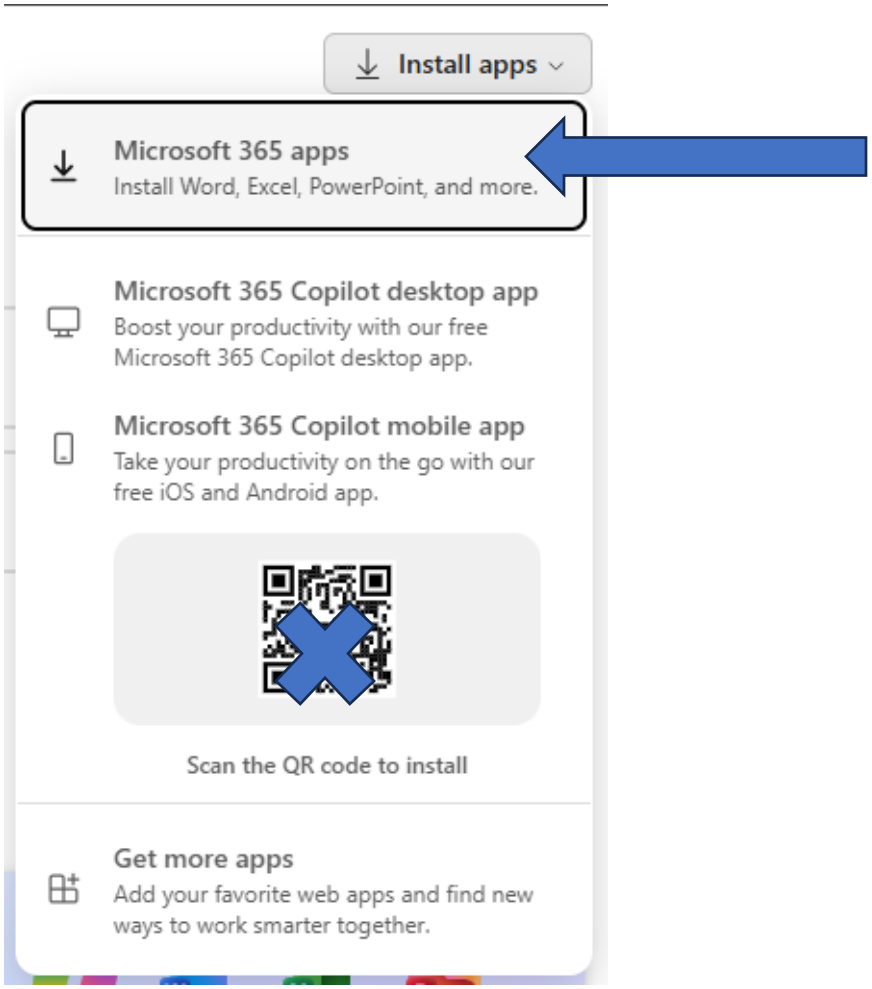


5. Select “More apps”.

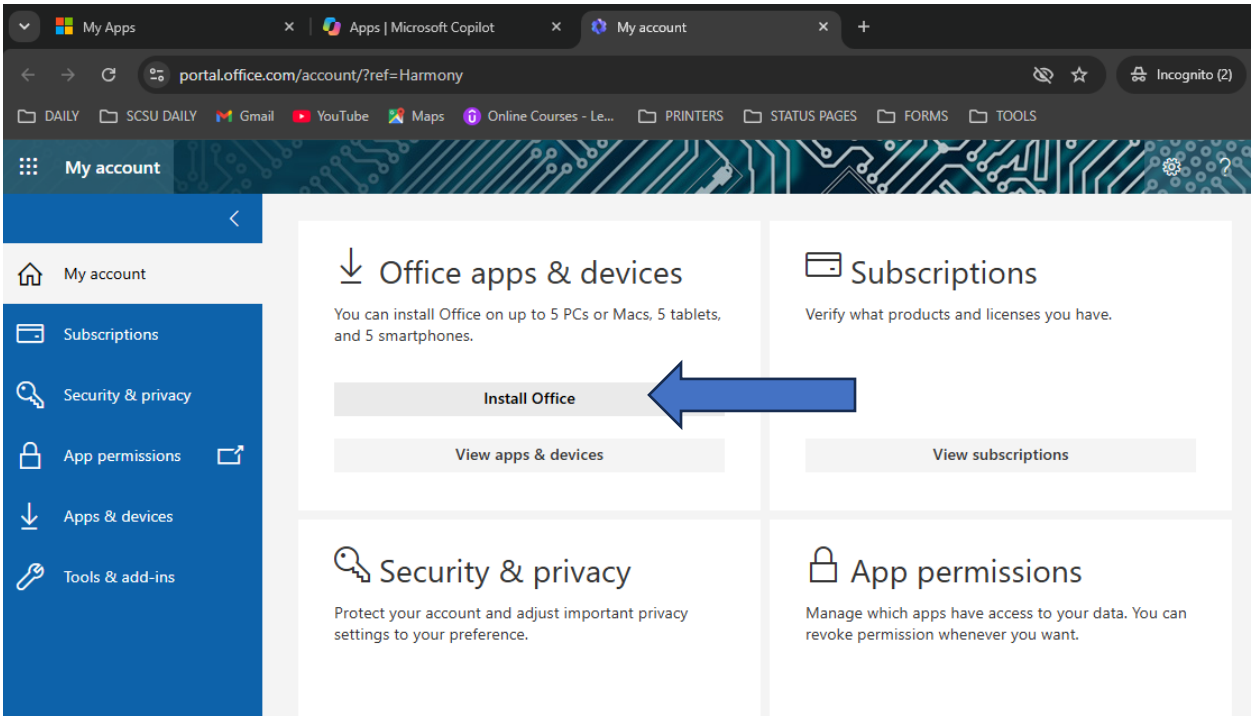


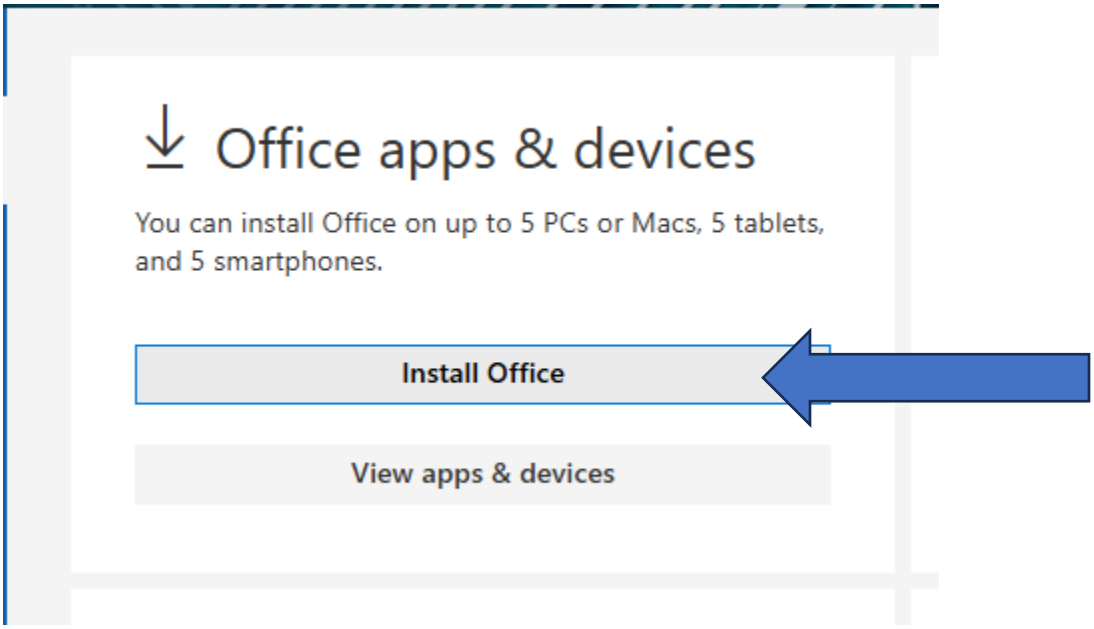
6. On the top right-hand corner select “Install apps” to prompt the drop-down menu. When prompted, select “Microsoft 365 apps”.



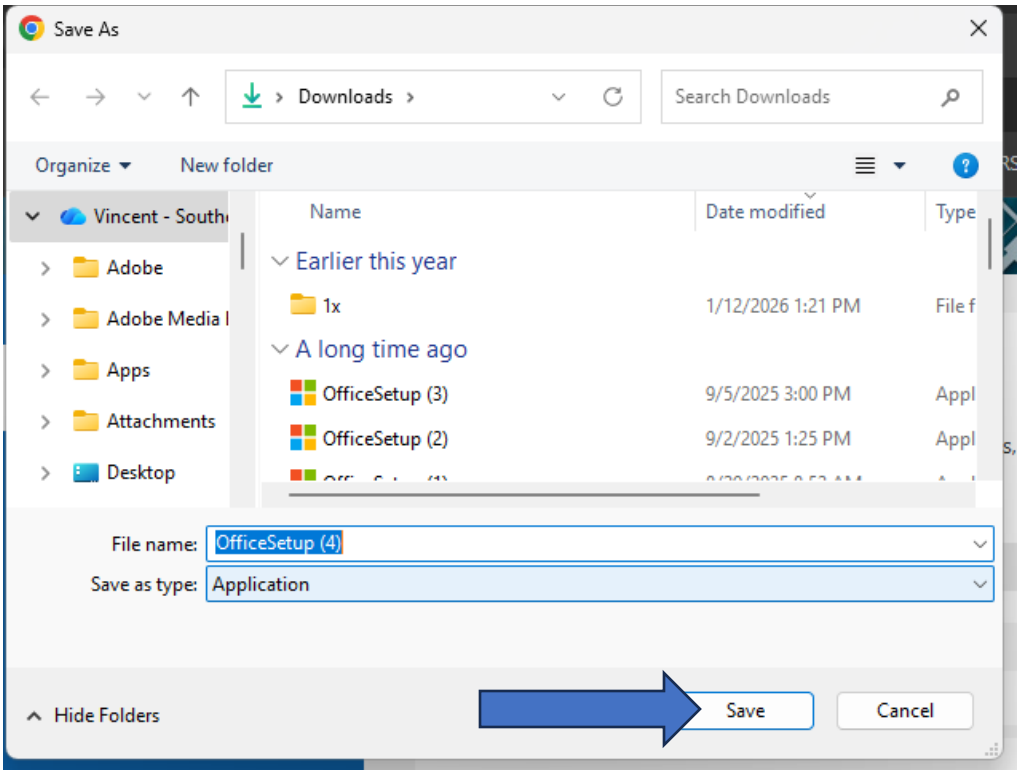


7. A new browser tab will open, once loaded, navigate to the “Office apps & devices” section and select “Install Office”.

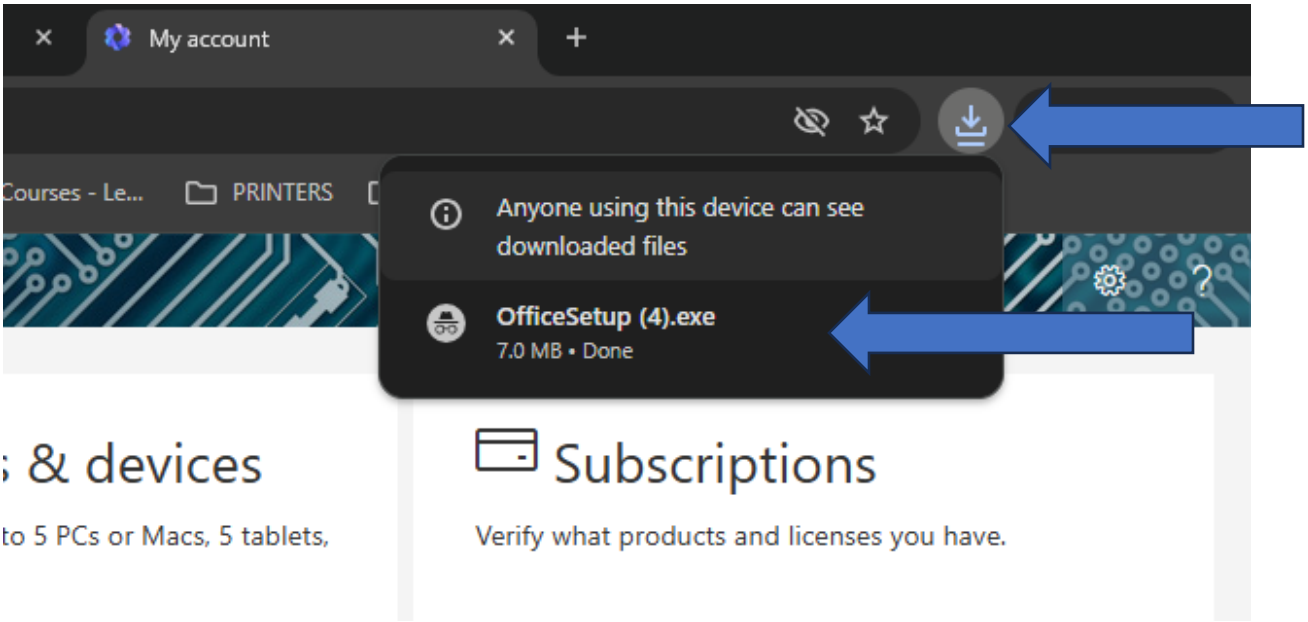


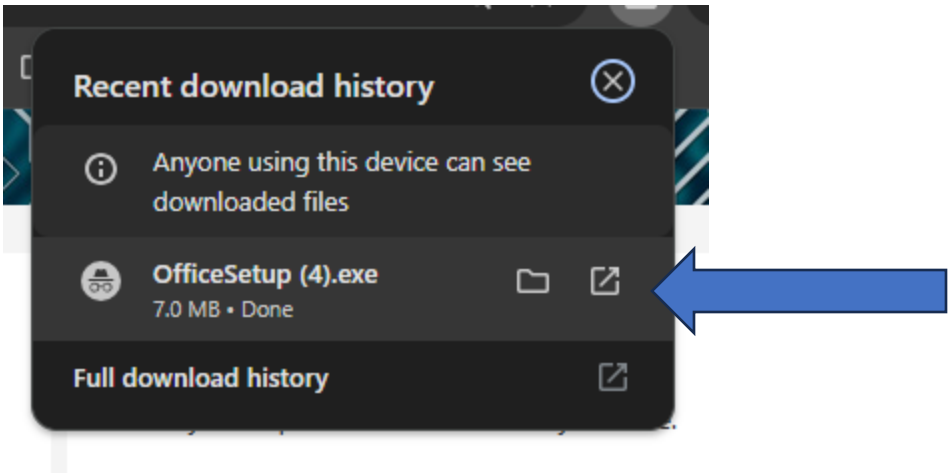


8. A “Save As” window will prompt, select “Save” to begin the download for the Office Setup. Note the recent download history on your browser to see when the download is complete.



9. Once the download status reflects “Done”, select the file to prompt the installation on to your desktop.





10. A “User Account Control” window will prompt asking for permission to allow the Microsoft 365 and Office app to make changes to your device. Select “Yes” and the installation process will be completed shortly after. If prompted to sign in once completed, sign in with your university credentials to sync the desktop applications with your SCSU Microsoft License.

