

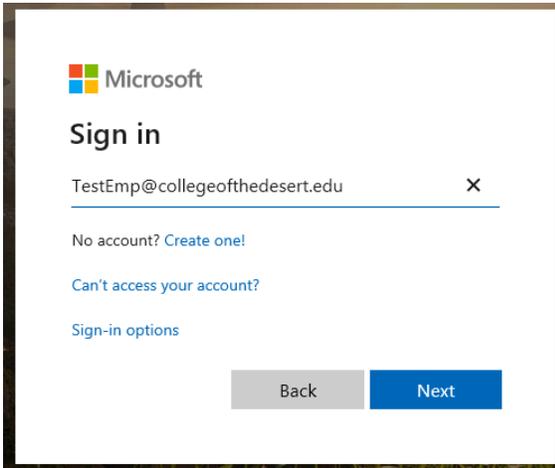
## Using Office 365 for Faculty & Staff

1. Click the link for Office 365 on the COD Faculty & Staff portal

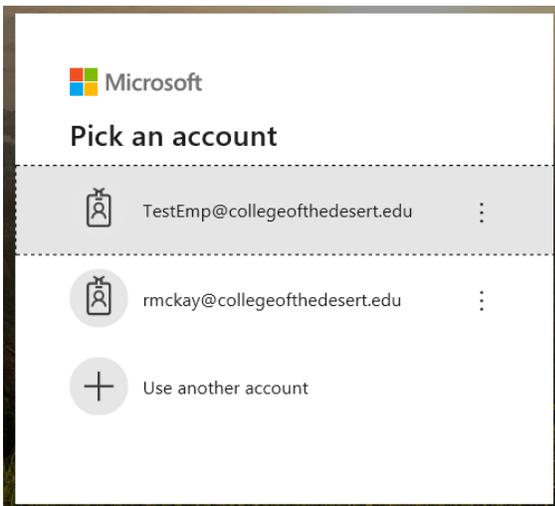


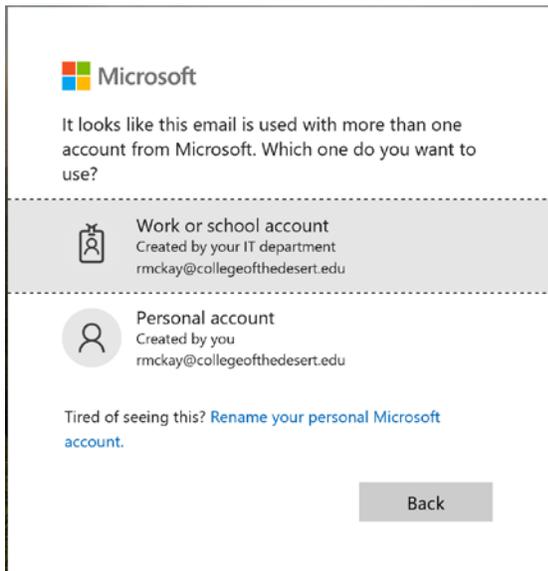
or use a browser to log into Portal.office.com.

2. Enter your College of the Desert email address

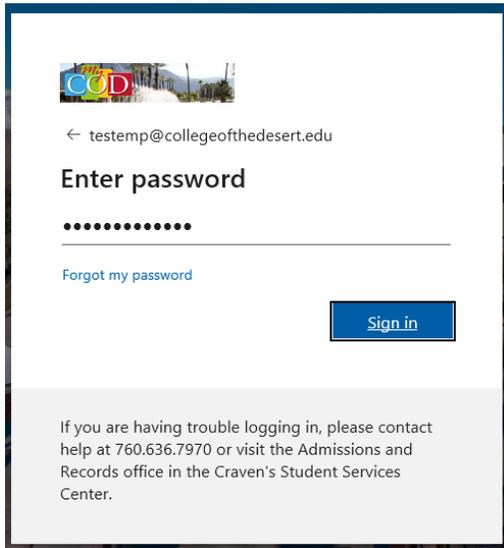


3. If you have more than one eligible account, you may be asked to "Pick an account"

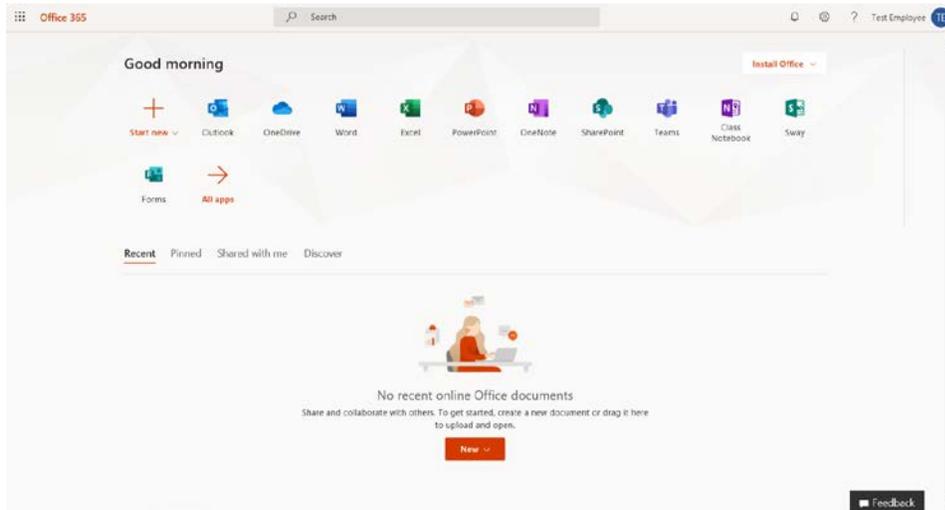




4. Login screen will change to myCOD logo. Enter your College of the Desert network password (the password you use to get into your computer)



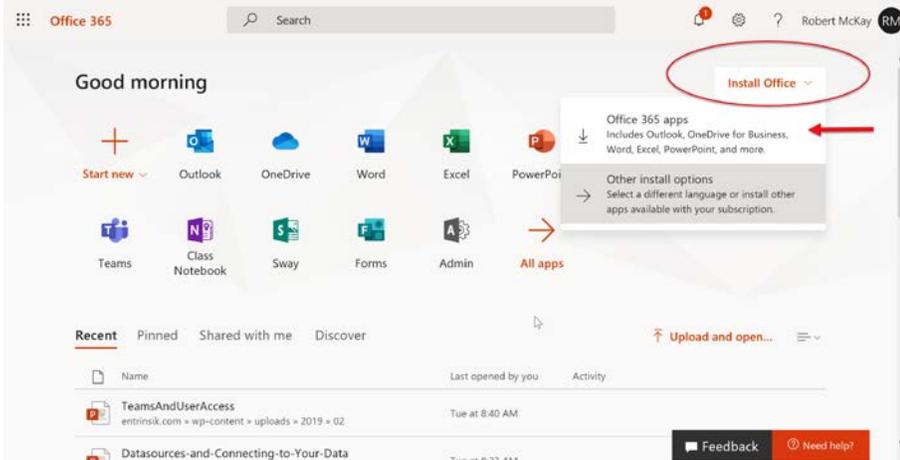
5. A screen with the Apps that are available to you will open. Your name will be listed on the top-right corner. The question mark (?) can be clicked at any time for help. You can run any of these apps directly from this page if you are using a shared computer or if you don't want to install them, you will, however, need to stay connected to the internet to use them this way.



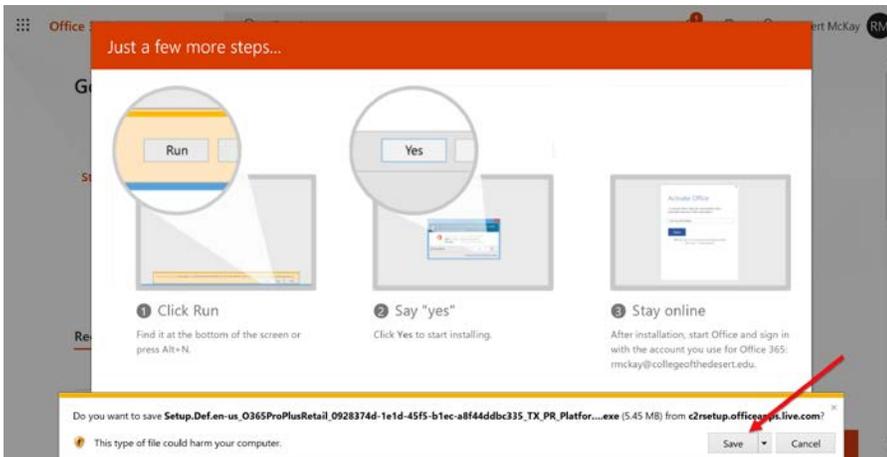
6. If you prefer, you may download Office 365 to a total of 5 devices to have standalone program. (Note: If you click on “Install Office” any previous existing version of Office will be overwritten with the new Office 365)

## How to Download and Install Office 365

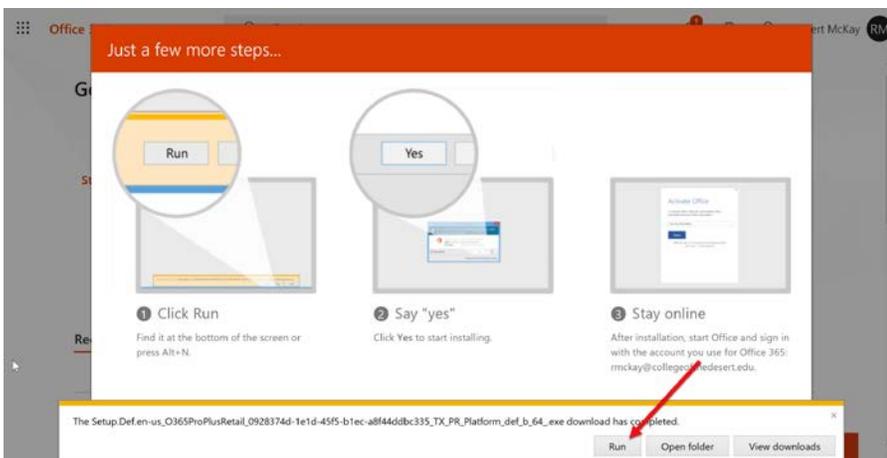
1. Click on "Install Office ✓" button and choose installation type



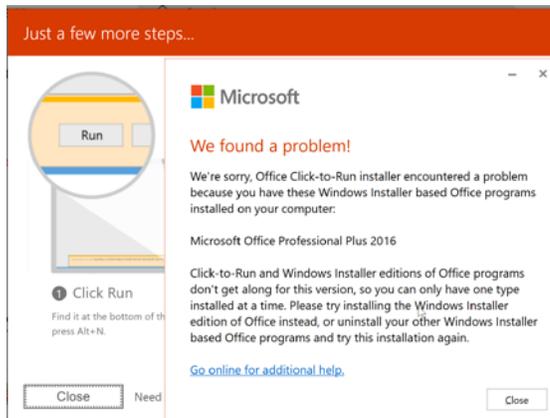
2. Save the downloaded file.



3. Click Run to start installation.



Note: If you get this error, you must Uninstall existing Office products prior to proceeding



- To uninstall existing Office Product
    - Click the Window icon in left bottom corner or touch Window key on keyboard
    - Type Control Panel and Enter
    - Scroll to Microsoft Office and select
    - Click on Uninstall
    - Answer Yes if asked to “allow this app to make changes to this device?”
    - Click Yes if asked to confirm
  - After uninstall completes repeat steps 1-3 or go to Downloads folder and double-click “**Setup.Def.english\_O365ProPlusRetail\_...exe** to begin installation
4. After installation products will be listed by name in the menu, i.e., Outlook, Word, Excel, Powerpoint, etc. with the word **New** below them
  5. Click on any of the newly installed apps and the License page will open



6. Click Accept to license the installation.
7. After accepting the license for any one of the apps they will all be licensed.
8. Run apps from the Start Menu, pin to the Taskbar, or make a shortcut for your desktop.