



COLLEGE of CHARLESTON

STUDENT INSTRUCTIONAL
TECHNOLOGY SERVICES

How to install Microsoft Office - MacOS

Note: Create your best work with Office 365. Because you are a student, you get the current versions of Word, Excel, PowerPoint, Outlook and more at no cost. You can work from anywhere on all your devices and always have the latest up-to-date apps. Plus, 1 TB of OneDrive storage.

1. Enter the address www.office.com into the address bar of your desired browser (Chrome, Firefox, Safari)

2. On Microsoft's website, click **Sign in**

3. On Microsoft website, **Sign in** using your g.cofc.edu information

4. Enter g.cofc.edu email address then click **Next**

5. Enter password associated with your g.cofc.edu account (usually myCharleston password)

6. Click **Sign in**

7. Click **Install Office** to download Office Suite (It is recommended that you select "Office 365 apps" instead of choosing "Other install option")

For Students:

It's the Office you know and trust

Office 365 includes Word, Excel, PowerPoint, Outlook, and OneNote for both Mac and PC (Publisher and Access for PC only).

Office 365 can be fully installed on your Mac or PC, with no internet access needed to create or edit documents.

Users have access to 1 TB of OneDrive cloud storage per user (access documents from anywhere)

****Students also have access to the online application version in addition to the locally installed version.**

Office 365 apps
Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more.

Other install options
Install a different language, the 64-bit version, or other apps available with your subscription.

Good afternoon

Apps

Outlook OneDrive Word Excel PowerPoint OneNote Teams Class Notebook

Sway Forms Planner Video

Install Office