# Microsoft 365

For students and faculty of the College of DuPage

#### Installing Microsoft 365

1. Go to <u>http://www.office.com</u> and click on the "Sign in" link.

Q Login J Microsoft 365 x +		~ - 0 X
← → C i http://www.affice.com	년 호	¶a ★ □ # :
Microsoft Microsoft 365 Products v Resources v Templates Support My account Buy now	All Microsoft Sign in	· · · · · ·
Introducing Microsoft 365 Copilot—your copilot for work. Learn more >		
0		
Office is now Microsoft 365		
The all-new Microsoft 365 lets you create, share and collaborate all in one place with your favorite apps Sign in Get Microsoft 365 Sign op or the thet version of Microsoft 365 >		
11 manutars 2 man		
norman and a state of the stat	/	

2. Enter your COD e-mail address, followed by your password.

Microsoft		
Sign in		
studenthelp@dupage.	edu	
No account? Create one!		
Can't access your account	?	
	Back	Next

3. If you are prompted to select which type of account to use, select "Work or school account."



4. Click on the "Install apps" button located in the upper, right-hand corner of the page.

G Home   Microsi	oft 365 × +					× - Ø X
← → C (	https://www.office.com/?auth=2			55775	7	🖻 🖈 📲 🕷 🗄 🖉 🗄
III Micros	soft 365	S L. D. (			S/ SV 4.	🖓 🖓 🗣 ? 🙆
Home Create My Content FR	Welcome to Microsoft 365 Quick access	8 Shared (☆ Favorites) +			-	T Upload   Ξ 👪
Apps Outlook Teams						
Word	Username Ready - Set Maria O'Connor sent this	One Day - Notice of Ca Arreguin, Sue sent this	getting_started_with_m Walsh, Jenifer sent this	My Notebook @ Colleg	COD_Welcome to Exam Agyen, Nana sent this	Error Message Tyler Shenuk sent this
Excel PowerPoint CineNote						
Forms	Avaya You edited this	SATStudentScoreRepor Bear Buol sent this	multifactor-authenticat aman Tariq sent this	p2	P Yee, Chris sent this	Late Arrival - Adelman Walker, Cathie sent this
						See all My Content →

5. Click on "Run" to launch the installer. On some browsers, you'll need to select "Save" instead. In that case, wait for the file to finish downloading, go to your Downloads folder, and then double-click the file to launch the installer manually.

Do you want to run or save Setup.X86.en-us_O365ProPlusRetail_67fced17-40df-4e6f-b185-42f81c239c33_TX_PRexe (3.08 MB) from c2rsetup.officeap					
This type of file could harm your computer.	Run	<u>S</u> ave <b>v</b>	<u>C</u> ancel		

6. Follow the prompts and wait for the software to finish installing.

You're all set! Office is installed now

7. On some platforms you will need to activate the software before you can use it. To activate your software, launch one of the Microsoft 365 applications (in this case we used Word) and click on the "Sign In" link in the upper, right-hand corner of the window.



8. Enter your COD e-mail address.



9. Select "Work account."



10. Enter your login-ID and password.

	×
Sign In	
User ID:	
Password:	
✓ Keep me signed in	
<u>Sign in</u>	
Can't access your account?	
© 2012 Microsoft Corporation Privacy   Legal	
© 2012 Microsoft Corporation Privacy   Legal	

11. Your software should now be ready to use.

			1		٥
			Studenth	tudenth elp@dupagi Switch acc	elp eedu count
Title 🕻	TITLE				
		_			
llog post	Banded design	(blank)			
llog post	Banded design	(blank)			
Nog post	Banded design	(blank)			
	Banded design	(blank)			
log post	Banded design	(blank)			

## Deactivating Microsoft 365

You can sign into up to five devices at the same time. If you no longer use a device, you can deactivate the license for that device so that it is available to be used on a new device.

1. Log into your account at <u>http://www.office.com</u> and click on the "Other installs" link in the upper, right-hand corner of the page.

Micr	roxott 365	S 17 ( B) (	P Search		6/ 1 - A - A	
2	Welcome to Microsoft 365 Quick access	第 Shared   介 Favorites				Install apps ~ Microsoft 3/25 app1 Install Apple for the Rowers, Wood Deal PowerFairt and more Others molal animum
						<ul> <li>Safety a addressed in separate so much utility approximately such your subscription.</li> </ul>
	Username Ready - Set		getting started with m	D   My Notebook & Collen		Error Message

2. Under "Office apps & devices", click on "View apps & devices".

0	Home   Microsoft 365	×	1 My account	× +					
~	→ C â https://	portal.office	.com/account						
	My account	6		ि रु	B			$\square$	WA,
		<							
ഹ	My account			os & devi	ces	🗔 Sub	scriptio	ns	
8	Personal info		You can install Office on u and 5 smartphones.	p to 5 PCs or <mark>M</mark> ac	s, 5 tablets,	Verify what pr	oducts and lice	nses you have.	
	Subscriptions		Insta	II Office					
Q	Security & privacy		View app	os & devices			View subsc	criptions	
A	App permissions								
₹	Apps & devices		🗟 Security 8	l privacy			permis	sions	
Ø	Tools & add-ins		Protect your account and settings to your preference	adjust important p e.	orivacy	Manage which revoke permis	1 apps have acc ision whenever	ess to your data. You o you want.	an

3. Expand the "Devices" drop-list; then click the "Sign out" link for the device you wish to deactivate.

4. Click "Sign out" to deactivate the license for the device.



5. The license has been deactivated and can now be used to install Microsoft 365 onto another device.

## Subscription Period

Your Microsoft 365 subscription will be active for the duration of your studies at the College.

Your subscription will transition to an Microsoft 365 Alumni subscription one year (three consecutive semesters) after the completion of your last course. Under the alumni subscription, you will have access to your COD-affiliated e-mail address and will be able to send and receive messages using it; but you will not have access to the Microsoft 365 applications.

Any files that you have stored on OneDrive should be downloaded or backed-up prior to this transition.

If you have installed the Microsoft 365 software on your device, you will need to uninstall the software or purchase a new subscription from an authorized reseller.

### **Technical Support**

Please be aware that the support services provided by your Microsoft 365 subscription are limited. Web-based support is available through the Microsoft Community websites: <u>http://support.microsoft.com</u> and <u>http://answers.microsoft.com</u>. Microsoft does not offer telephonebased support for these products.

College of DuPage Information Technology staff will provide a "best effort" assistance for problems regarding the installation, activation, or deactivation of an Microsoft 365 installation on your device. Students should contact the Student Support Helpdesk at (630) 942-2999 or <u>studenthelp@dupage.edu</u>. Faculty and staff should contact the Information Technology Helpdesk at (630) 942-4357 or <u>helpdesk@cod.edu</u>.