


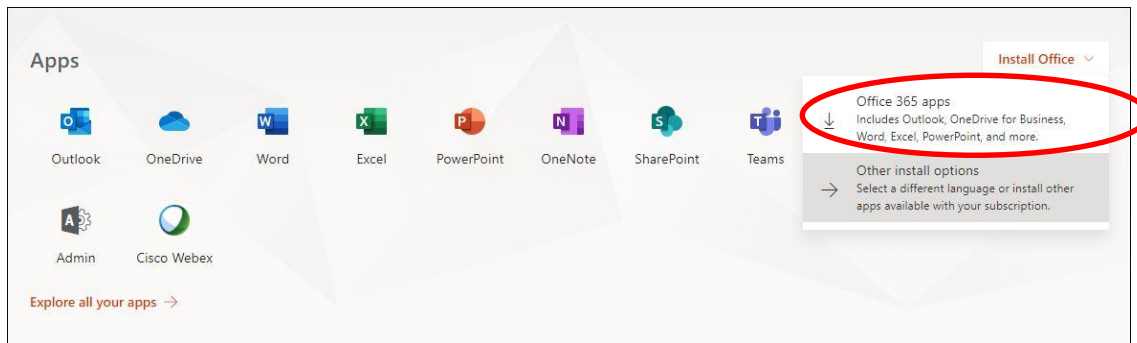
Office 365 via SJU Microsoft Account

SJU email accounts are also Microsoft Accounts, allowing students to download and install Microsoft Office 2016 on up to five personal devices. To access the software, login to email through MySJU.

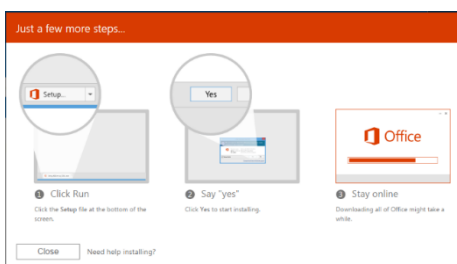
Once logged into MySJU, click on the “Email” link, located in the top of the page.

** If you have any issues logging into Email or MySJU, Contact (718) 990-5000. **

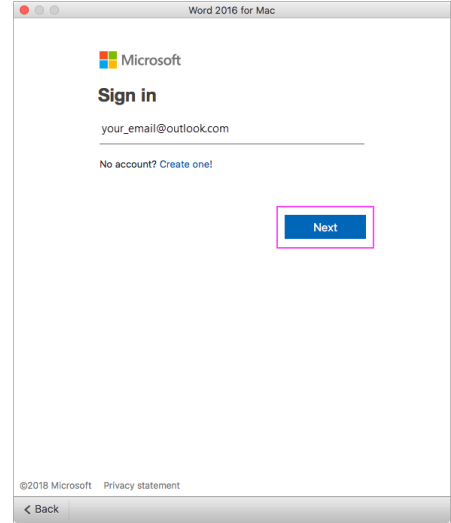
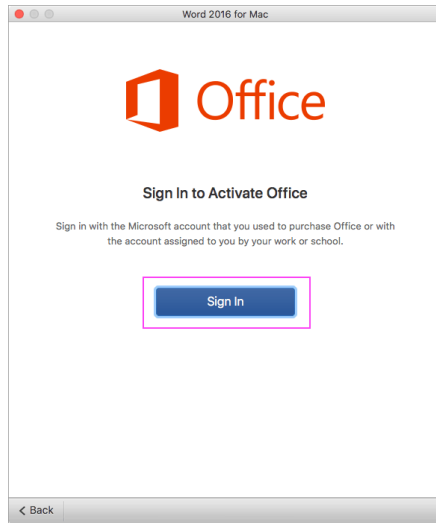
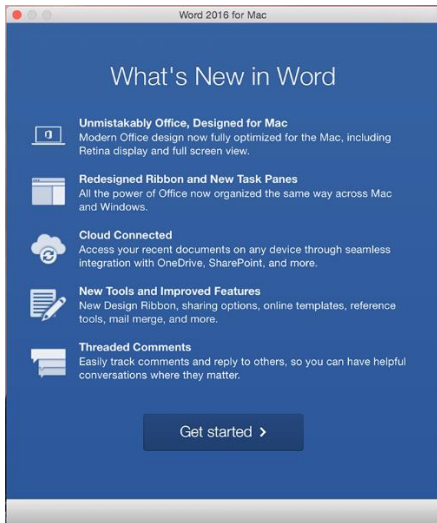
1. Once logged in to Outlook, access Office 365 menu by clicking  in the upper left part of the page.
2. The Office 365 Installation page will appear at the top of the screen. CLICK on “INSTALL OFFICE”. The version of the installation that will appear will depend on the operating system that is being used at the time of login. If Microsoft Office for Mac is needed, the student must sign in to the website with a Mac. If the Windows version of Microsoft Office is needed, the student must sign in to the website with a Windows computer.



3. Steps on how to continue the installation will appear. If you do not see the button to click “Run.” You may have to check your Downloads folder to see if the installation has fully downloaded. Once it is completed, you can open it up to install. You must remain connected to the internet for the software to install. Office will be automatically activated with your SJU account when the install is finalized.



4. After installation is complete. Open up one of the programs, such as Microsoft Word to complete activation. Click on the prompts to get to the Sign-In page.
5. To login with your Microsoft Account:
 - a. Students: Enter email in the format of: @my.stjohns.edu. *Ex. John.Smith18@my.stjohns.edu*
 - b. Employees / Faculty members: Enter the email address in the normal @stjohns.edu format.



6. Students will be redirected to MySJU to confirm University credentials. Please enter the MySJU username and password. Employees / Faculty members will not have to do this step.

