

Installing Microsoft Office 365

INSTALLATION INSTRUCTIONS FOR PERSONAL DEVICES



1. Log into your campus organizational email at “email.tamuk.edu”.

For students, please use your TAMUK student email.

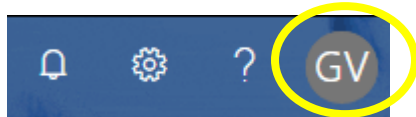
Example: firstname.lastname@students.tamuk.edu

For staff/faculty, please use your TAMUK email ID.

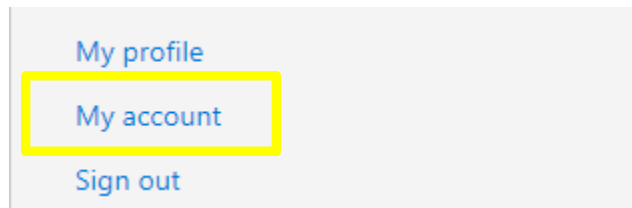
Note: staff/faculty will use their UserID followed by “@tamuk.edu”.

Example: kuabc123@tamuk.edu

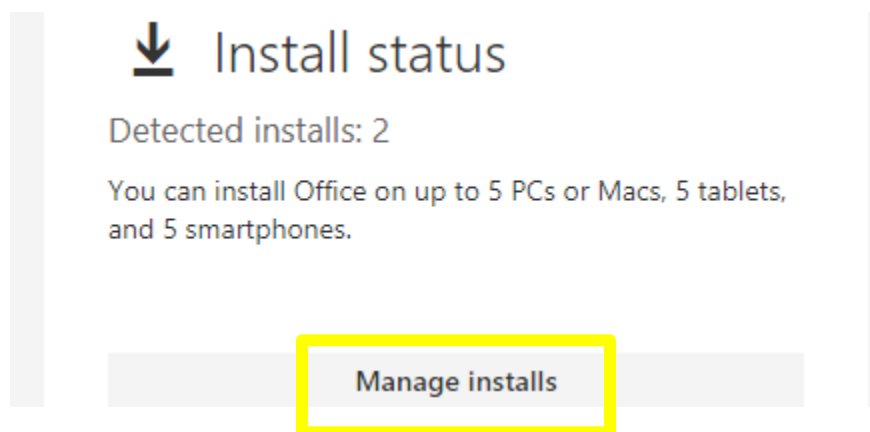
2. Once logged in click the button with your initials on it.



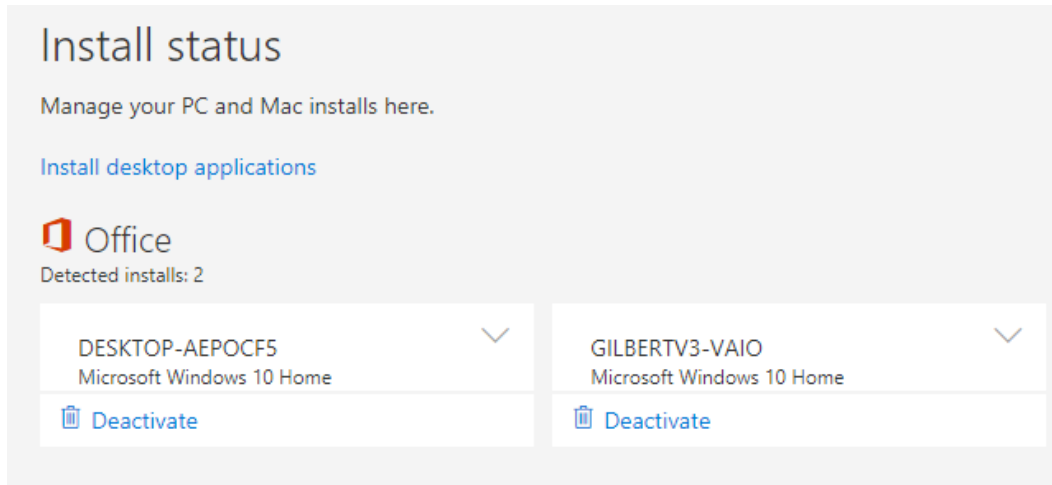
3. Then select “My account”



4. At this point you will see an area labeled Install status, click “Manage installs”.



- Here you can click to install Office by clicking “Install desktop applications” or deactivate Office on any computer you no longer use by clicking “Deactivate”. Note: You have a total of 5 installs that you can activate or deactivate whenever you like.



- Once to this page you can select the Language and then click “Install” and a Setup file will download. Run this file and follow the installation steps.
- Enjoy your Microsoft Office Applications.

