Office 365
Downloading Office Apps on a Windows PC

Introduction

Through Office 365 at Towson University, faculty, staff, and students will have the ability to install the Microsoft Office Apps on up to 5 devices. This self-help document will show you how to download Office on a Windows PC.

Note: These downloads are for **personal devices only**. To install the Microsoft Office suite on a Towson University device, please use the Software Center installation.

Logging in and Downloading

1. Open your preferred web browser and navigate to office.towson.edu.

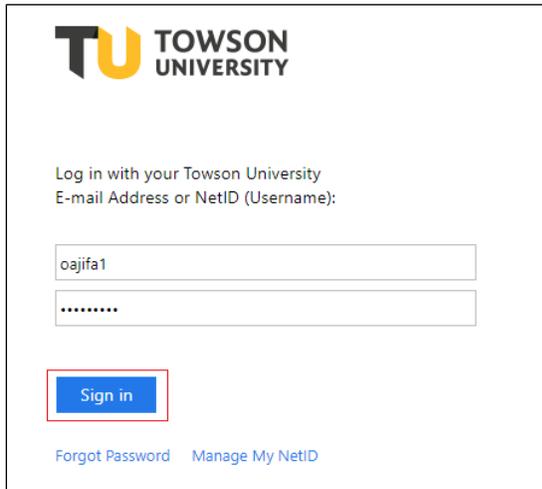2. Enter your **Username (NetID)** and **Password** then click **Sign in**.

Figure 1

3. The **Office 365** page will appear. On the top right-hand side of the page click on the drop-down arrow beside **Install Office** and select **Office 365 apps**
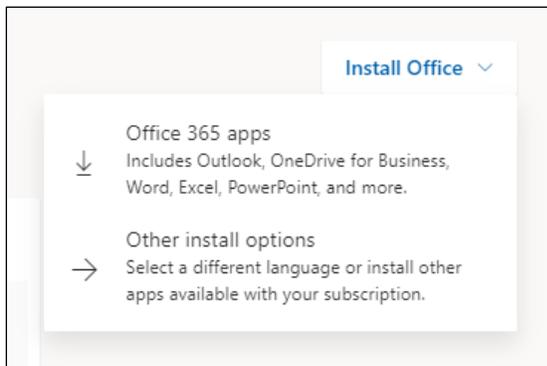

Figure 2

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4. Open the installer to run it. You will receive a message prompting you to run the file on your machine, click **Run.**
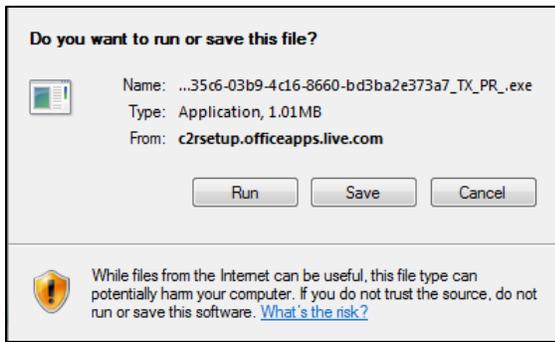

Figure 3

5. Follow instructions on the installation wizard to complete the installation of Microsoft Office onto your PC.

Managing Devices

After you have installed the Microsoft Office Apps on one or more machines you may need to manage your installations. This can be used to deactivate a machine that is no longer in your possession or in use.

1. From the upper-right corner select your account name and then select **View account** from the list of options.
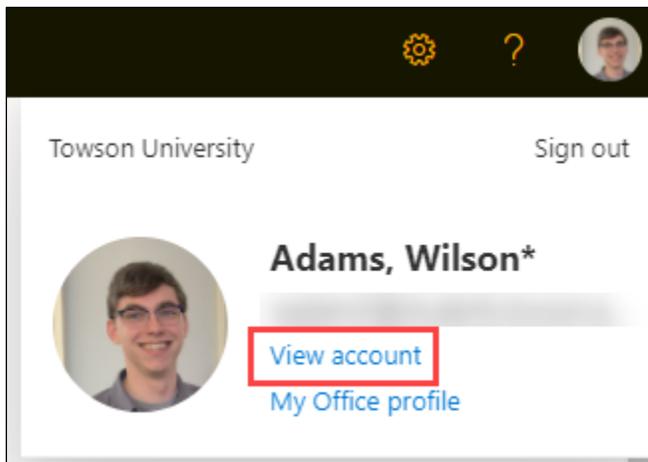

Figure 4

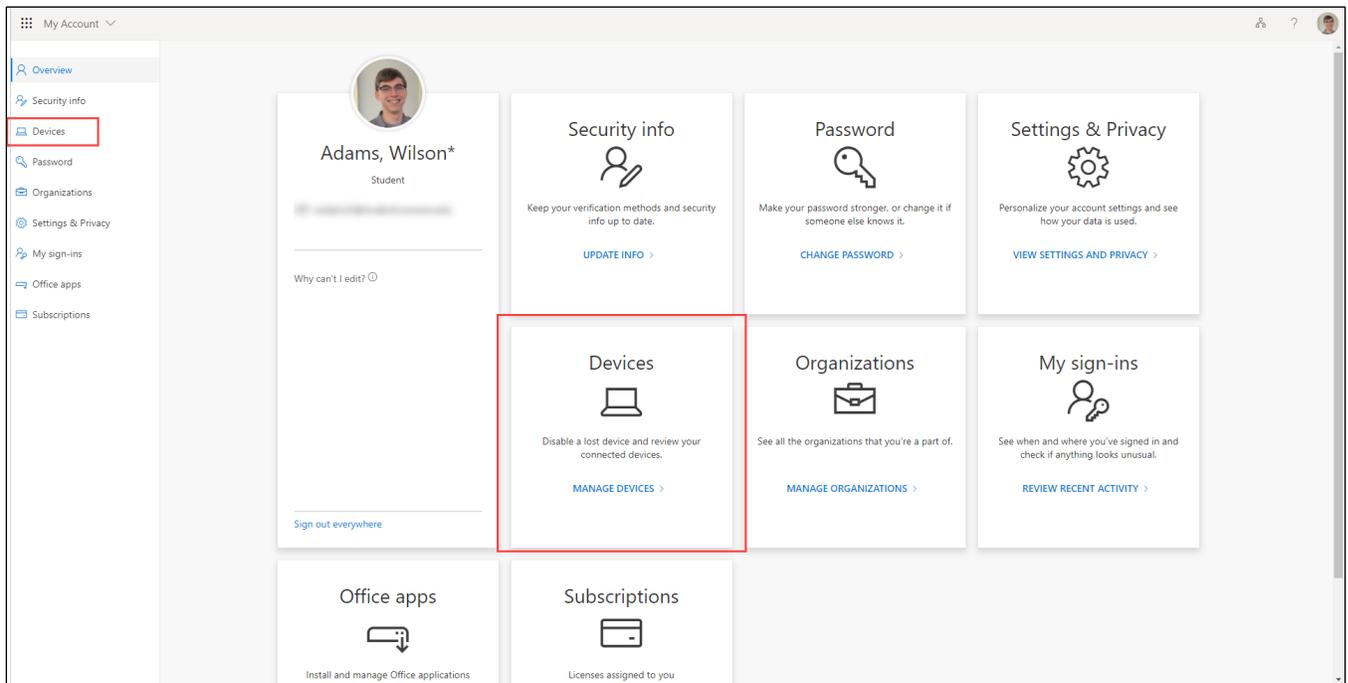2. The **My account** page will appear, select **Devices**

    "

Figure 5

3. The **Devices** page will appear. Click the drop-down arrow next to a machine's name to see it's ID number and to disable the device.
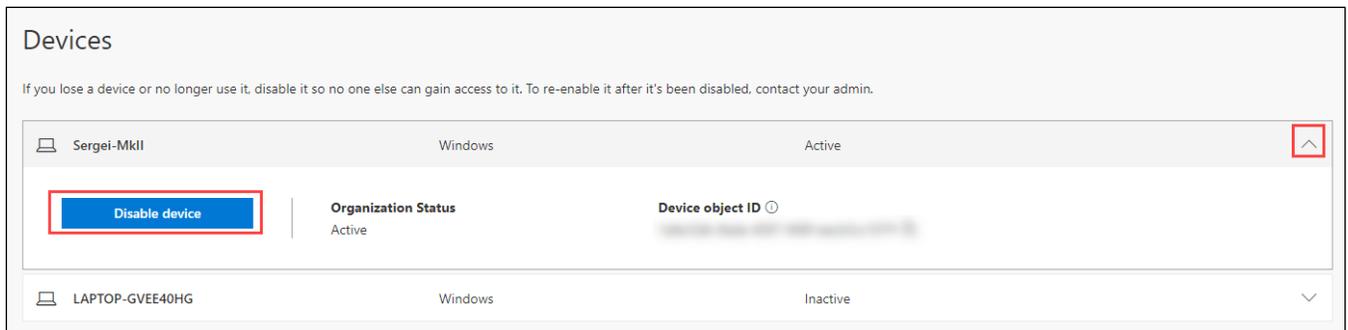

Figure 6

4. To deactivate a machine, click on **Disable Device**. You will receive a prompt asking: **"Disable (device name)?"**

5. Click **Disable Device**.

6. Finally, you will receive a message informing you that the removal was successful.

Logging Out

After logging out of Office 365 you will be redirected to the **Microsoft Office 365 login page**. Be aware that this login page is different from the Towson University **Office 365** login page, meaning you will need to use your full Towson email address to log back in.

1. Click your portrait in the top right-hand corner of the screen. If you have not set a portrait, it will be a silhouette.
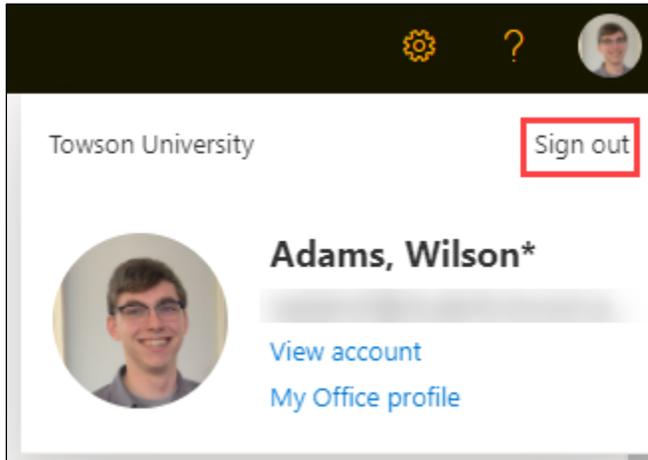

Figure 7

2. Next, click the **Sign out** button. You will be redirected to the **Microsoft Office 365** login page.

3. You can **Login** using your full Towson email address to return to the Towson University **Office 365** page.