How to download and install Office 365

**(Includes: Word, Excel, PowerPoint, OneNote, Outlook, etc…)

Step 1: Visit the website http://outlook.fresno.edu
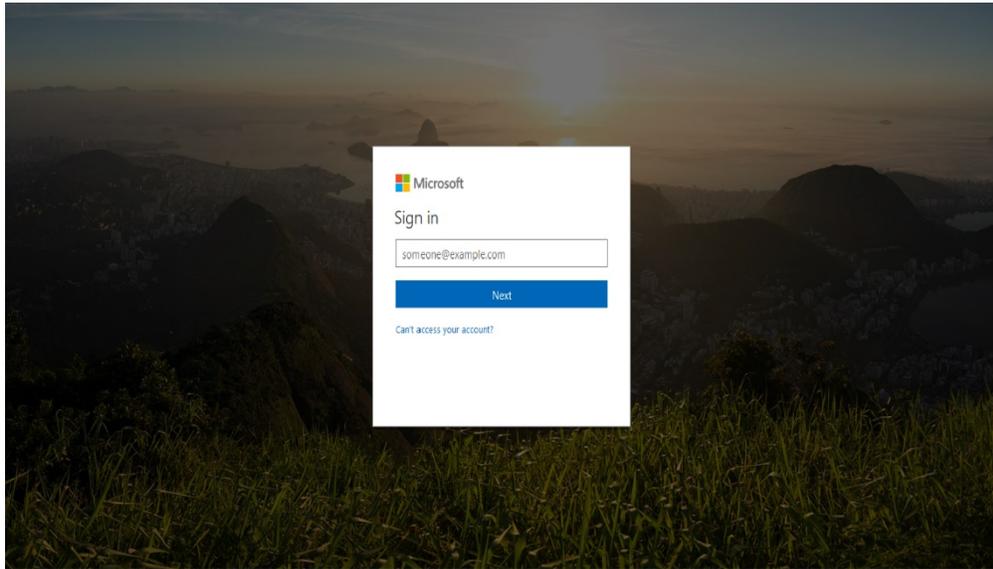
Step 2: Login with your username and password.

> **Username:** Moodle username + **@students.fresno.edu**

> Example: sss1@students.fresno.edu

> **Password:** Moodle PIN password (**6-Digit PIN**), **OR** the password you may have already set up on Office 365 (**Moodle/Sunbird Central Password**).

Step 3: Once you log into Office 365, it will ask you to set the time zone and you will set it to Pacific Time.
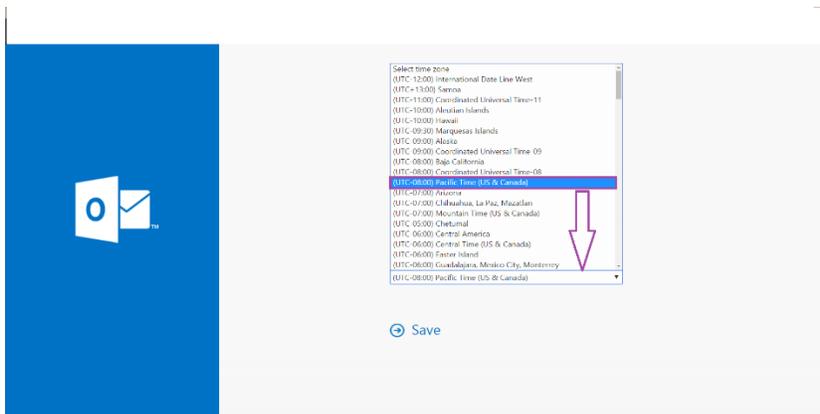
Step 4: Once you're in the account, you will have an option on the top right that says Install Office Apps and you will click on it. A drop-down menu should appear, and you should **click on Office 365**.
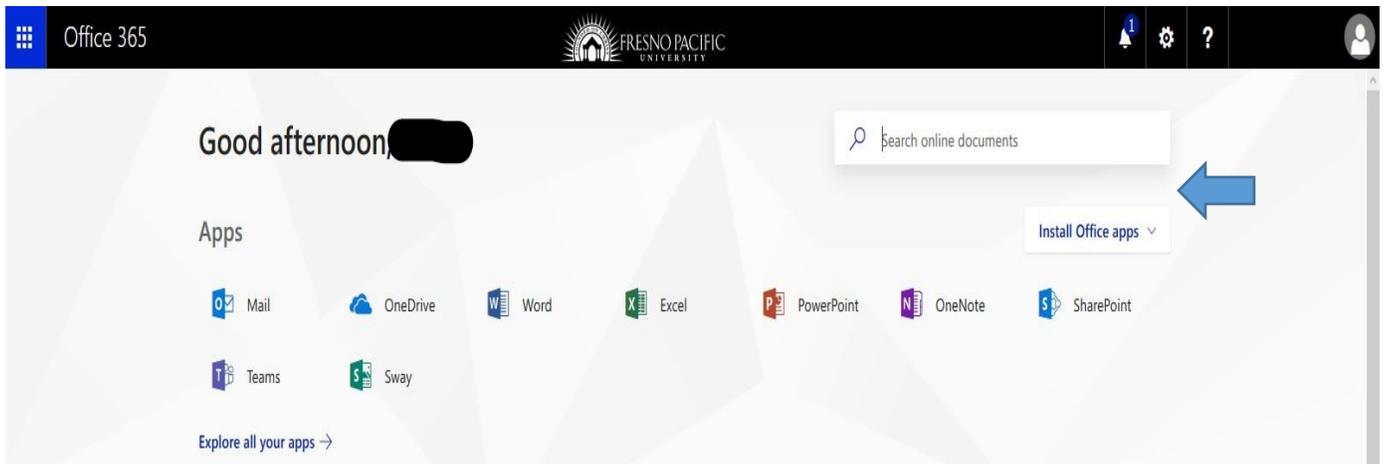
Step 5: Once you click on it, the program will download, and you will go ahead and run the installer. After you run it, it should install on its own and it will not need a license key to run. You should see this screen.
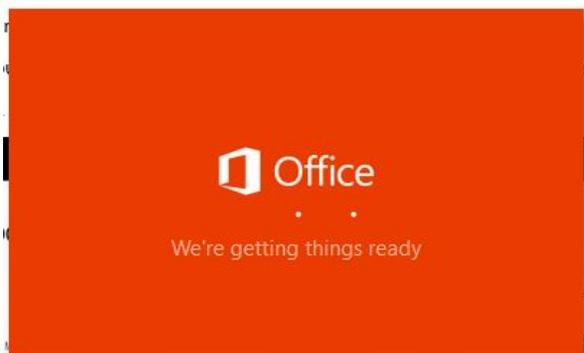
Note: *If you still have issues installing the program **make sure you do not have a previous version of Office or else it will not install**. **If you do have a previous version of Office, then you must uninstall it on your computer.** Even trial versions of Office conflict with the installation process. If you still have issues installing even without a previous version of Office, feel free to email us at helpdesk@fresno.edu or call us at (559)-453-3410, between the hours of 8AM-7PM Mon-Thursday, and Friday from 8AM-6PM.*