


## MICROSOFT OFFICE 365 for EDUCATION – (*Faculty and Administrative Staff*)

### How do I download Office 365?

1. Link: [login.microsoftonline.com](http://login.microsoftonline.com)
2. Sign In: **CUNY Login username\***
3. Web Applications Login: Username and Password: **CUNY Login Credentials\***
4. Stay signed in? select either **Yes or No**
5. On the top right you will see **Install Office** drop down, click on **Office 365 apps**
6. Window will pop-up, click **Save File**
7. If using *Firefox*, on the top right corner of the browser click on the **download**  **icon**, click on the **Setup.Def.en** file. Office 365 will start download, follow prompts.
8. If using Chrome, on the bottom left of the browser click on **Setp.De.en**. Office 365 will start download, follow prompts

\*If you do not know your CUNY Login or need to reset password see link below

1. Link: [cuny.edu](http://cuny.edu)
2. Top right corner click **Login**
3. Under Login, click on either **Forgot Username or Forgot Password**
  - a. If you have never activate your CUNY Login click on **New User**
4. Follow the prompts

**For more information see the FAQs link:** <http://www.cuny.edu/about/administration/offices/cis/technology-services/microsoft-office-365-for-education/faqs/>

**If you need assistance email the Service Desk at** [servicedesk@ccny.cuny.edu](mailto:servicedesk@ccny.cuny.edu)

Include: Full name, EMPLID, Phone Number, CUNY Login Username, include any error messages