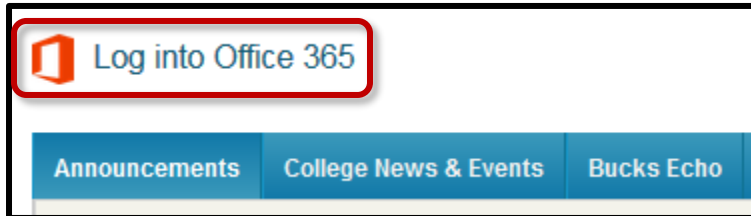


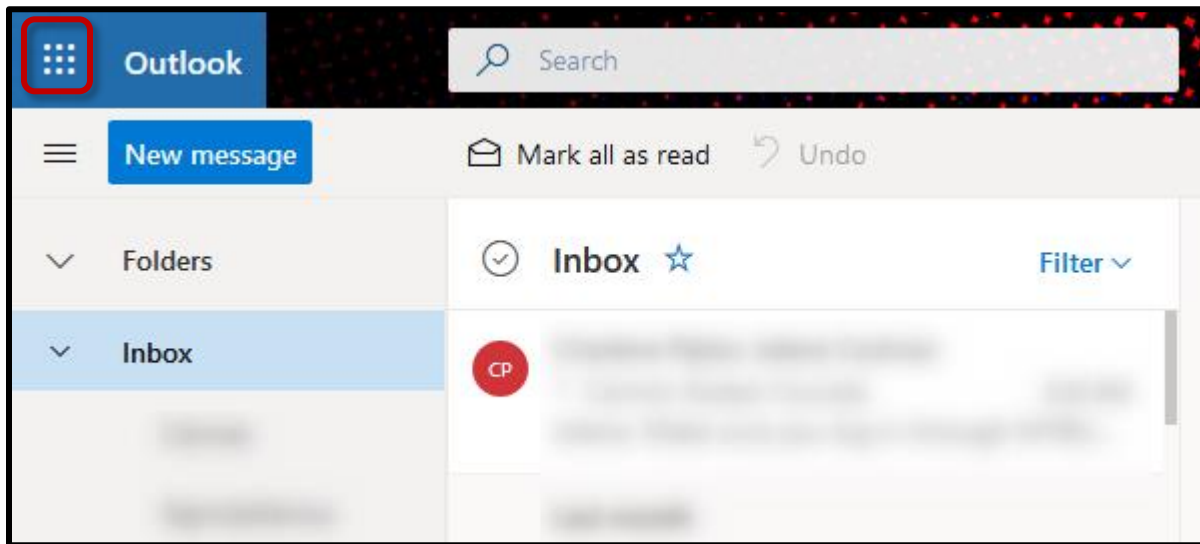
## Installing Office 365 on your Computer

Bucks faculty and staff are eligible to install Office 365. Please follow this tutorial to install the Office 365 applications on your desktop or laptop computer. The Office 365 software can be installed on up to 5 computers and includes PowerPoint, Word, Excel, Outlook, and OneNote.

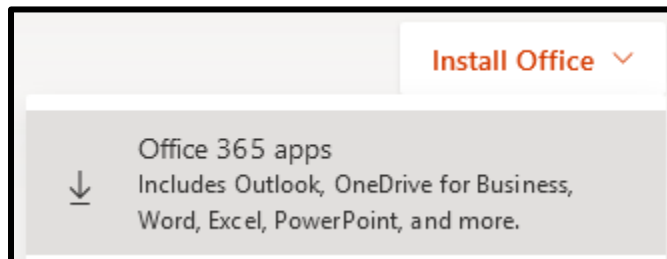
1. To install the Office 365 software on your computer, visit MyBucks, <https://portal.bucks.edu/> and sign in with your Bucks username and password. Once you are on MyBucks, click the **Log into Office 365** link in the middle of the page above the Announcements.



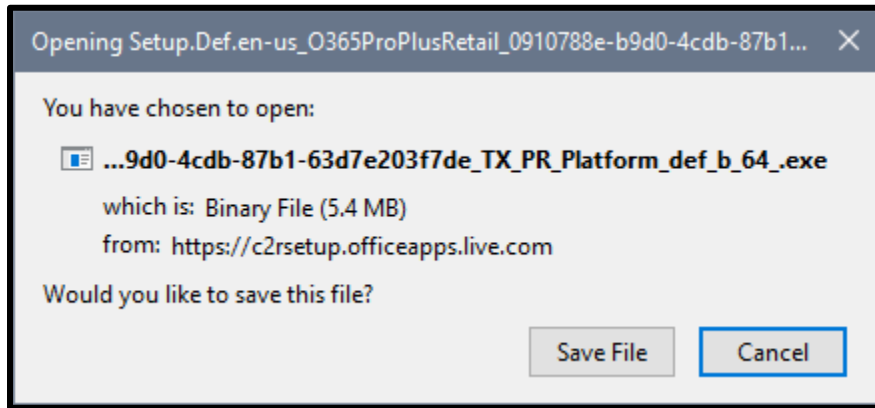
2. When your email opens, click the **9 boxes** in the upper left corner, then click **Office 365**.



3. Click the **Install Office** option on the right side of the page, then click Office 365 apps.



4. Download and run the installation file (screenshots will vary between browsers and operating systems).



5. Run through all the prompts for installation, if you are prompted for activation, enter your full Bucks email address and Bucks password.

- **Note:** If you're having difficulty adding your Bucks email account to activate your software, please contact the Help Desk and Services Center by email: [helpdesk@bucks.edu](mailto:helpdesk@bucks.edu) or phone: 215-968-8191.