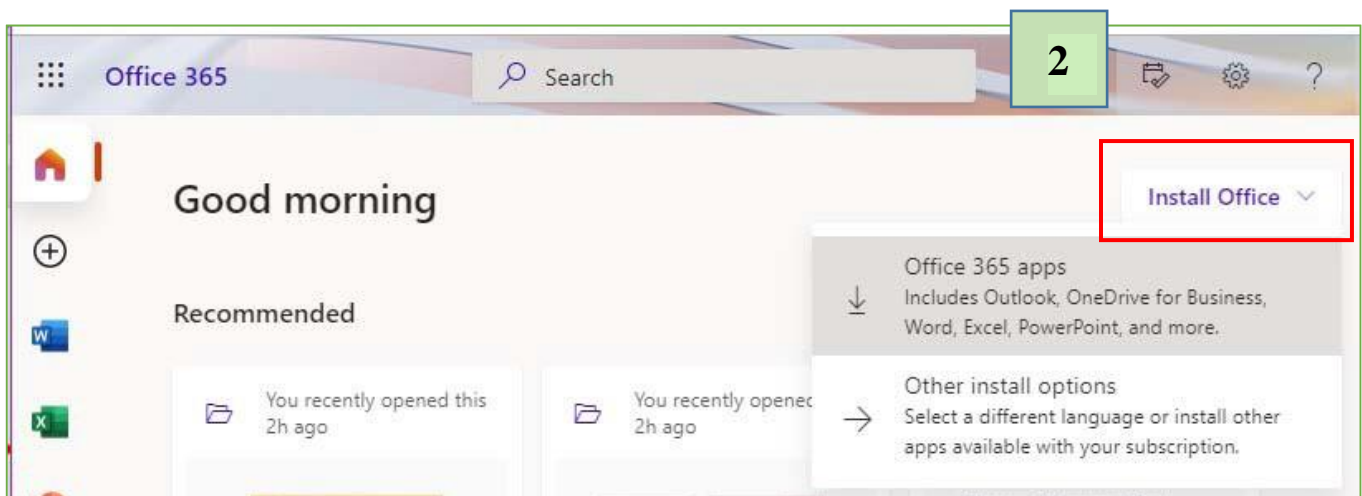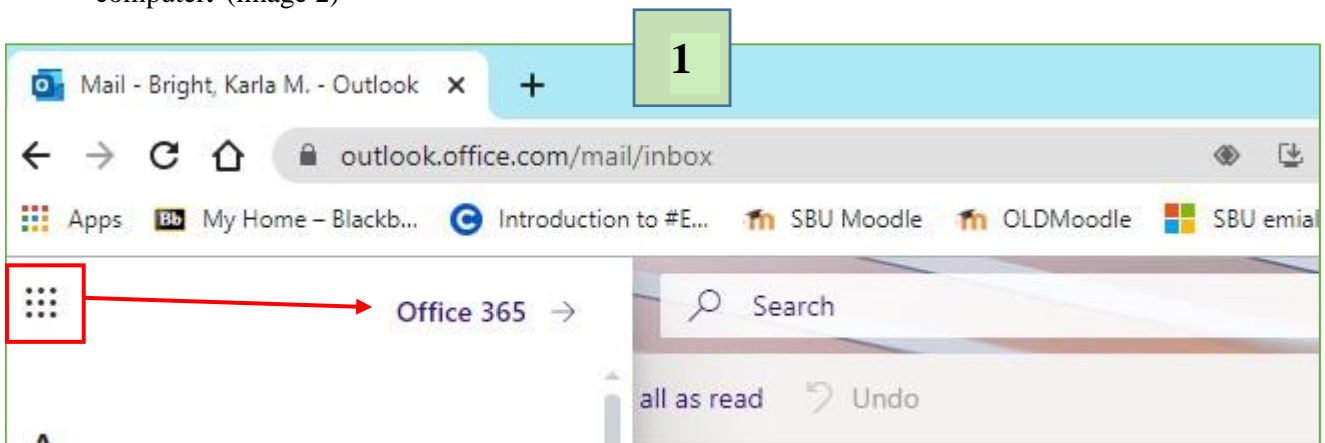**ST BONAVENTURE UNIVERSITY**

St. Bonaventure provides Microsoft Office 365 to all full-time employees free of charge. This means the latest version of the full Office productivity suite, including Word, Excel, PowerPoint, OneNote, and more available for offline and online use to best prepare you for class. As long as you're a full-time employee at St. Bonaventure, you'll be able to use this software for free.

- Install on up to 5 compatible PCs and Macs, or tablets
- Use with OneDrive for automatic device syncing
- Gain valuable skills on the world's most popular productivity software
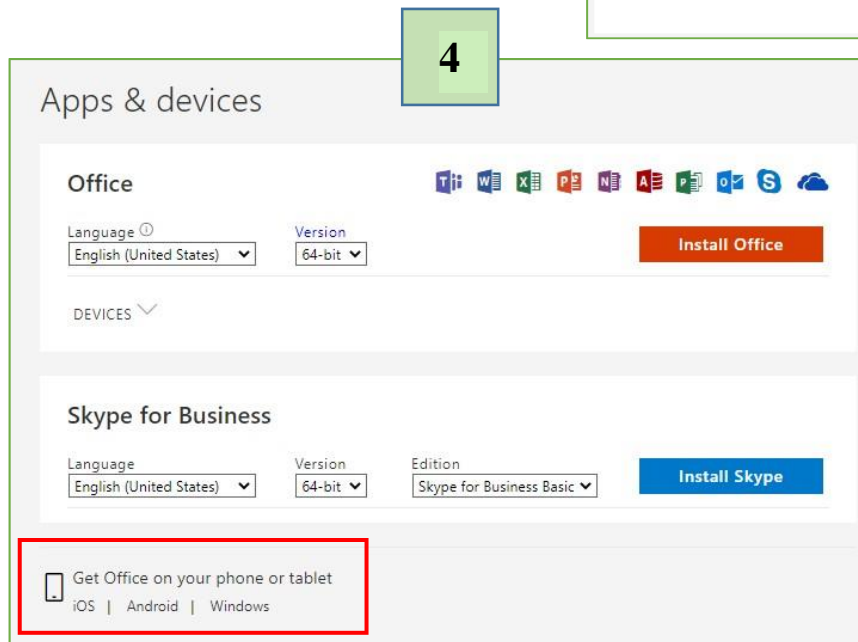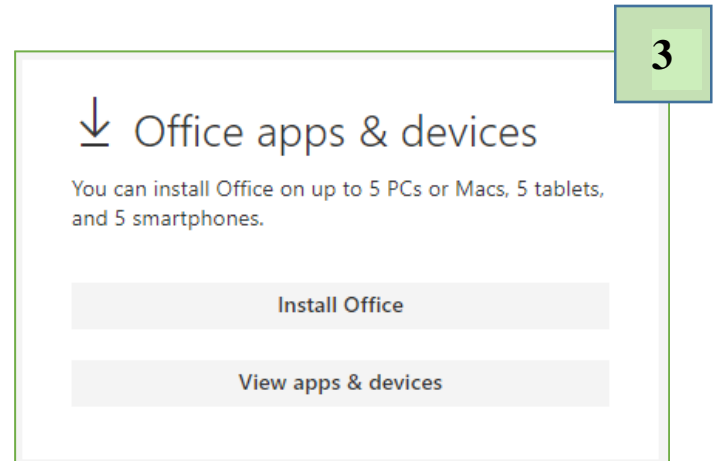
For PC and Mac:

1. Log into your SBU (Office 365) email account on the computer you are trying to install the software on. The link to your Office 365 account can be found at the top of our mysbu portal labeled "Office 365 email".

2. Click on the **App Launcher** ⠿ this will open the panel of Apps (image 1)

3. Click on the Office 365 link at the top of the panel (image 1)

4. On the right side of the page, you will see the link to install the Office software on your computer. (image 2)

For iOS and Android devices:

1. Click on "Other install options" (image 2)
2. Click on View apps and Devices (image 3)
3. Click on the link for your device. (image 4)
4. Or download the apps from your App Store
5. Sign in with your school credentials for full editing capability

3

⬇ Office apps & devices

You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

Install Office

View apps & devices

4

Apps & devices

Office

Language ⓘ
English (United States)
Version
64-bit

Install Office

DEVICES ⌄

Skype for Business

Language
English (United States)
Version
64-bit
Edition
Skype for Business Basic

Install Skype

📱 Get Office on your phone or tablet
iOS | Android | Windows

Upon leaving from St. Bonaventure, you will no longer have access to this software. You will then need to purchase this software or subscribe to *Office365 on your own.*

If you have trouble, contact our helpdesk at 716 375 – 7600 or helpdesk@sbu.edu.