



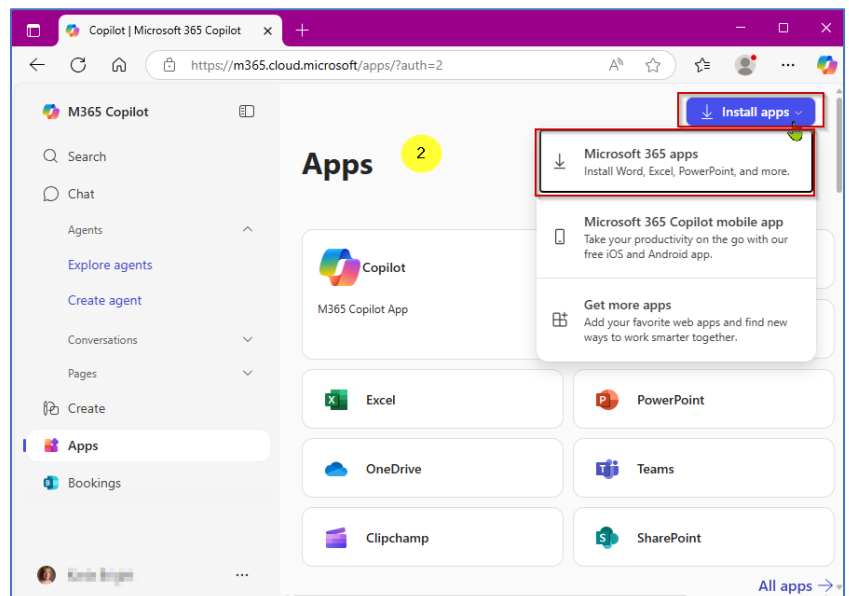
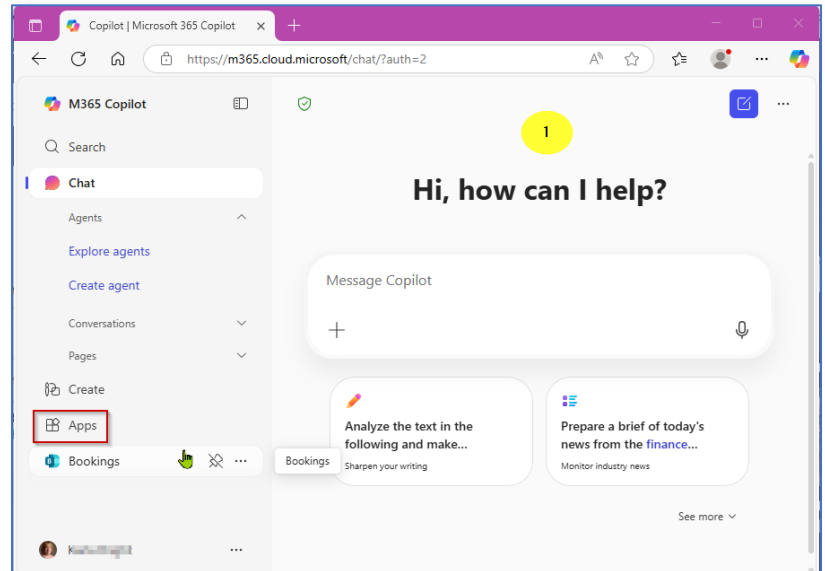
How to Install the Microsoft Office Apps

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 are a full-time employee at St. Bonaventure, you will be able to use this software for free.

- Install up to 5 compatible PCs and Macs, or tablets.
- Use with OneDrive for automatic device syncing.

For PC and Mac:

1. Go to <https://office.com>
2. Sign in using your SBU log in credentials.
3. On the Copilot page, click on the Apps link on the left side of the page. (Image 1)
4. On the right side of the page, click on the **Install apps** link. (Image 2)
5. Click on the **Install Microsoft 365 apps**.



If you have and questions or issues installing the Office 365, contact our Helpdesk at 375 – 7600 or helpdesk@sbu.edu.

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.