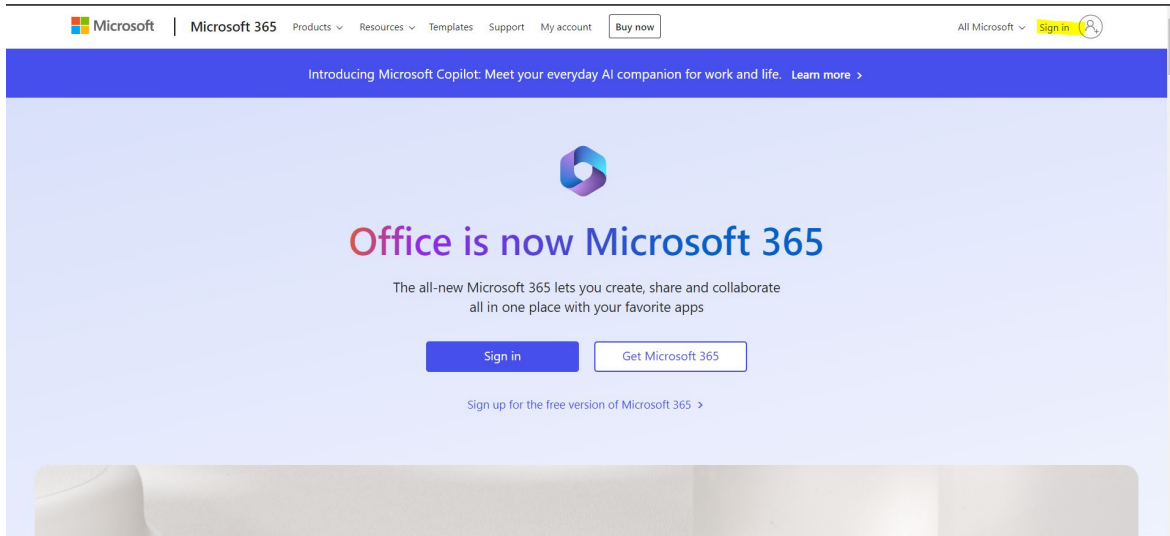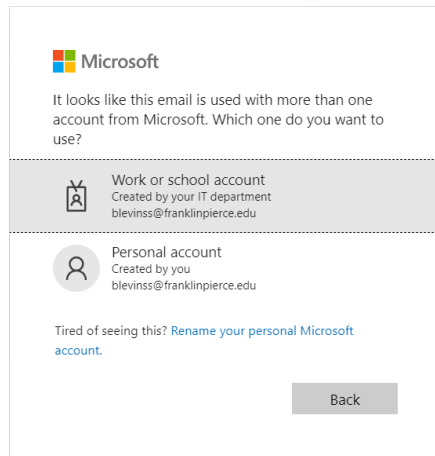# Office 365

All members of the FPU community have access to Office 365. To access the Office Suite the first time you will go to Office.com. Click the Sign In icon on the top right of the window.
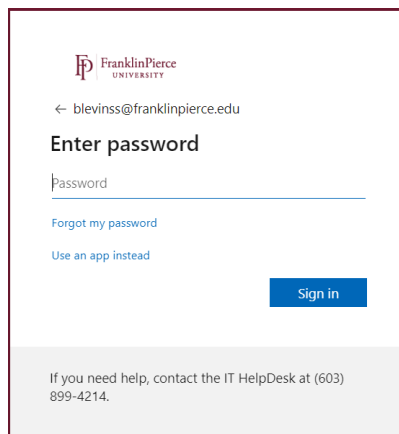

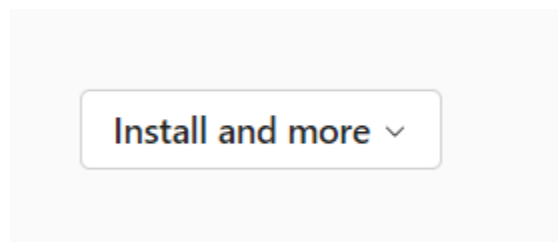Enter your FPU email address and click Next

Click Work/School Account.
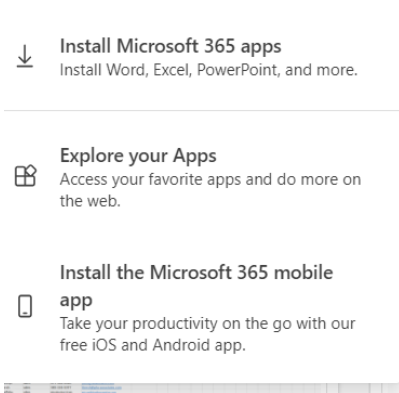
Enter your Password and Sign In

Enter the authentication code sent to you in the Authenticator App set up on your phone. This step could be different if you have another method set up for your authentication.

Once logged into Office365 click the Install and More button on the right side of the window

Depending on the device you are installing on choose the appropriate option for download. At this point it is personal preference.

You can install the Office Suite on up to 5 devices.