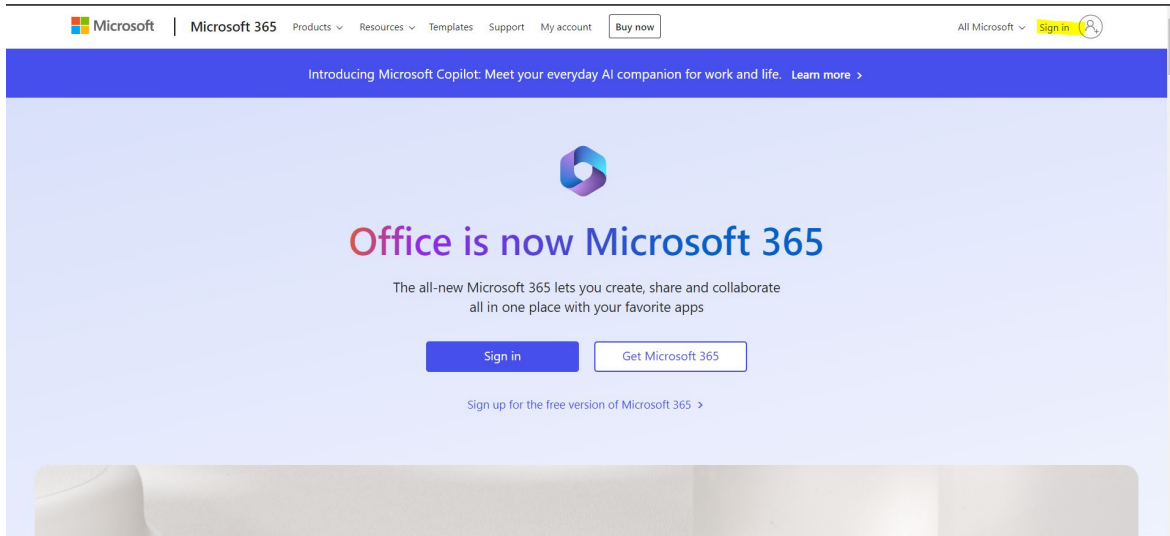


# Office 365

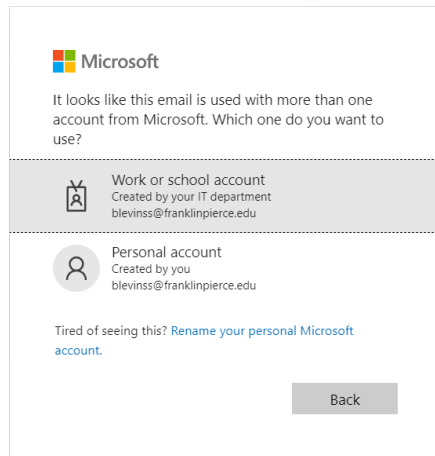
All members of the FPU community have access to Office 365. To access the Office Suite the first time you will go to Office.com. Click the Sign In icon on the top right of the window.



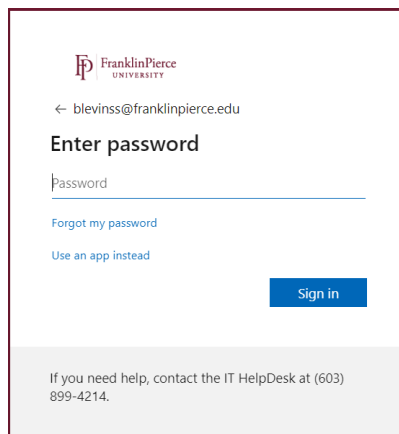
Enter your FPU email address and click Next

A screenshot of the Microsoft sign-in form. The form is white with a blue border. It features the Microsoft logo and the text "Sign in". Below this, there is a text input field labeled "Email, phone, or Skype". There are two links: "No account? Create one!" and "Can't access your account?". At the bottom, there are two buttons: "Back" and "Next".

Click Work/School Account.

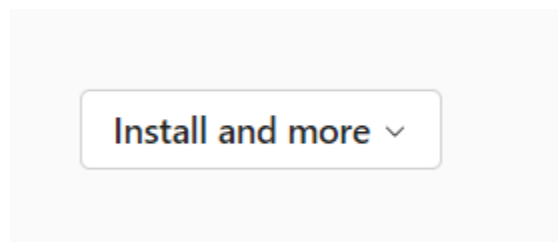


## Enter your Password and Sign In

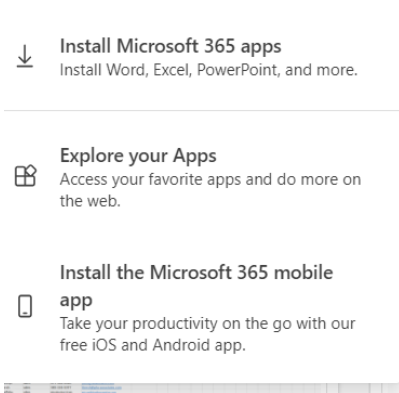


Enter the authentication code sent to you in the Authenticator App set up on your phone. This step could be different if you have another method set up for your authentication.

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.