



Installing Microsoft 365 Desktop Applications for PC and Mac

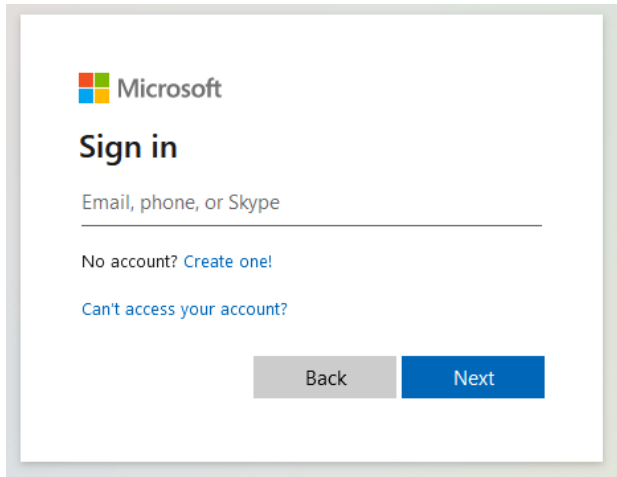
In your internet browser, navigate to <https://www.microsoft365.com/>

Click Sign-in at the top right corner of the page.

All Microsoft ▾ Sign in 

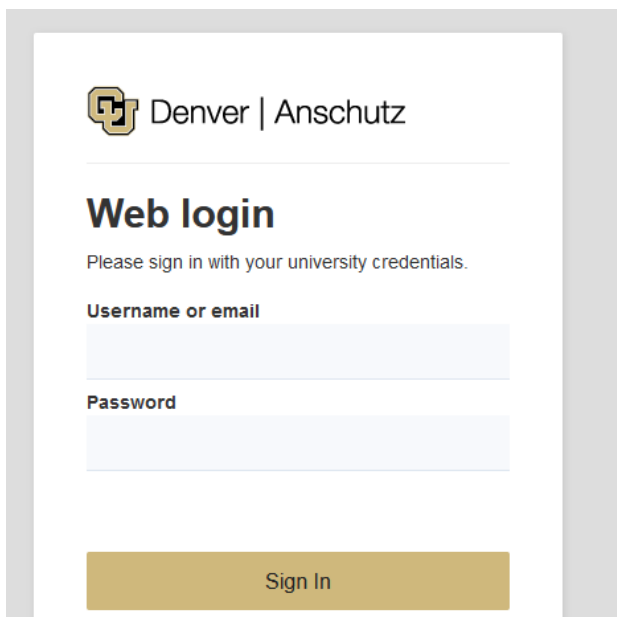


Enter your university email address at sign in.



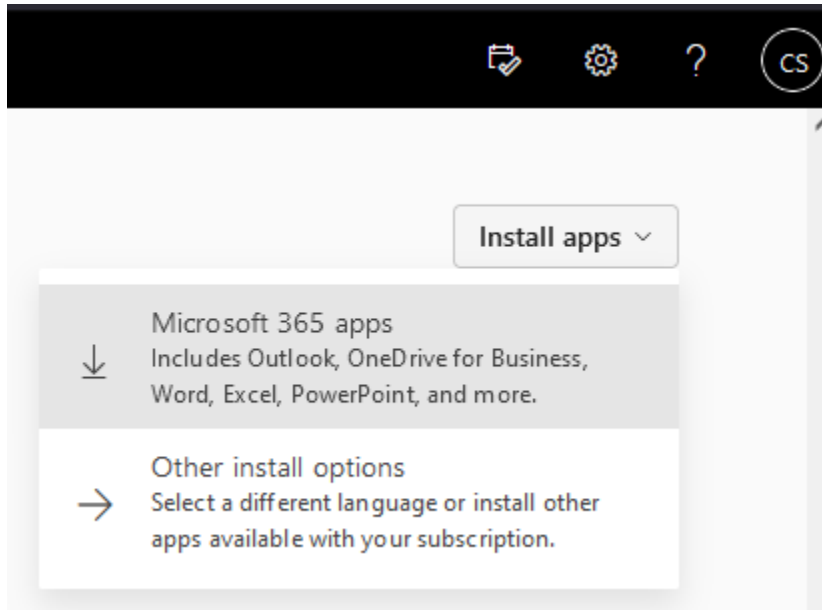
The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the heading "Sign in". There is a text input field labeled "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom are two buttons: "Back" (grey) and "Next" (blue).

You will be re-directed to the university log in page. Sign in with your university credentials.



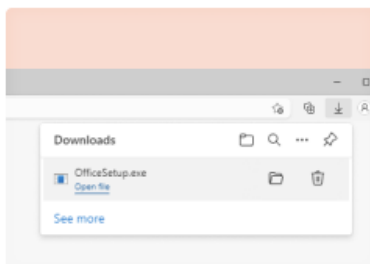
The screenshot shows the university web login page. At the top left is the University of Colorado Denver | Anschutz logo. Below it is the heading "Web login". There is a text input field labeled "Username or email". Below that is another text input field labeled "Password". At the bottom is a large gold button labeled "Sign In".

Once logged in, click **Install Apps** at the top right corner of the page and then click **Microsoft 365 apps**. It will automatically download the proper version whether you are on a PC or a Mac.

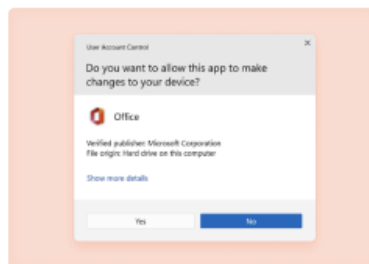


This will download a setup file to your downloads folder. Simply open that file to install the Microsoft 365 desktop applications.

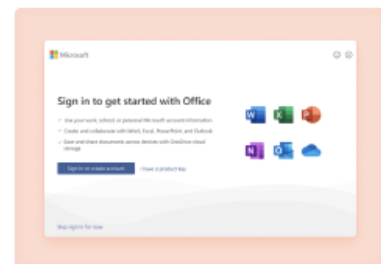
Get started with Microsoft 365



1 Select "Open file" after the Microsoft installer downloads



2 Select "Yes" to install on your device



3 Open any Microsoft 365 app and sign in: santa.claus@ucdenver.edu