

# Install MS Office 365 on a Personal Device- Job Aid

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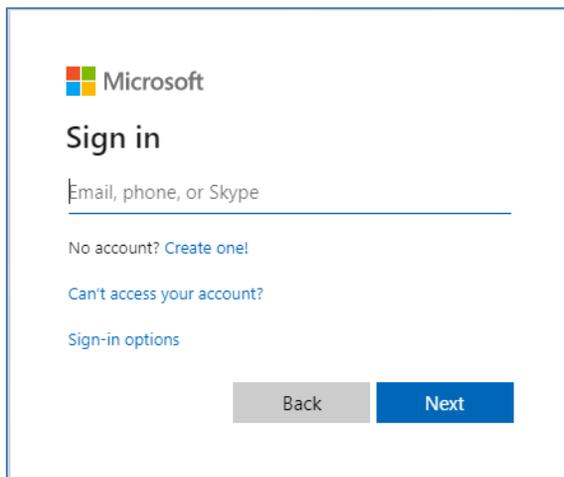
## Purpose

Microsoft Office 365 Suite is the cloud based on-line service that includes Word, Excel, PowerPoint, Outlook, OneNote, Publisher, Skype for Business and Access.

You can install the MS office suite on up to 5 personal devices, including cell phones.

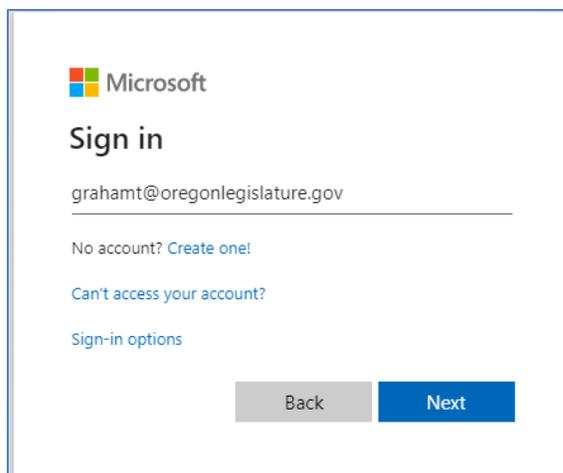
## To install Microsoft Office Suite:

1. Open a browser and go to portal.office.com
2. The Microsoft **Sign in** dialog box will open.



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

3. Sign in with your Legislature email address (UserID@oregonlegislature.gov).

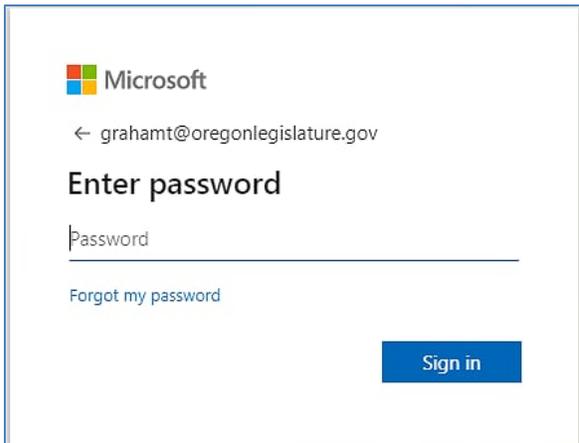


The screenshot shows the Microsoft Sign in dialog box with the email address "grahamt@oregonlegislature.gov" entered in the input field. The rest of the interface, including the Microsoft logo, "Sign in" text, links, and "Back" and "Next" buttons, is identical to the previous screenshot.

4. Click **Next**.

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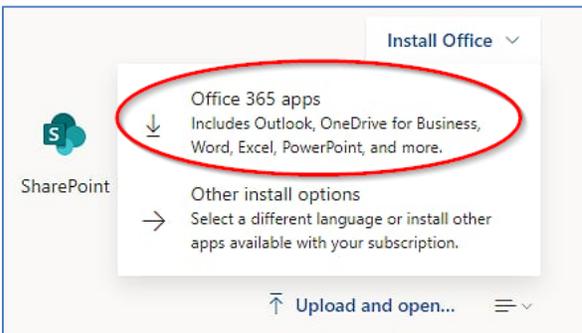
5. Enter your domain password.



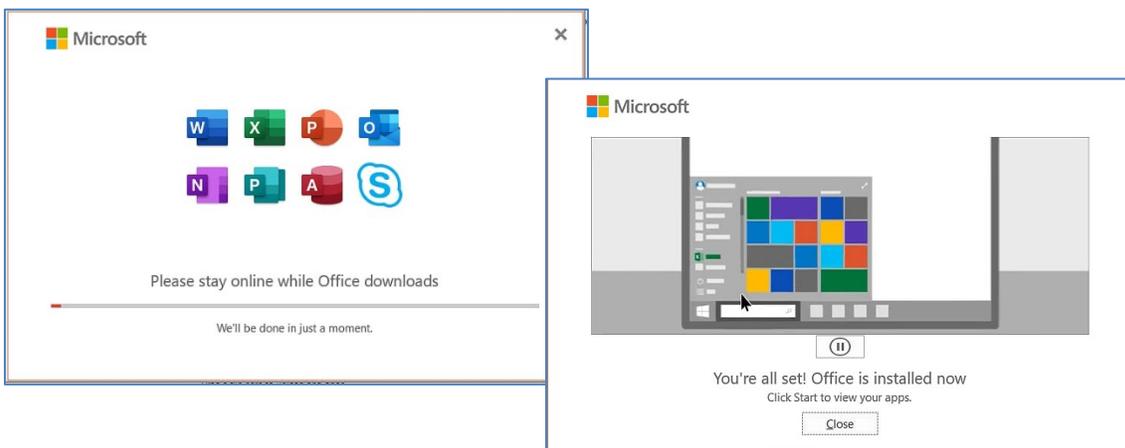
6. Click on **Install Office** from the upper right corner.



7. Select **Office 365 apps** to start the download.



8. You will see the Microsoft downloading window. Stay online until the download is done.

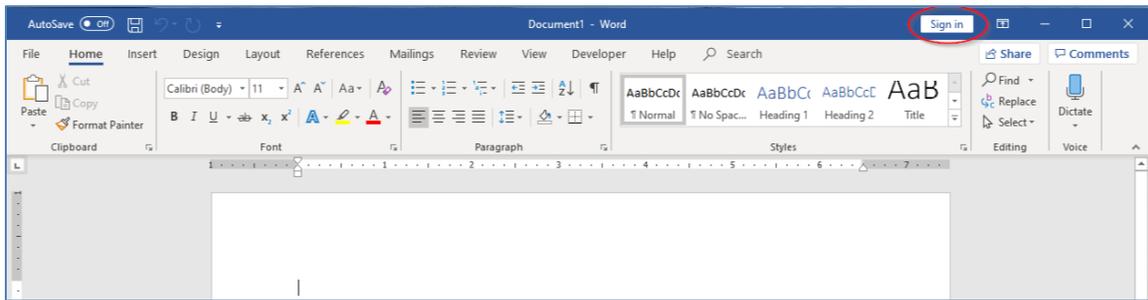


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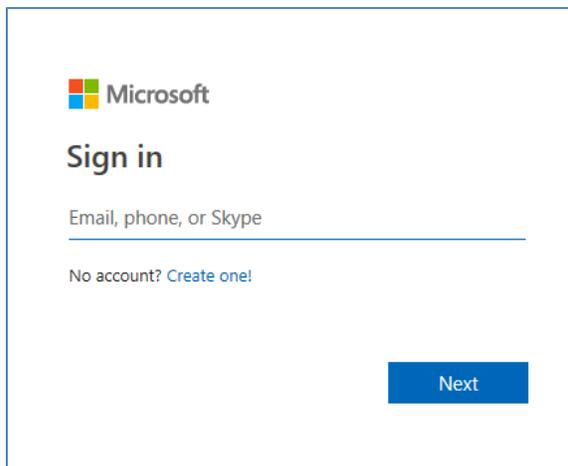
## Signing into Office 365 applications:

Once you have installed Office 365, open an application to sign in. For example: MS Word

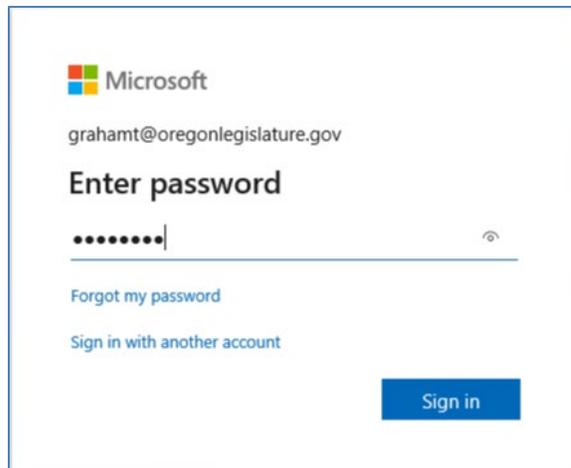
1. Open **MS Word**.
2. If prompted, select **New**
3. Click on the **Sign in** at the top right corner.



4. Enter your work email address ([userid@oregonlegislature.gov](mailto:user@oregonlegislature.gov))

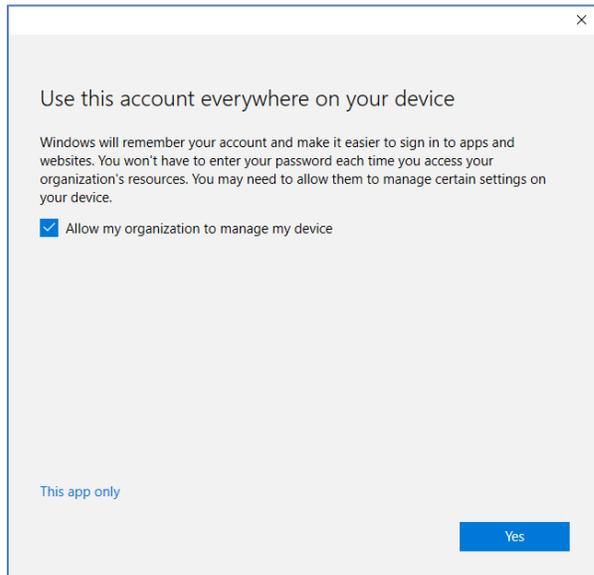


5. Click **Next**.
6. Enter your domain password and click **Sign in**.

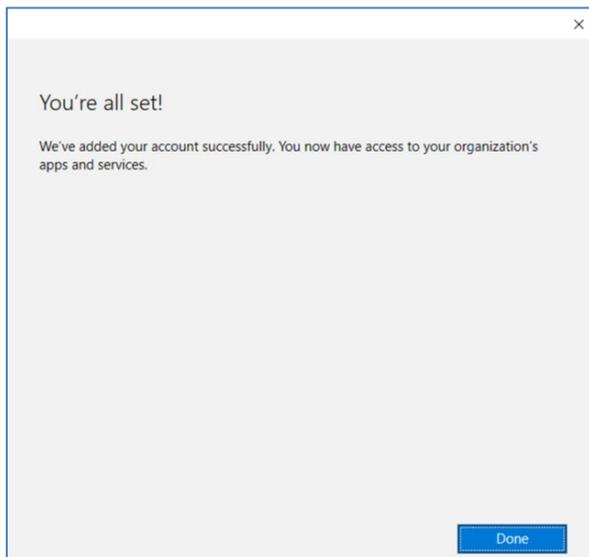


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7. Select **Yes** when you get a pop-up box asking if you would like to use this account everywhere on your device.



8. Select **Done**.



9. Next time you open Word, Excel, PowerPoint or any other MS application, the application will indicate that you are signed into the Office 365 suite in the upper right corner.

