Getting Software

How do I install Office 365 on my Windows / MAC device?

Getting Started: Minimum System Requirements

WINDOWS

**Processor:** 1 gigahertz (GHz) or faster x86-bit or x64-bit processor with SSE2 instruction set
**Memory:** 2 GB RAM
**Hard Disk:** 3.0 GB of available disk space
**Display:** 1024 x 768 screen resolution
**Graphics:** Graphics hardware acceleration requires a DirectX 10 graphics card.
**.NET Version:** .NET 3.5 required. Some features may require .NET 4.0, 4.5, or 4.6 CLR to also be installed.

MAC

**Operating System:** Mac OS X 10.10 or later
**Processor:** Intel or Apple Sylicone CPUs
**Memory:** 4 GB RAM
**Hard Disk:** 6 GB of available disk space. HFS+ hard disk format (also known as Mac OS Extended or HFS Plus)
**Display:** 1280 x 800 screen resolution

**NOTE**
Product functionality and graphics may vary based on your system configuration. Some features may require additional or advanced hardware or server connectivity.
1.) Open your web browser and navigate to https://login.microsoftonline.com/

The page will look like this:

![Microsoft Sign in page](image)

2.) In the field labeled Email or Phone, enter your TracksID followed by @fit.edu (Not to be mistaken by @my.fit.edu used for the standard student email login).
   
   Example: Student2011@fit.edu
   
   Example: StaffID@fit.edu

3.) Next click in the password field. At this point you will be redirected to the FIT Portal for Office 365.

This will look like this:
4.) Enter your tracks password and click Sign in.
5.) After you successfully login near the top right hand side of the page will be a link to “Install Office”. Click the link to download the necessary setup files. This will look like this:
6.) Please click on Office 365 Apps which is the first option. This can be seen here:

![Office 365 Apps](image)

7.) Your file should begin downloading if it does not refresh the page and try again.

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**Installing Office 365: Windows**

1.) To install office run the executable that was downloaded in the previous section (Downloading Office).
2.) Follow the onscreen prompts.
3.) Open any of the newly installed office applications. Once opened it may prompt for activation. To Activate enter your TracksID@fit.edu followed by your tracks password.

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**Installing Office 365: MAC**
Getting Software

1.) To install office run the Microsoft.pkg that was downloaded in the previous section (Downloading Office).
2.) Follow the onscreen prompts.
3.) Once installed, navigate to applications and open any of the newly installed office applications. Once opened it may prompt for activation. To Activate enter your TracksID@fit.edu followed by your tracks password.

Installation: Office 365 Preinstalled But Not Activated

1.) If Office is already installed and needs activation, open any Office 365 application.
2.) When prompted for activation, select sign in as another user.
3.) When the credentials box appears, enter your TracksID@fit.edu followed by your tracks password.
4.) Close all Office 365 applications and open them. The license should have applied.
5.) If office fails to activate, please save your current opened documents and files, then restart the system. After the restart, try to activate again.

Unique solution ID: #1379
Author: Tech Support
Last update: 2022-09-22 12:03