

Getting Software

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

Getting Started: Minimum System Requirements

WINDOWS

Operating System: Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1, Windows 10 Server, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2

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 processor

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.

Downloading Office

- 1.) Open your web browser and navigate to <https://login.microsoftonline.com/>
- 2.) In the field labeled Email or Phone, enter your TracksID followed by @fit.edu.
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.
- 4.) Enter your tracks password and click Sign in.
- 5.) After you successfully login near the top of the page will be a link to "Install Office 2016". Click the link to download the necessary setup files.
- 6.) 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.

Installing Office 365: MAC

- 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.

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