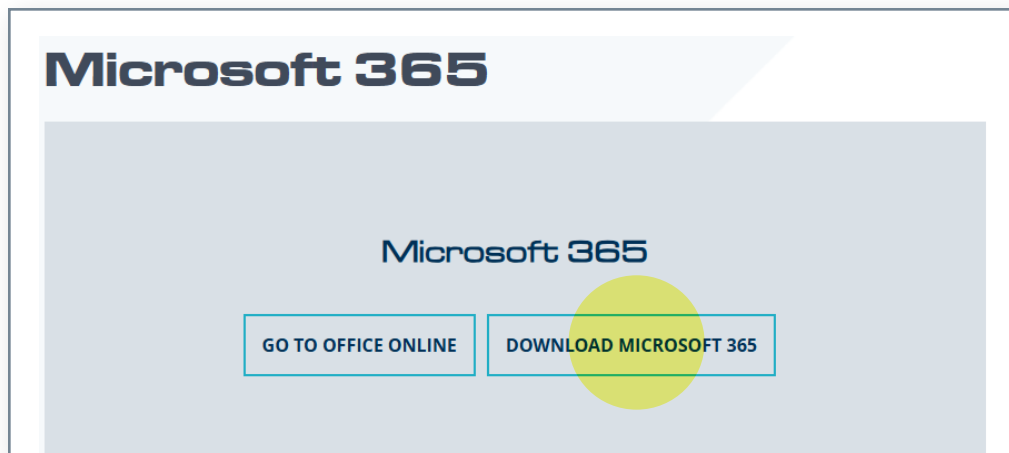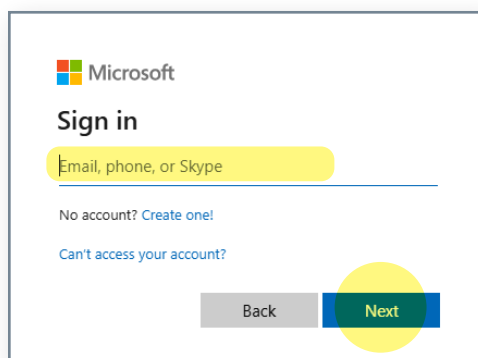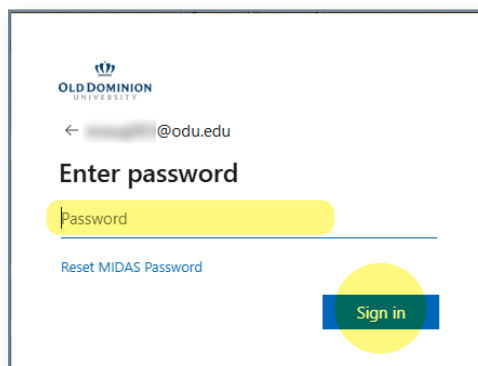# Installing
Microsoft 365 (Windows)

1. To download and install Microsoft 365, go to **odu.edu/microsoft365** and select **Download Microsoft 365**.

2. Enter your Old Dominion University email address and click **Next**.

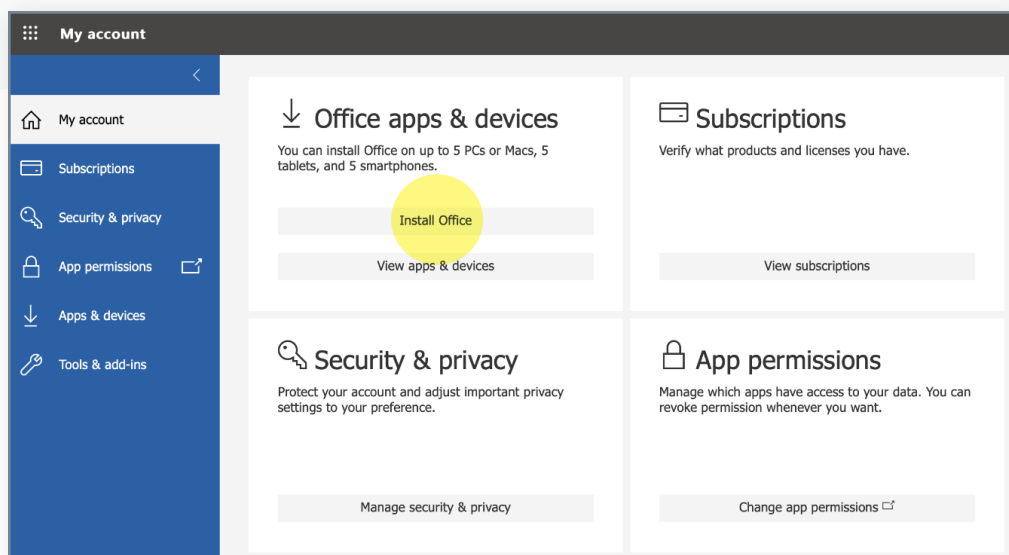3. Microsoft will redirect you to the ODU login page. Enter your MIDAS password and click **Sign in**.

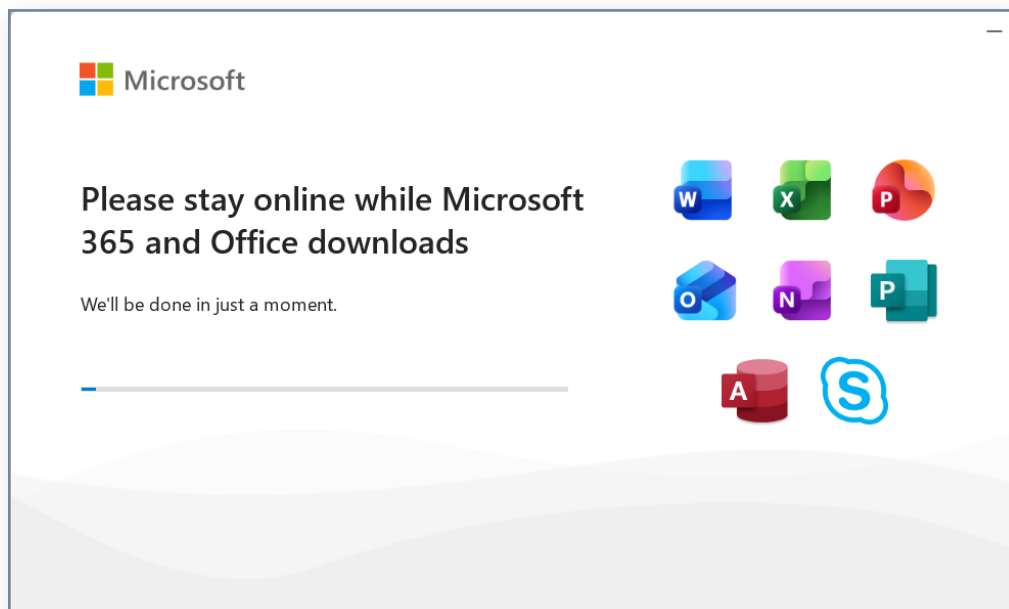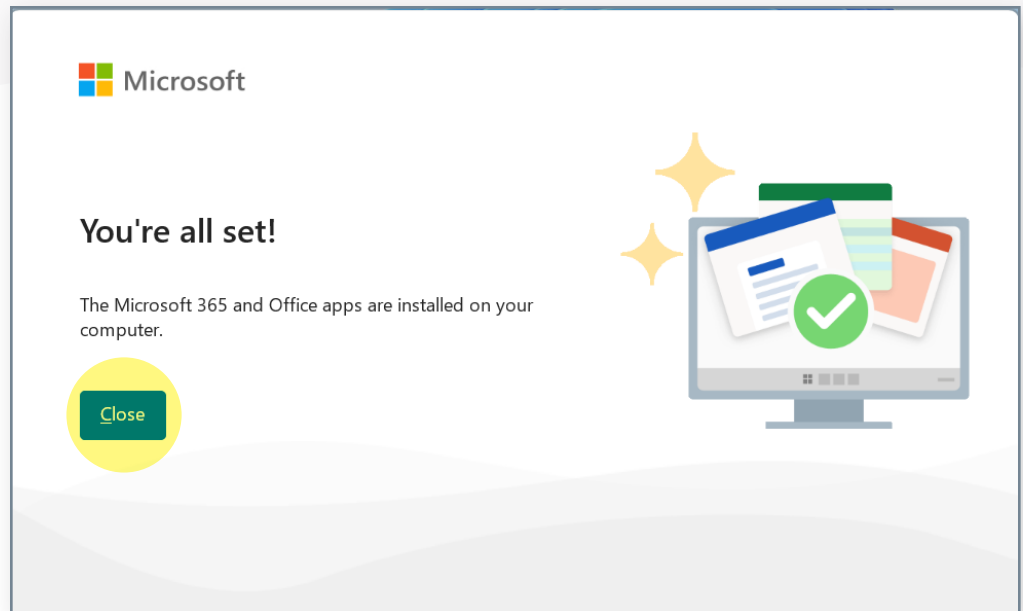4. Once you are logged in, click **Install Office**.

5. The Office package will download. Find the file in your **Downloads** folder and double click on the Office package to begin installation.
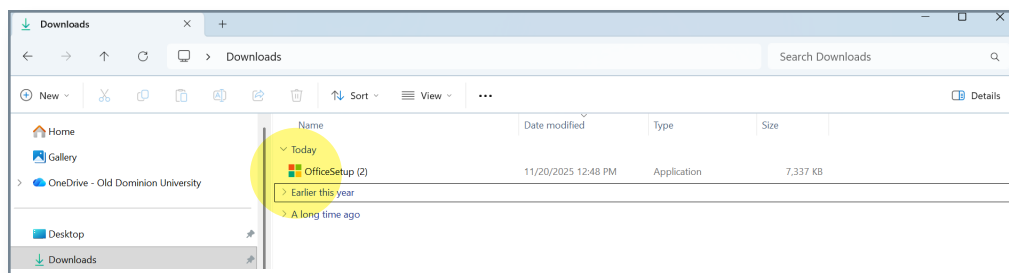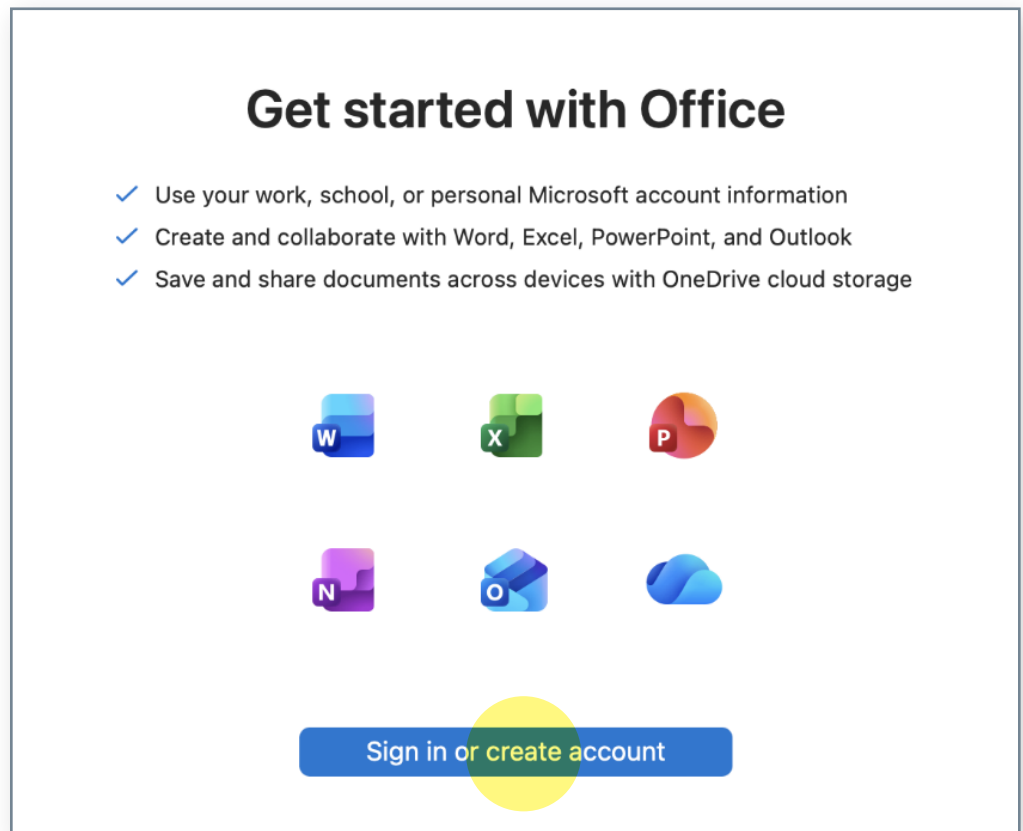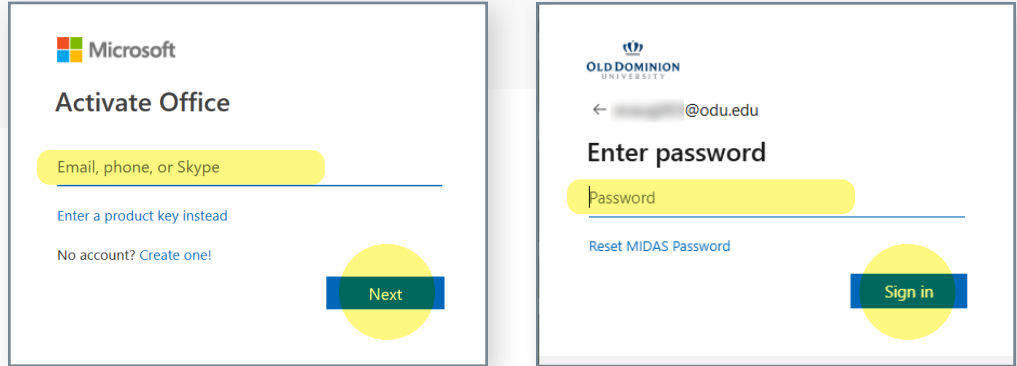

6. Microsoft Office will be installed.

7. Once the installation is complete, click **Close**.

8. Open Word. You'll see a sign-in prompt; click **Sign in or create account**.
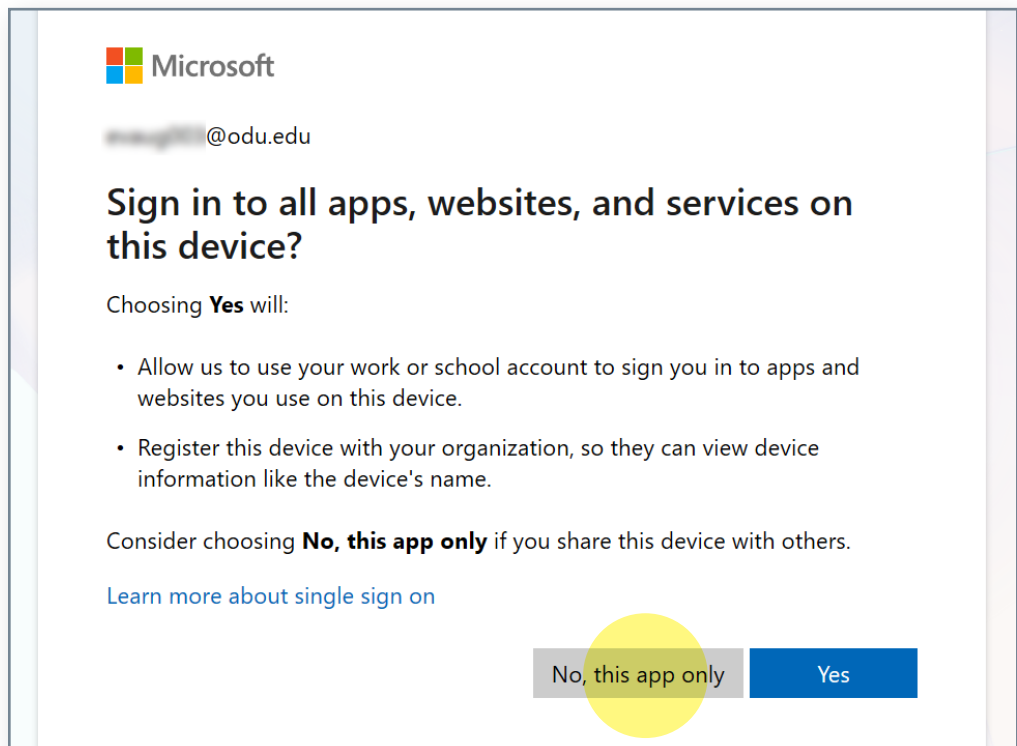
Installing
Microsoft 365
(Windows)

9. To activate Microsoft 365, log in with your ODU email and MIDAS password.
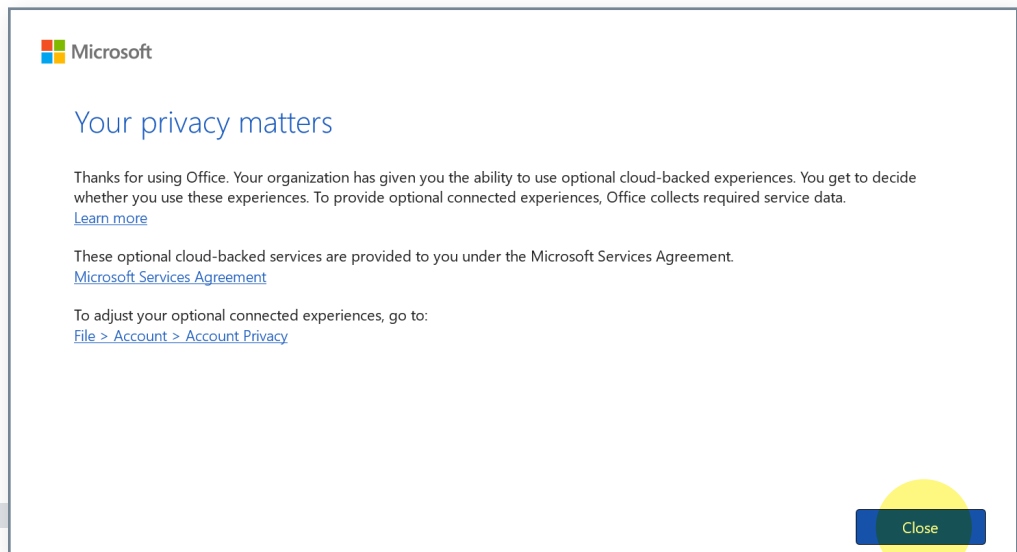
Microsoft

Activate Office

Email, phone, or Skype

Enter a product key instead

No account? Create one!

Next

OLD DOMINION UNIVERSITY

← ████@odu.edu

Enter password

Password

Reset MIDAS Password

Sign in

10. Select **No, this app only**. (All Microsoft 365 apps will still be activated.)

Microsoft

████@odu.edu

Sign in to all apps, websites, and services on this device?

Choosing **Yes** will:

• Allow us to use your work or school account to sign you in to apps and websites you use on this device.

• Register this device with your organization, so they can view device information like the device's name.

Consider choosing **No, this app only** if you share this device with others.

Learn more about single sign on

No, this app only   Yes

11. All done! Click **Close** to start using Microsoft 365.

Microsoft

Your privacy matters

Thanks for using Office. Your organization has given you the ability to use optional cloud-backed experiences. You get to decide whether you use these experiences. To provide optional connected experiences, Office collects required service data.
Learn more

These optional cloud-backed services are provided to you under the Microsoft Services Agreement.
Microsoft Services Agreement

To adjust your optional connected experiences, go to:
File > Account > Account Privacy

Close