Downloading Office 365 for your computer

September 18, 2020
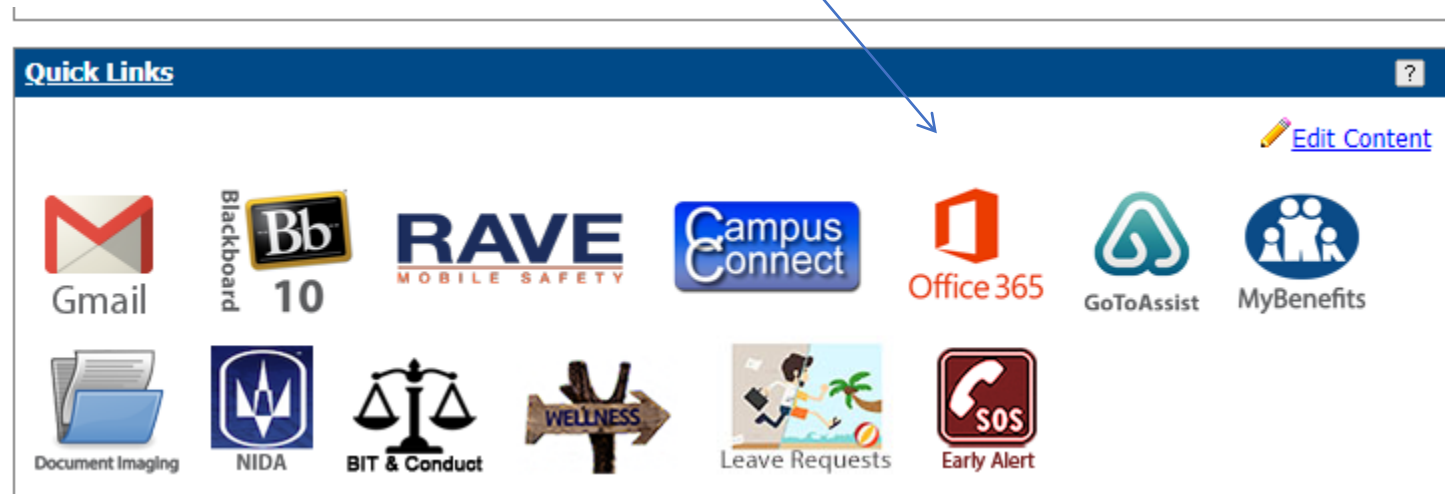
Login to the portal.asumh.edu with your username and password

ASU Mountain Home

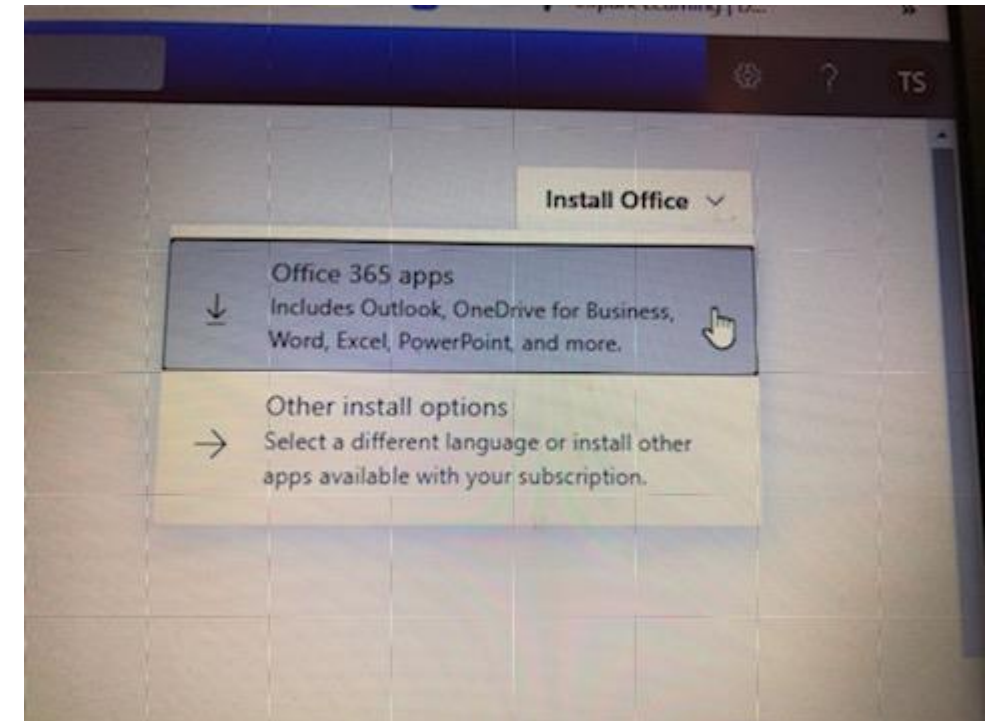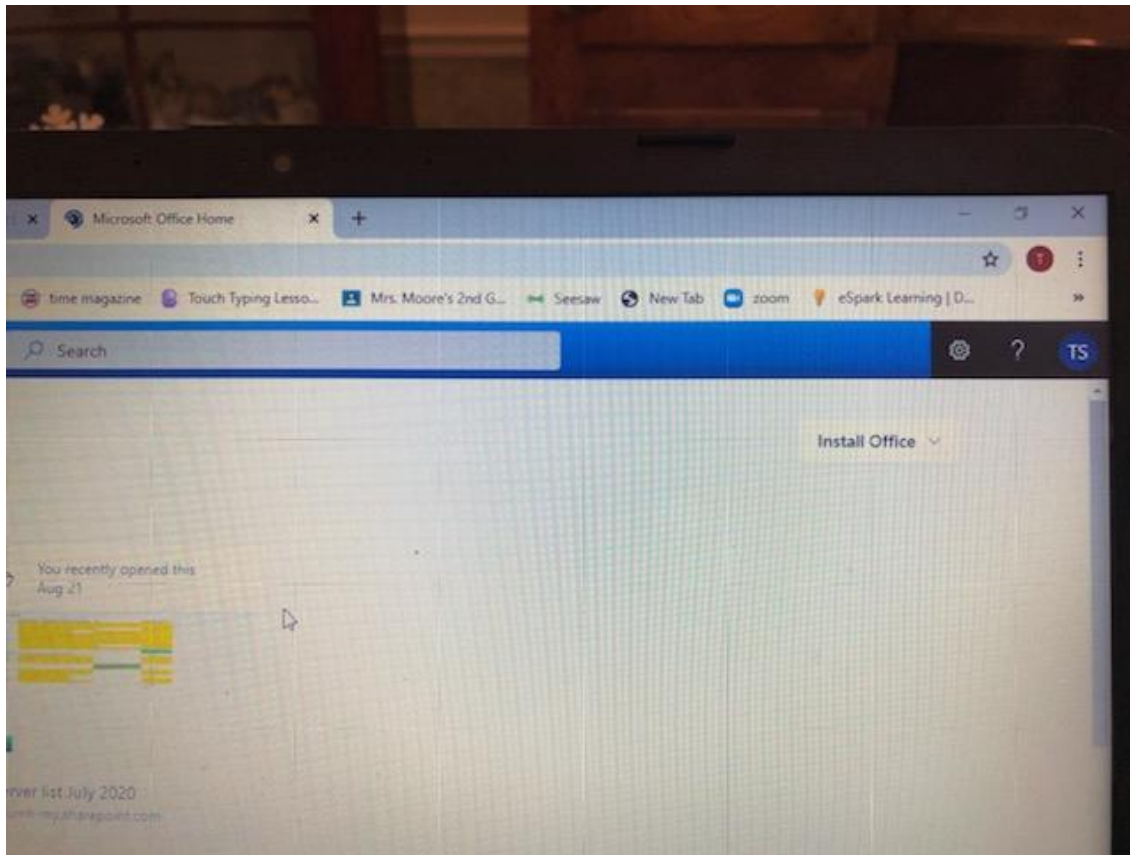**Arkansas State UNIVERSITY MOUNTAIN HOME**

User Name: [   ] Password: [   ] [Login]

Then click on the Office 365 link on the quick links

Quick Links [?]

✏️Edit Content

Gmail

Blackboard Bb 10

RAVE MOBILE SAFETY

Campus Connect

Office 365

GoToAssist

MyBenefits

Document Imaging

NIDA

BIT & Conduct

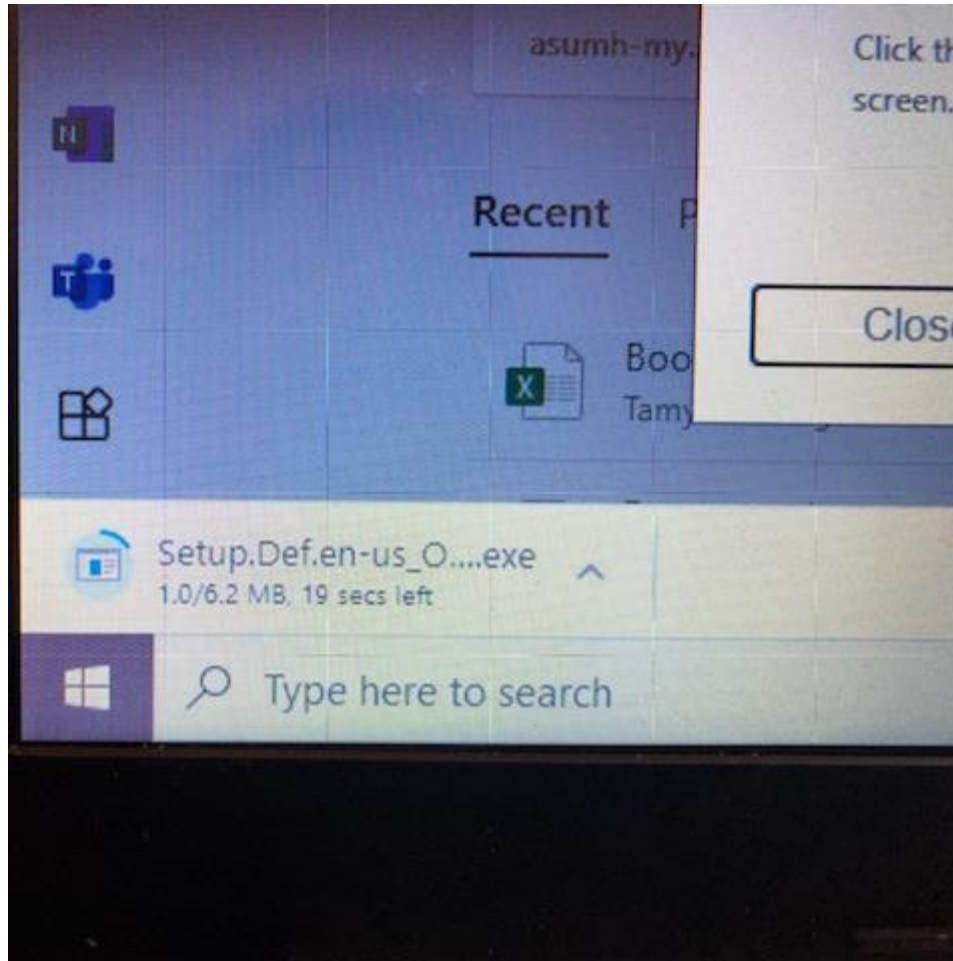WELLNESS

Leave Requests

SOS Early Alert

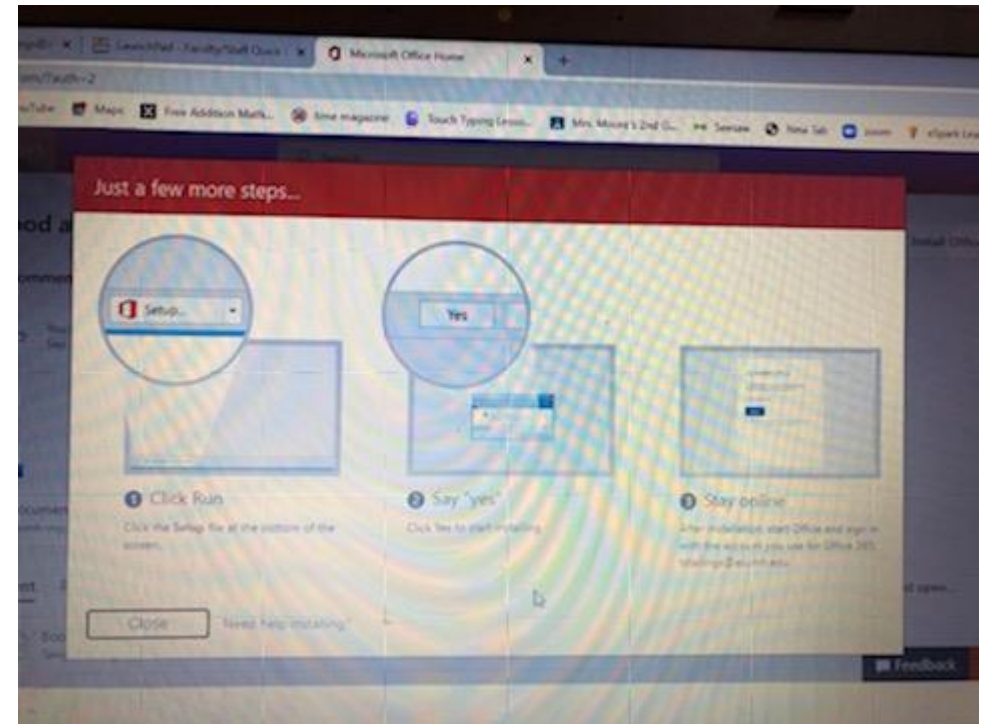Then in the upper right you will see the install office and when you click on it you will have two options

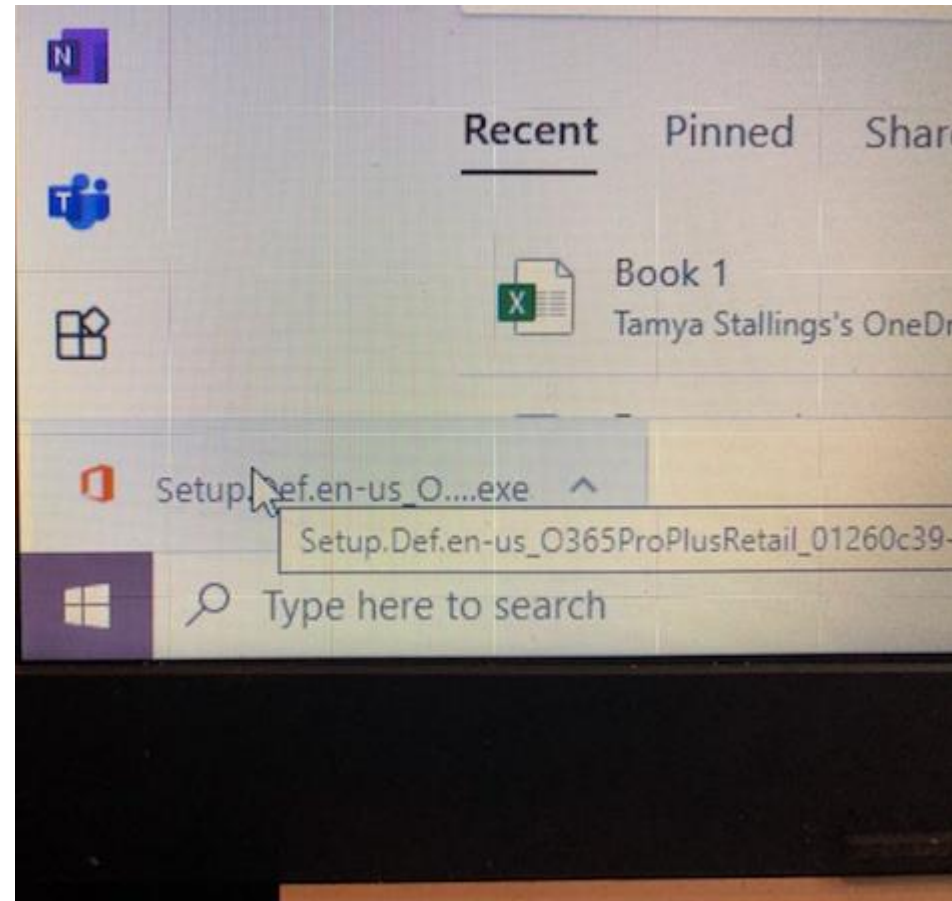Choose the Office 365 apps to install on your computer

The download will begin in the bottom left corner of your laptop and you will see the progress that it is making.
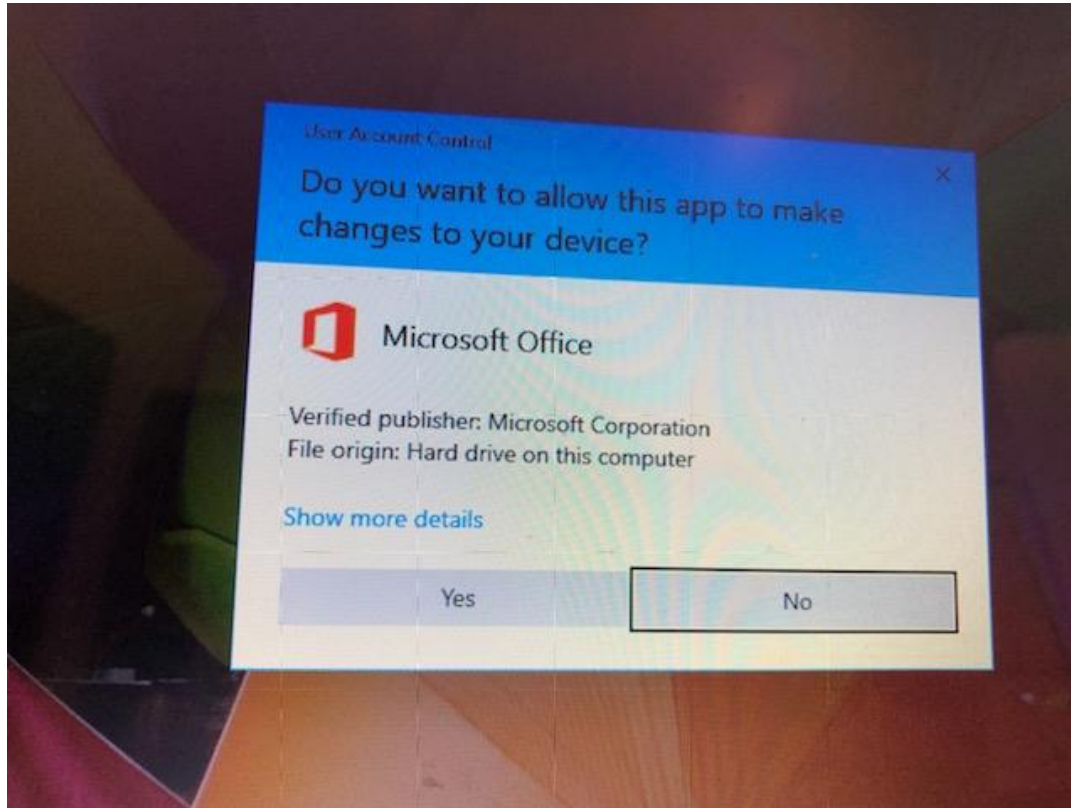
You will also have a pop up screen that looks like this explaining the process as well. You can close it out after you have read it.

Once the download has been done double click on it to
start the installation process

You will be asked if you want to make changes to your device which you will answer yes to for it to install on your computer.
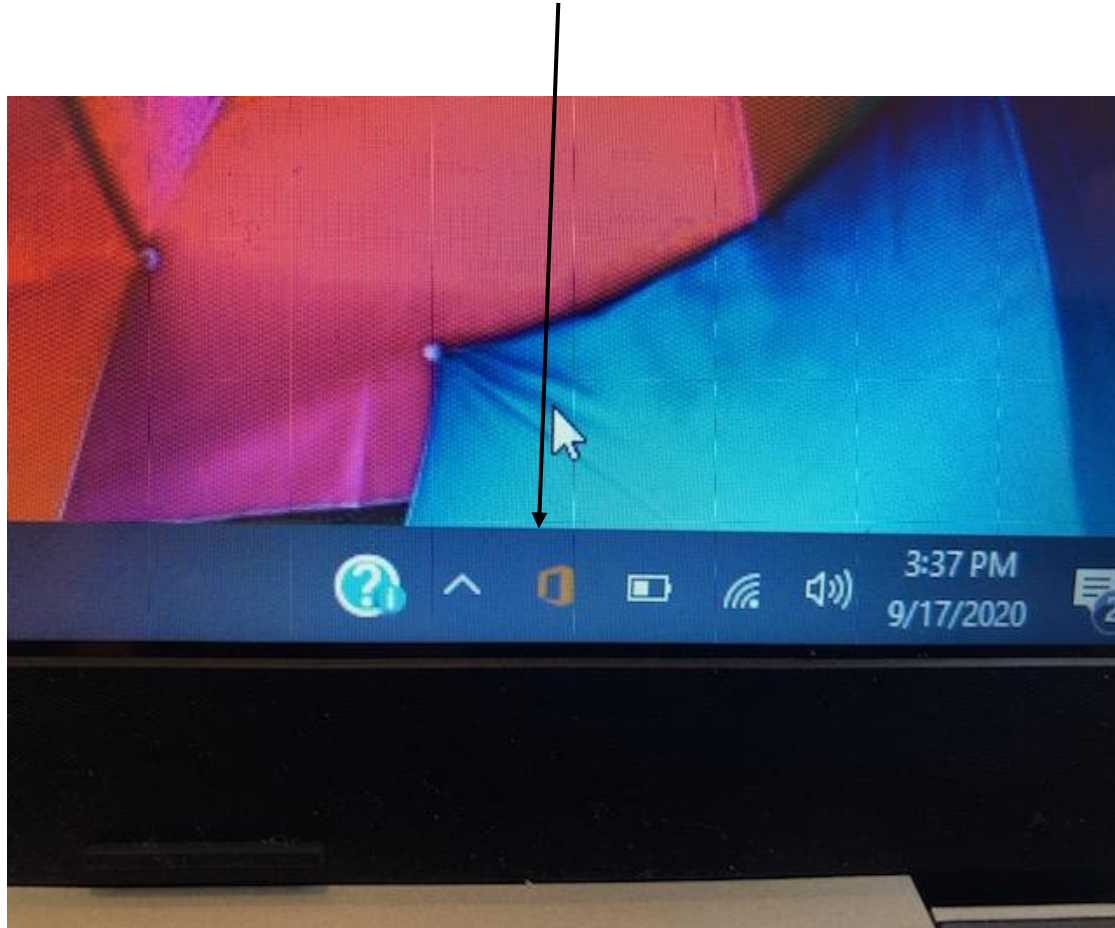
Then you will see the office window showing it is working on the install
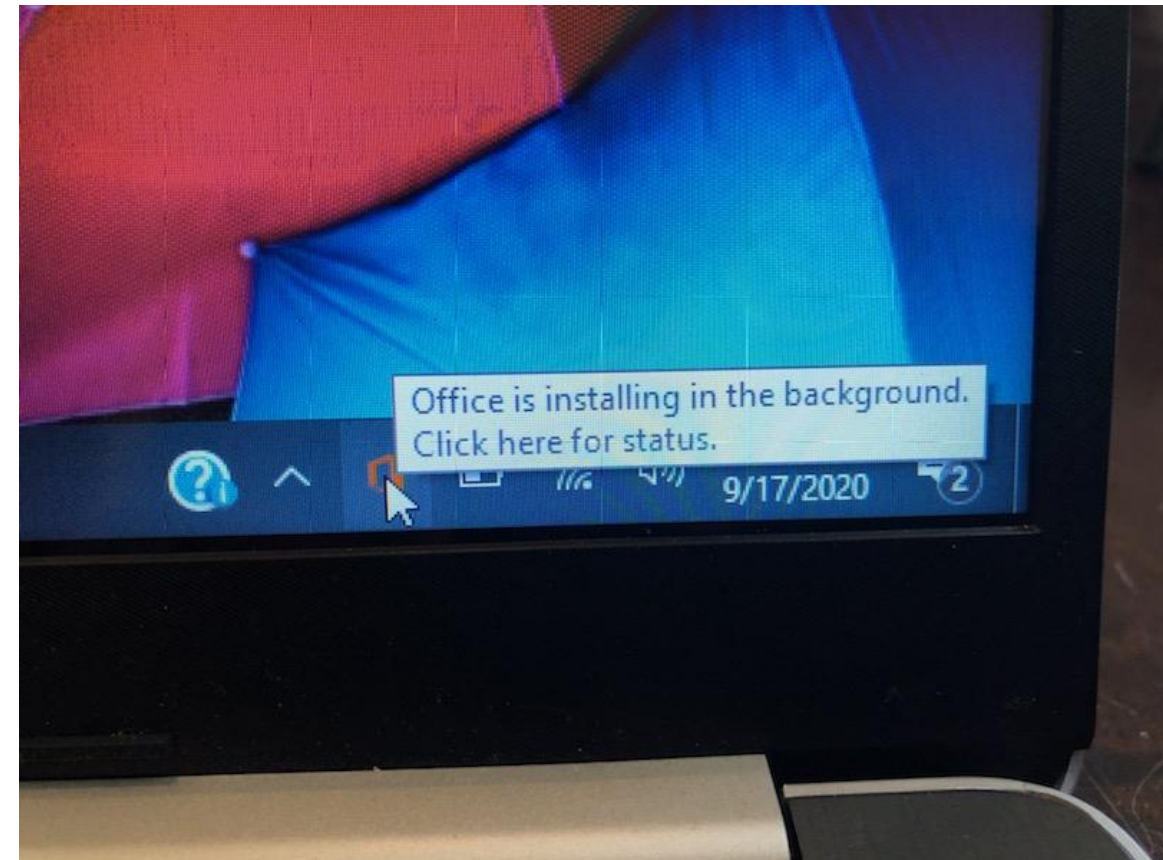
You will get a screen showing where the software is installing. You must be connected to the Internet during the installation of the software. This can take awhile depending on the type of Internet connection that you have at your house.
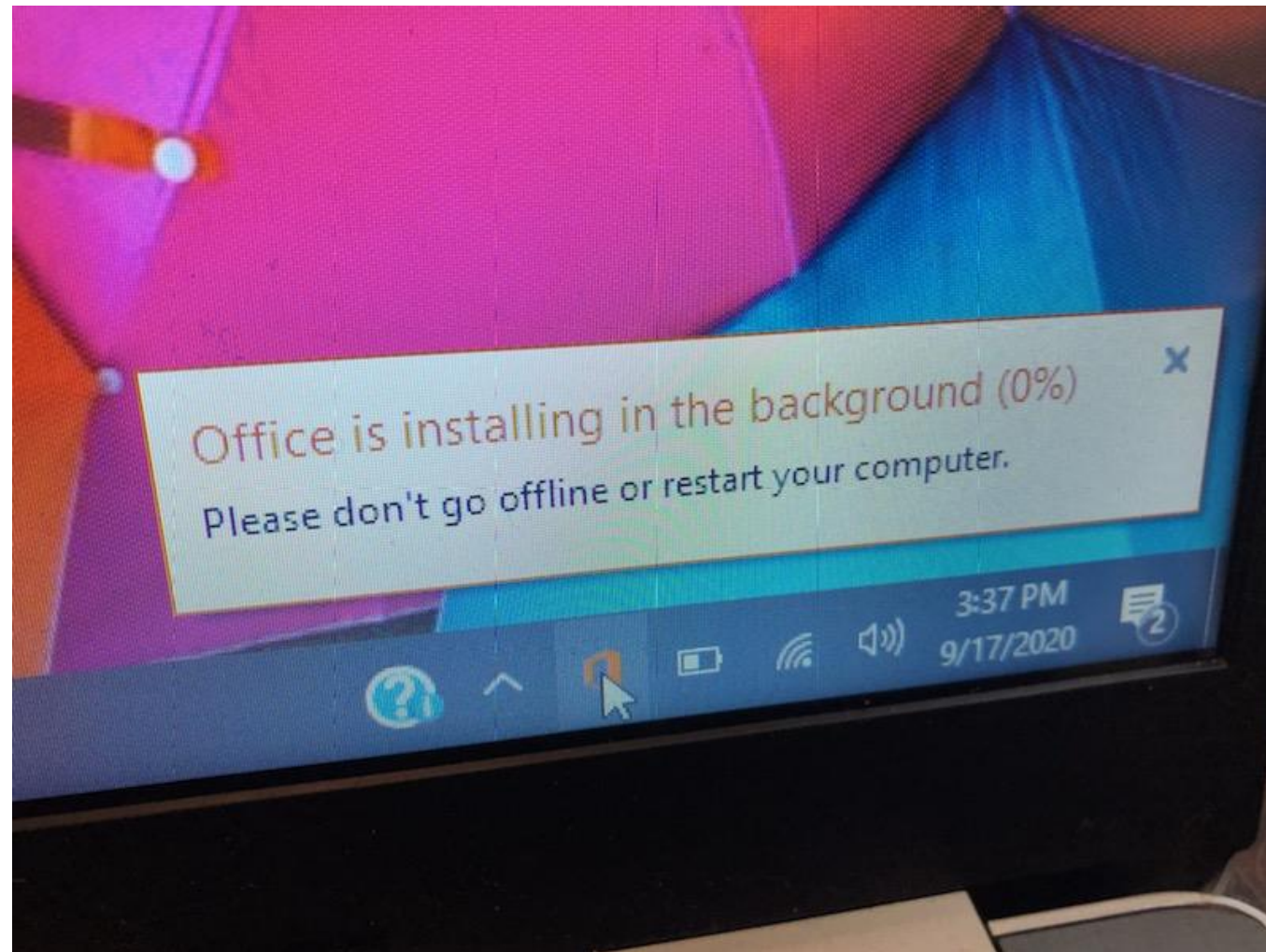
You may minimize the screen and continue to work on your computer with the installation running in the background. The red icon in the bottom right will show you the progress if you need to verify if it is working.

You can click on it and it will tell you the status of your installation

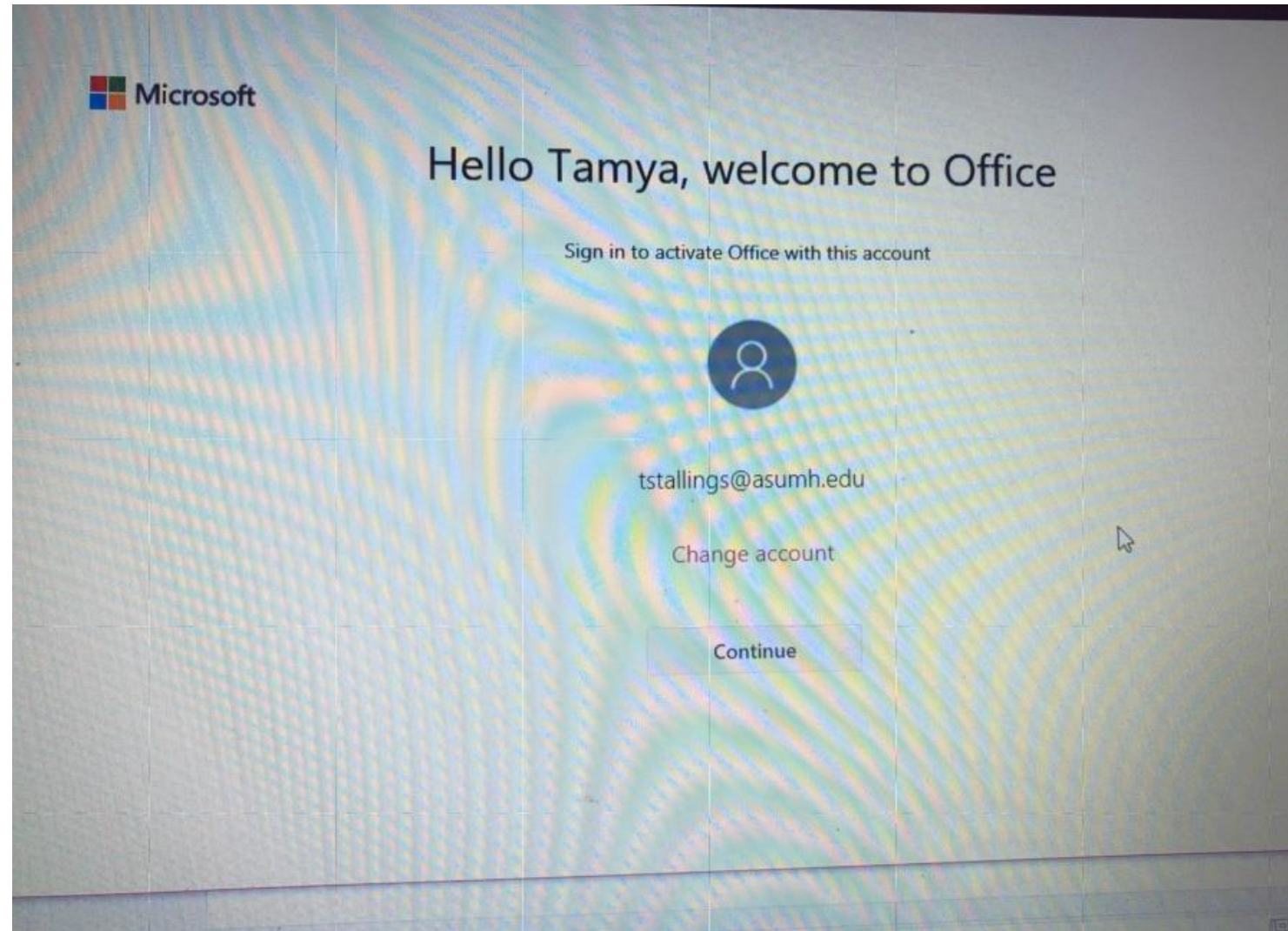Office is installing in the background. Click here for status.

This is the message you may see if you are verifying the installation. Please follow the instructions so it will be able to finish working.
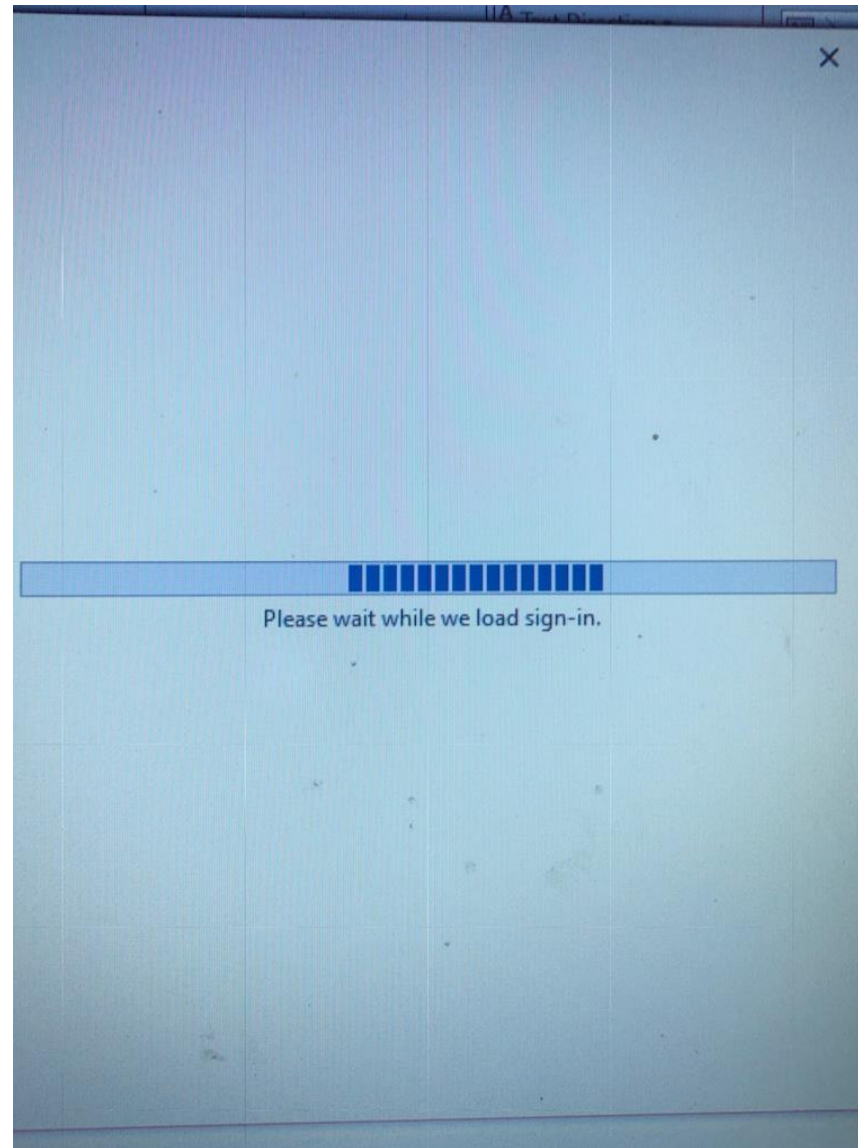
The first time you open up one of the applications (Word, Excel, PowerPoint, etc) you will have to finalize the setup.
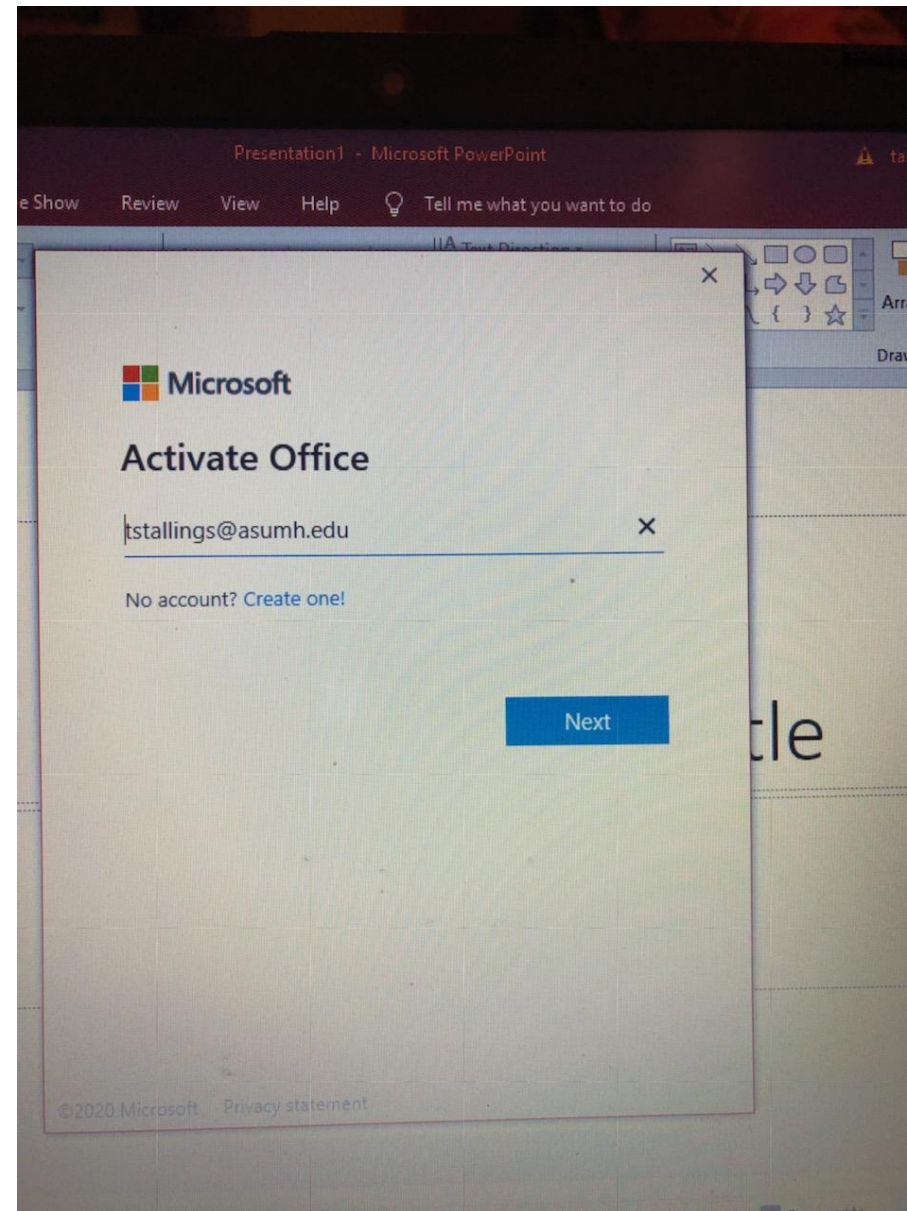
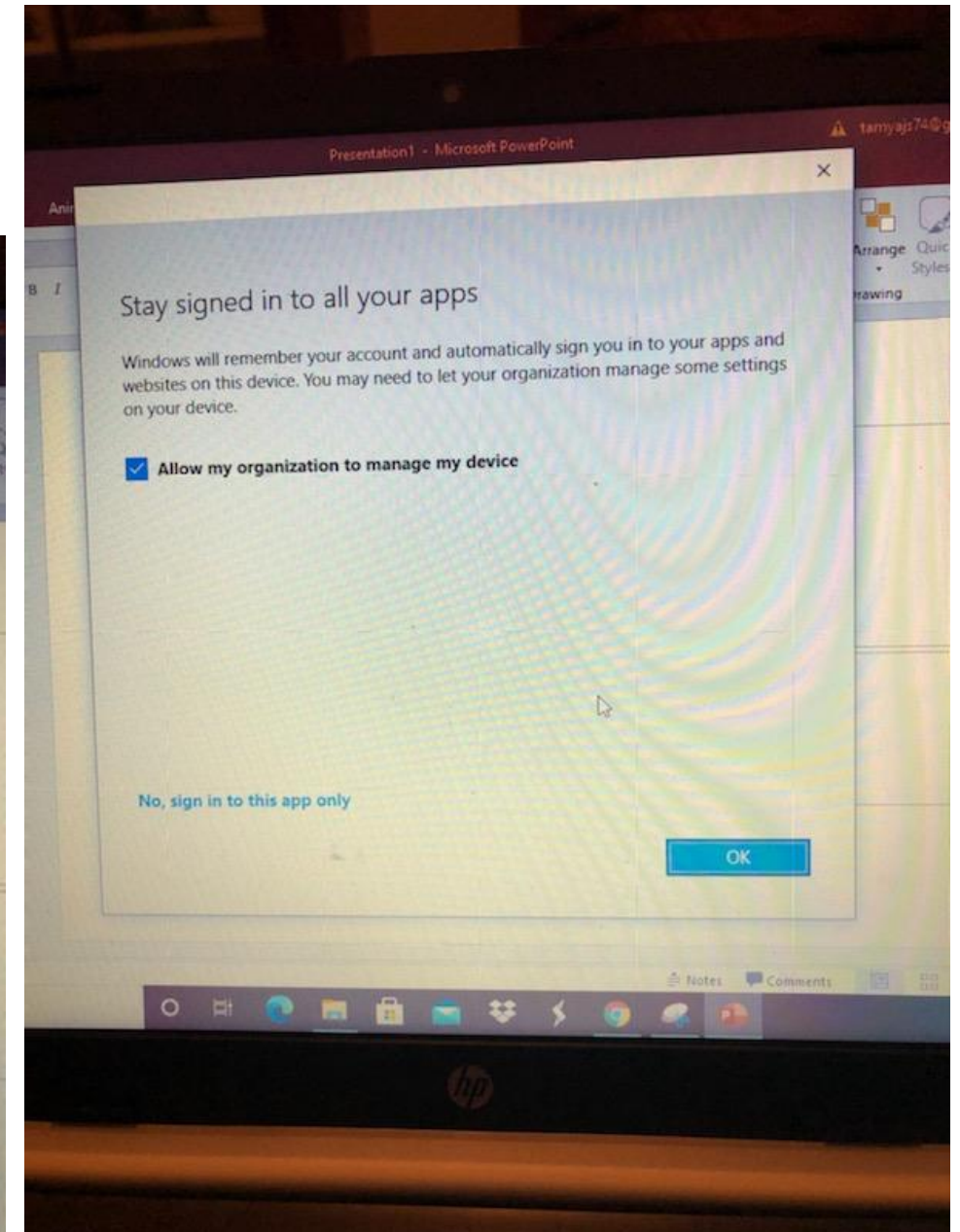Continue

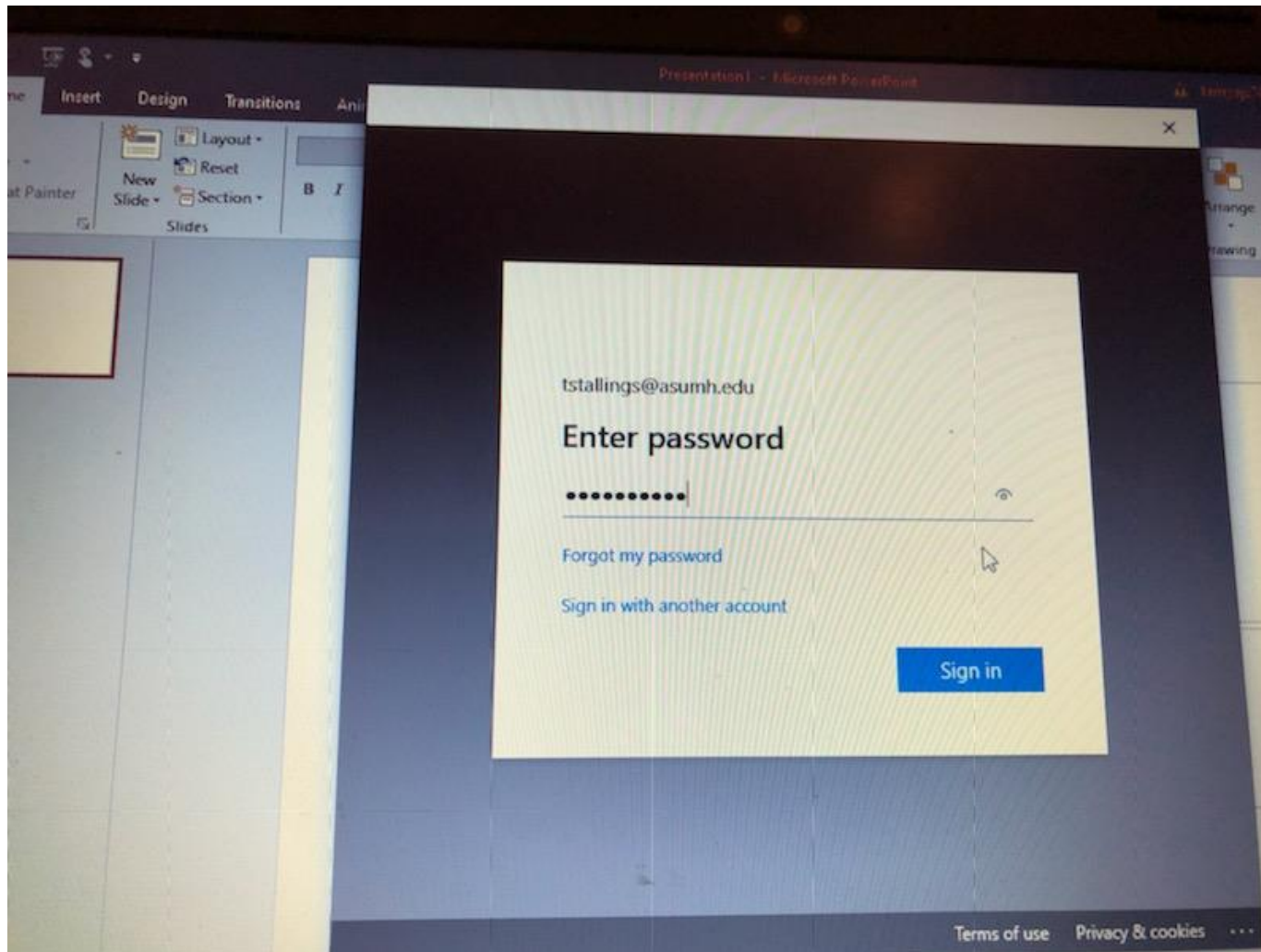You may see a picture showing it is loading.

You will need to enter
your email address for
the school so that it
can activate the office

Enter your password that you use for the portal.

Then a screen will pop up that you can uncheck the box if you want and click ok for it to continue.

Now you are all set to use the Office suite on your computer.