# Microsoft Office 365 Installation Instructions

1. Uninstall any previous Microsoft Office installations.
2. Reboot your computer.
3. Go to office.com and sign in.
   a. If you are faculty, staff, or a student who is currently registered for class, your account has already been configured. Sign in with your Chowan.edu email and password.
4. Choose Install Office (shown below) then follow the prompts to download and install.
5. After installation, from any Office application choose File > Account and sign in.
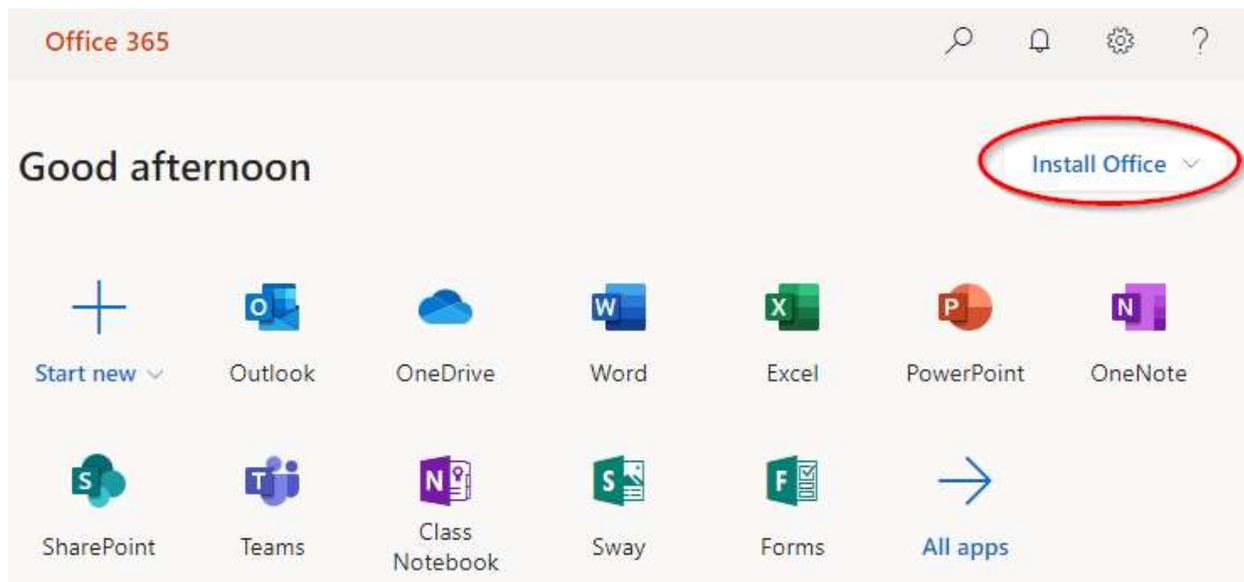
Need Help?

- Can't login? Office.com uses your synced Chowan credentials. Use the same password as if you were logging into Blackboard or MyCU. Visit reset.chowan.edu to reset your password if needed, then wait at least 30 minutes for the new password to sync to Microsoft.
- Only current faculty, staff, and students who are registered for classes are licensed for Office.
- If Office.com says you are not licensed and you believe this is in error, send an email to helpdesk@chowan.edu from your Chowan email account with a screenshot of the error.