

MICROSOFT OFFICE 365 for EDUCATION

How do I download Office 365?

1. Link: login.microsoftonline.com
2. Sign In: **CUNY Login username***
3. Web Applications Login: Username and Password: **CUNY Login Credentials***
4. Stay signed in. select either **Yes or No**
5. On the top right you will see **Install Office** drop down, click on **Office 365 apps**
6. Window will pop-up, click **Save File**
7. If using *Firefox*, on the top right corner of the browser click on the **download icon**, click on the **Setup.Def.en** file. Office 365 will start download, follow prompts.
8. If using Chrome, on the bottom left of the browser click on **Setp.De.en**. Office 365 will start download, follow prompts

*If you do not know your CUNY Login or need to reset password see link below

1. Link: cuny.edu
2. Top right corner click **Login**
3. Under Login, click on either **Forgot Username or Forgot Password**
 - a. If you have never activate your CUNY Login click on **New User**
4. Follow the prompts

For more information, see [CUNY FAQs](#)

If you need assistance, email the Service Desk at servicedesk@ccny.cuny.edu

Include: Full name, EMPLID, Phone Number, CUNY Login Username, include any error messages