

Microsoft Office 365 for Students

Microsoft Office is available to all USC students at no charge, you will be able to find instructions on how to access and download it here. You will need to have your Net ID and Password ready for this installation.

As well, before beginning the installation process please check your device is compatible.

Minimum Requirements

	<u>Windows PC</u>	<u>Apple Mac</u>
<u>Operating System</u>	Windows 11 Windows 10 Windows 8.1	Ventura Monterey Big Sur
<u>Ram</u>	4gb	4gb
<u>Hard drive</u>	4gb	10gb
<u>Browser</u>	Google Chrome Microsoft Edge Firefox	Google Chrome Safari Firefox

Microsoft Office Installation Guide

Step 1: Open a browser, we recommend using Google Chrome. You will then need to navigate to <https://itservices.usc.edu/officestudents/> and read the entire instruction page ITS has provided.

Step 2: Once you have read through the instructions you can navigate to the Microsoft sign in page <portal.office.com/OLS/MySoftware.aspx> from here you will need to sign in using your Net-ID email address and press next (Figure 1). You will then be prompted to sign in with your Net-ID username and password (Figure 2), as well you will need to verify yourself using duo.

Figure - 1

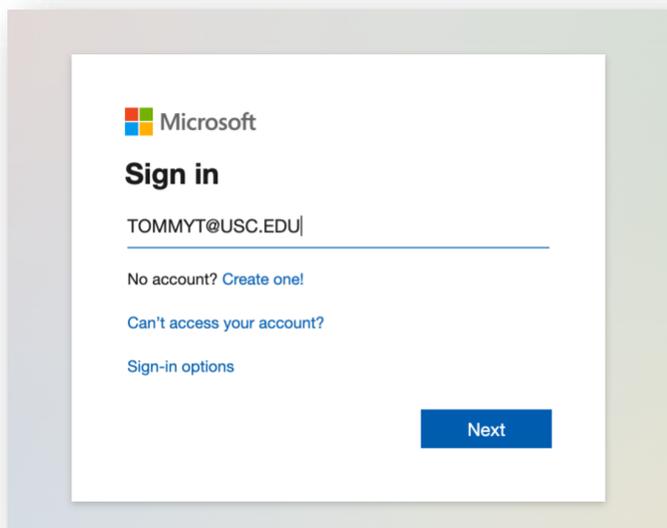
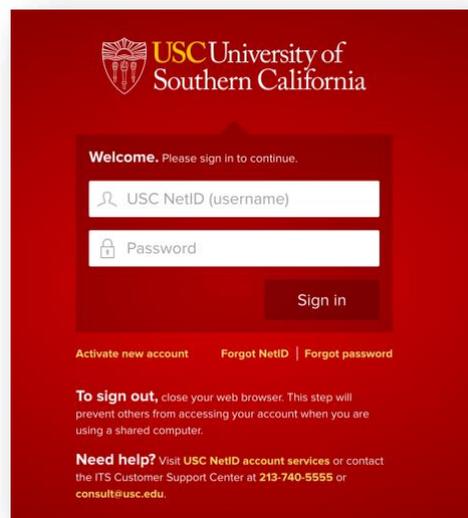
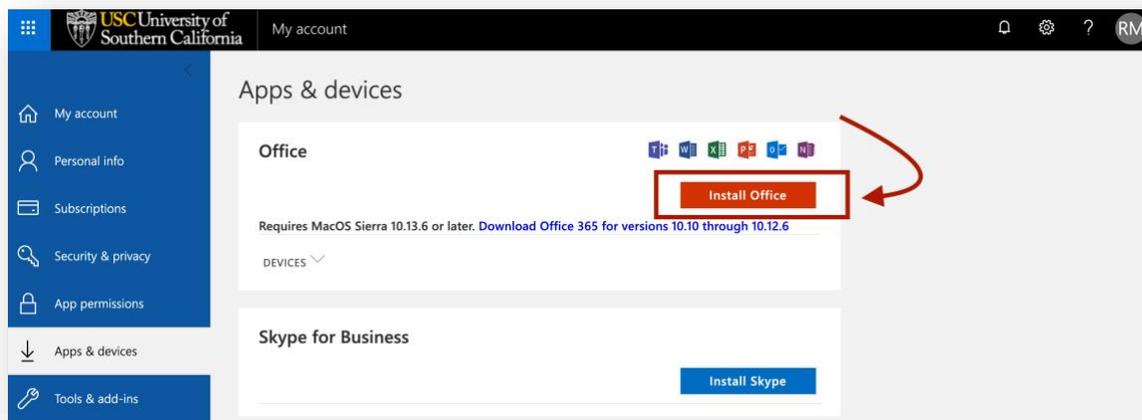


Figure - 2



Step 3: Once you have signed in you will be prompted to stay signed in or not. This is personal preference and up to you to decide.

Step 4: You will then be brought to the Office Installer page. There you can select Install Office, and the file will begin downloading. Be sure to read all the System Requirements prior to installing office.



Step 5: Once the file has finished downloading, open and run the file. This will prompt the Microsoft Office Installer.

Step 6: Wait until all the Microsoft Office apps have completed installing. Then open Word, and when prompted, sign in use your @usc.edu email address and press sign in. This will prompt you to login with your Net-ID and password, which will activate the entire office suite for you.

If you have any questions or need help please contact the help desk at help@law.usc.edu or give us a call at (213) 740 – 2571.