DUQUESNE UNIVERSITY
Computing and
Technology Services

help@duq.edu
412.396.4357
206 Union
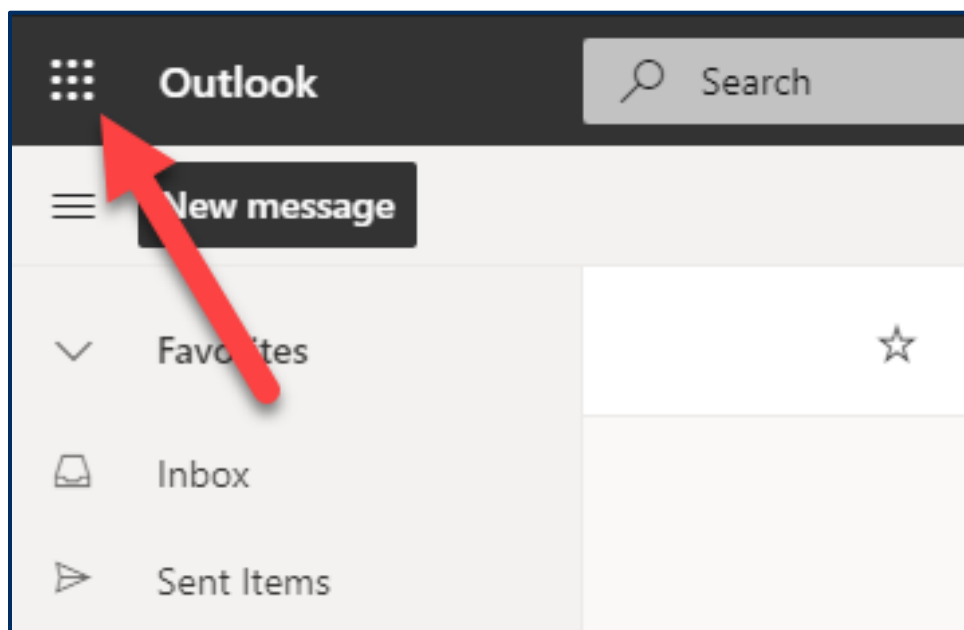
Microsoft Office

Objective

This document provides instructions for installing Microsoft Office on personal computing devices.

Microsoft Office Suite of Products

Students and employees can download Microsoft Office on a maximum of five personal devices. Microsoft Office for Windows devices features Word, Excel, PowerPoint, OneNote, Access, Publisher and Outlook. Microsoft Office for macOS devices features Word, Excel, PowerPoint, OneNote and Outlook.
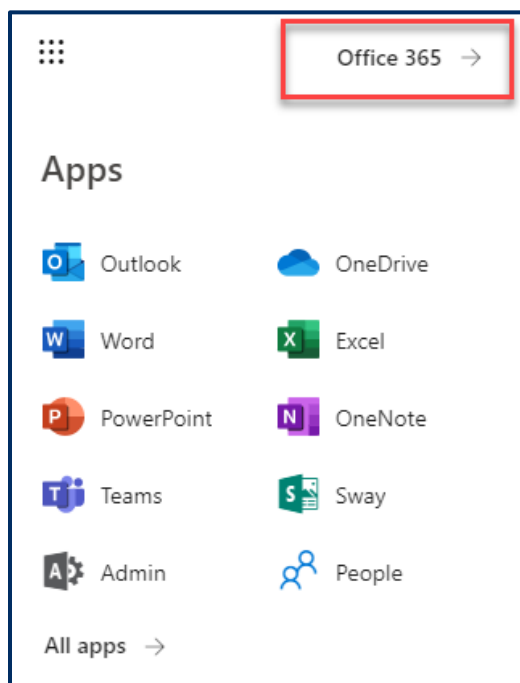
Installing Microsoft Office

1. Visit duq.edu/mail and sign in with your MultiPass username and password.
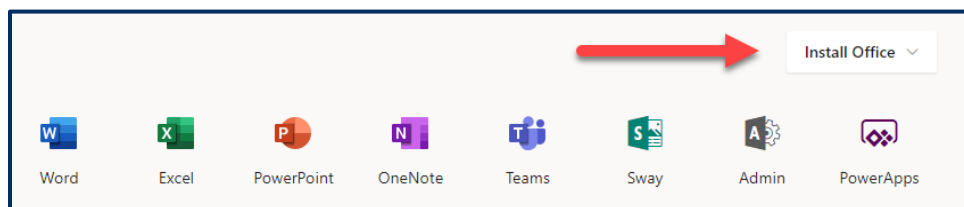2. Click the **app launcher icon** located in the top left corner.

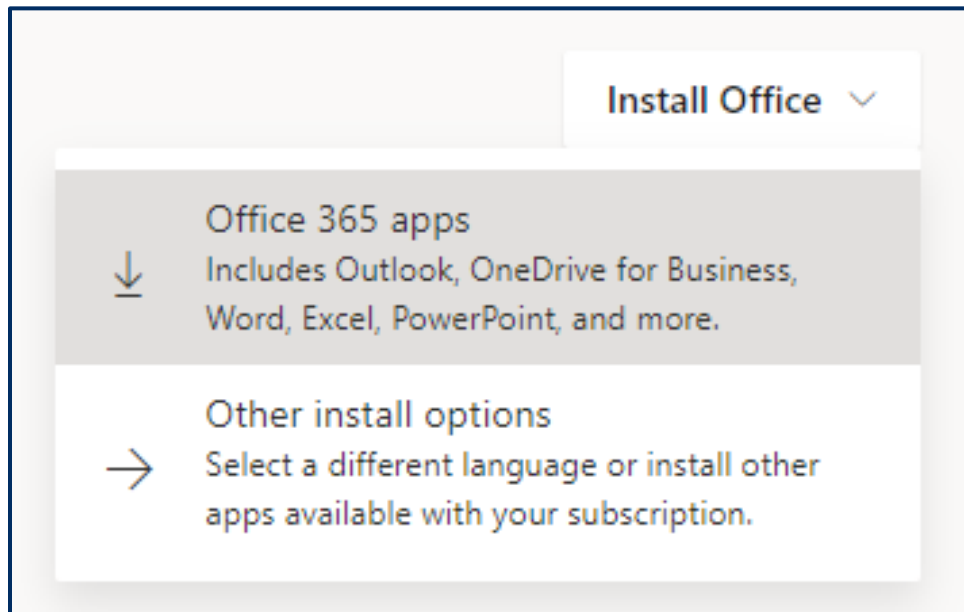3. Click **Office 365** in the app launcher menu.

Microsoft Office

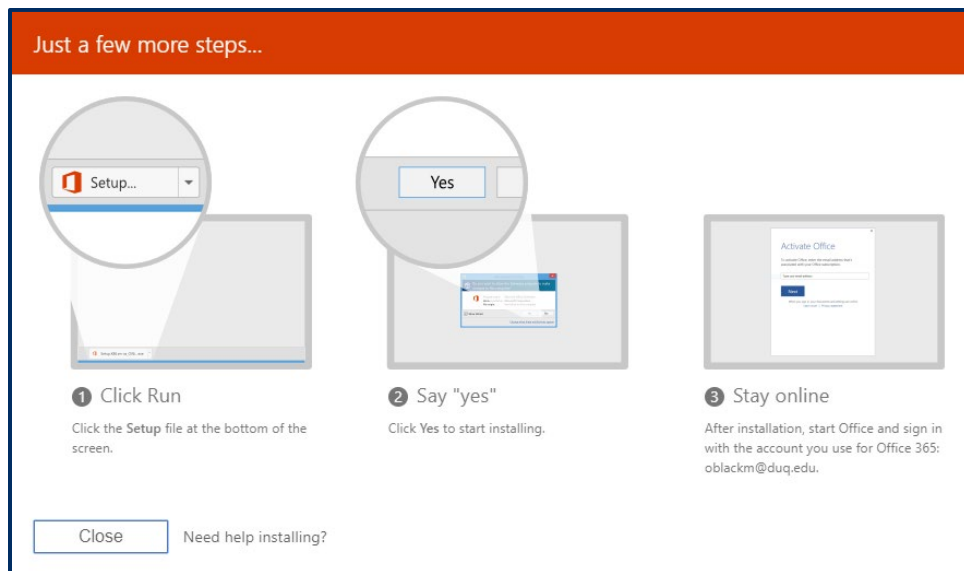
4. Click **Install Office.**

5. Select **Office 365 apps** from the dropdown menu.
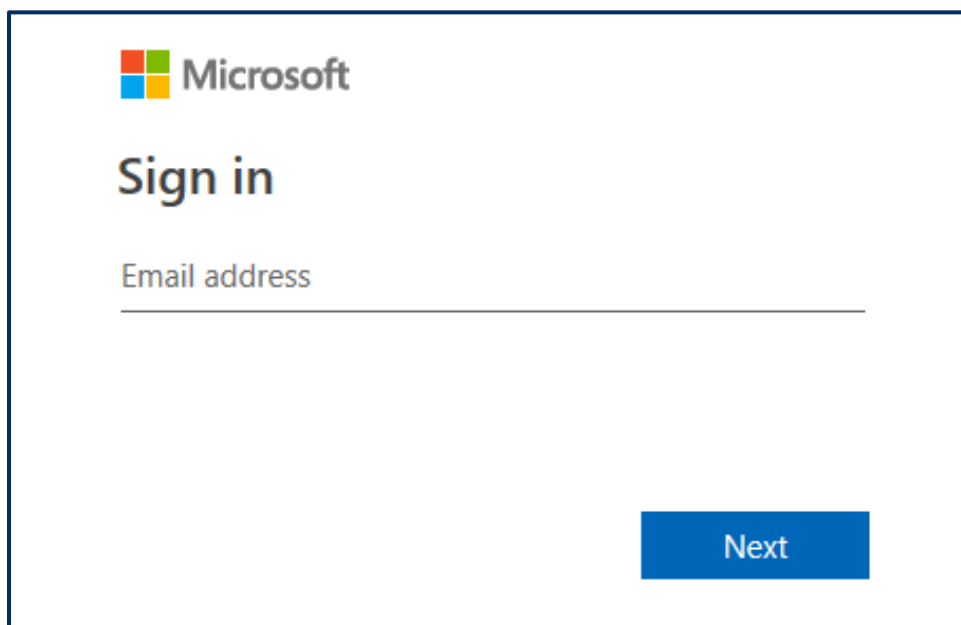
Microsoft Office

6. The Microsoft Office installer will download. After it downloads, double-click the file to start the installation.
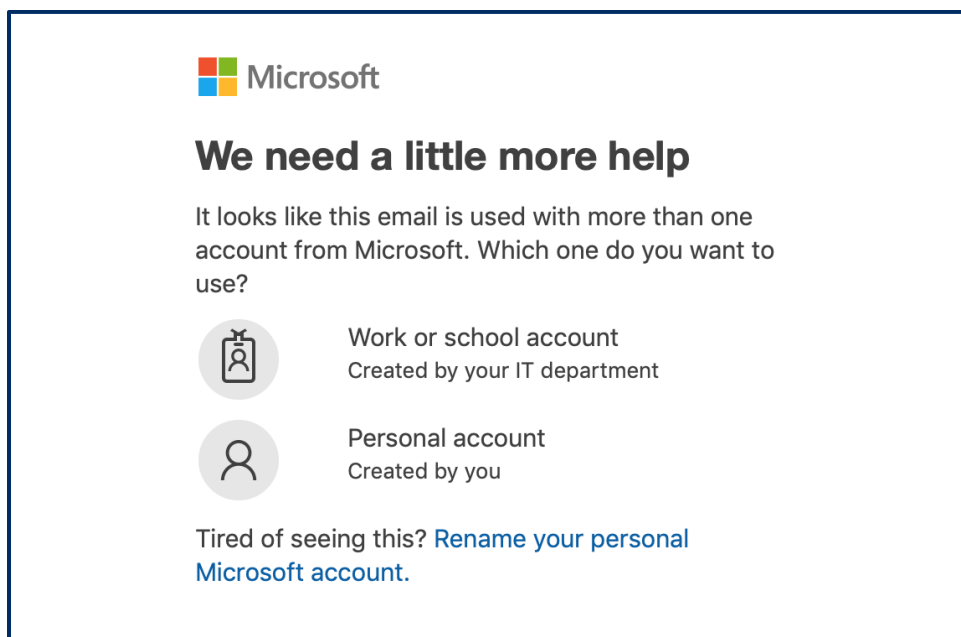

7. After Microsoft Office is successfully installed, open any Microsoft Office application.
8. Enter your university email address.

Microsoft Office

9. Select **Work or School Account** on the sign-in page. You will be redirected to the standard Duquesne University web application sign-in page.

10. Sign in with your MultiPass username and password. You have successfully activated your license for Microsoft Office.

Microsoft Office

FAQs

Q: How do I deactivate a Microsoft Office license?

A: Follow the steps below to sign out of Microsoft Office on a device:

1. Repeat steps 1-5 in this document.
2. After clicking Install Office, select **Other install options.**
3. Select **Apps and devices.**
4. In the box labeled **Office,** expand **Devices.**
5. Click **Sign Out** next to the device you want to sign out from.

Q: I installed Microsoft Office, but I don't see any shortcuts on my desktop. What do I do?

A: If shortcuts are not automatically created on your desktop or taskbar, you can manually create them.

macOS Devices

1. Open **Finder** and select the **Applications** tab.
2. Drag and drop the desired Microsoft Office applications on your dock.

Windows Devices

1. Click the **search icon** and type "office."
2. Right-click the desired Microsoft Office applications and select **Pin to taskbar.**

Q: I receive an error when I try to install Microsoft Office. What do I do?

A: Contact the CTS Help Desk at 412.396.4357, help@duq.edu or in-person on the second floor of the Union.