Purpose: Installation of Office 365 on Personally Owned Devices

Scope: Applies to University of North Texas faculty, staff and students

Procedure:

1. Visit https://webmail.unt.edu . Log in with your UNT issued email address and password.
   a. NOTE: UNT Faculty and staff can log in with their @unt.edu address
   b. NOTE: Students can log in with their @my.unt.edu address.

UNT|SYSTEM

Sign in with your e-mail address

someone@example.com

Password

Sign in

If your workstation is configured for it, try integrated authentication.

This system is the property of the University of North Texas System and your use of this resource constitutes an agreement to abide by relevant federal and state laws and institutional policies. Unauthorized use of this system is prohibited. Violations can result in penalties and criminal prosecution. Usage may be subject to security testing and monitoring. Users have no expectation of privacy except as otherwise provided by applicable privacy laws.
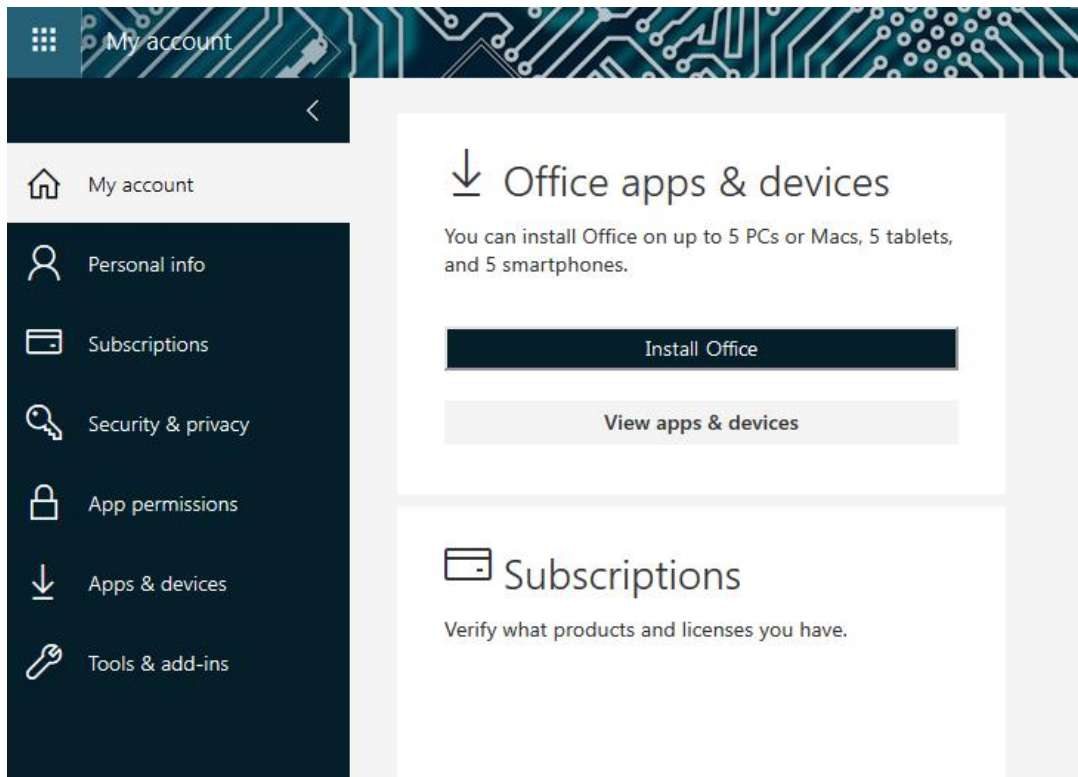
2. Once logged in, you can access the installer by opening the left-hand menu. Then select "Office 365"
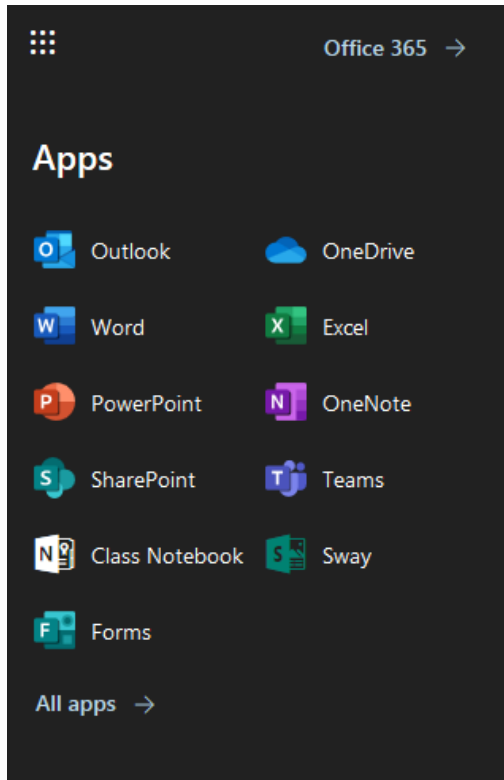
3. On the next screen, expand the "Install Office" drop down menu and select "Other Install Options".
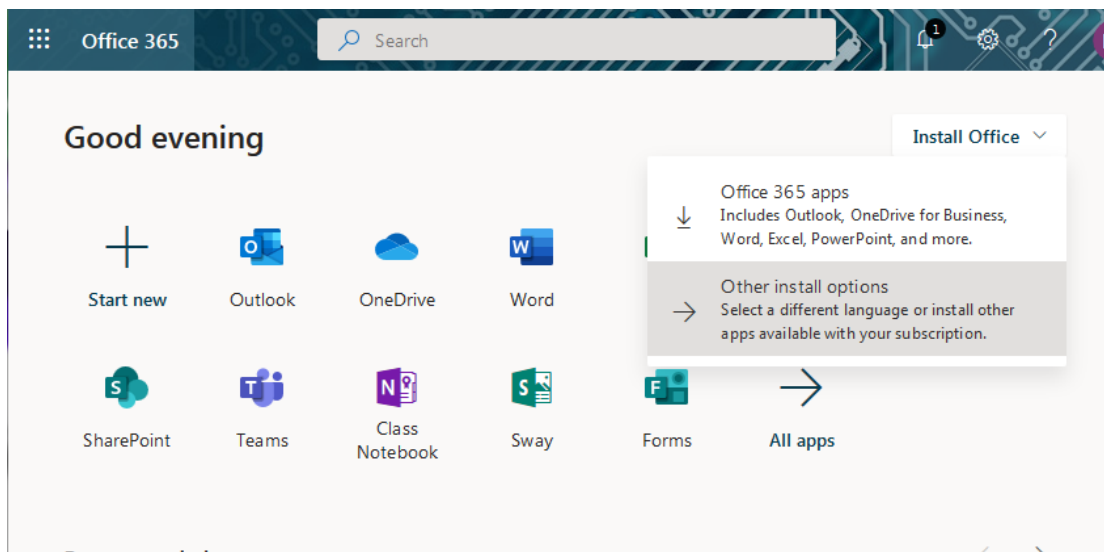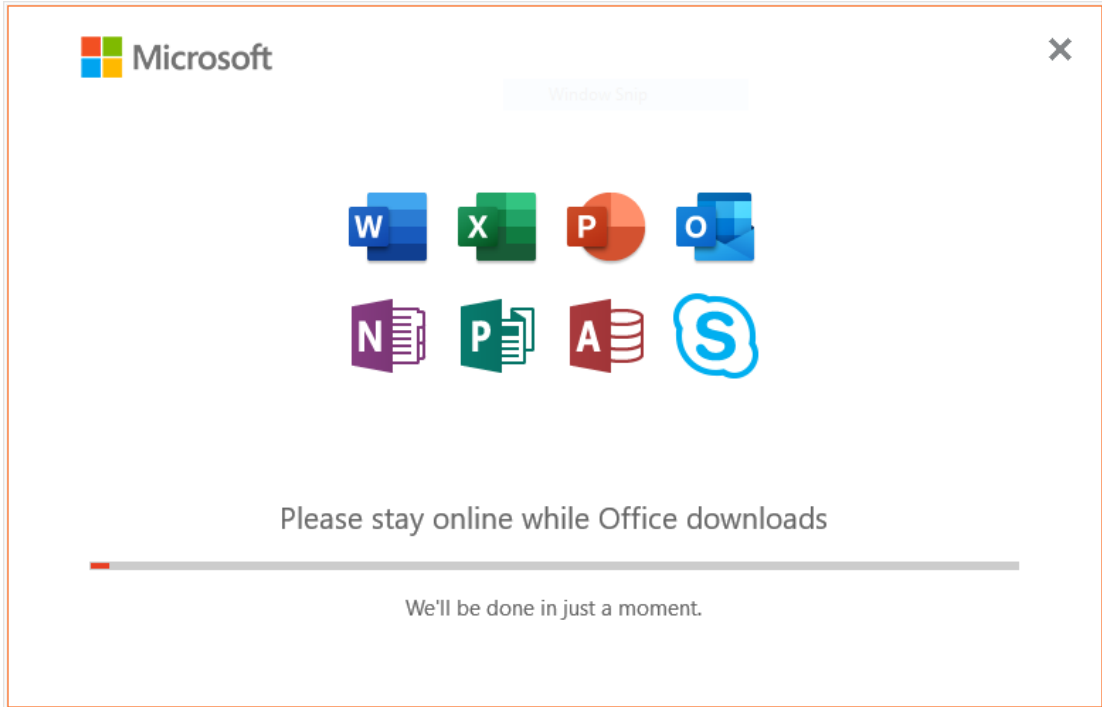
4. On the next window that opens, click "Install Office".

5. A new dialog box should open indicating that the needed files are being downloaded. If prompted, please chose a location for this download.
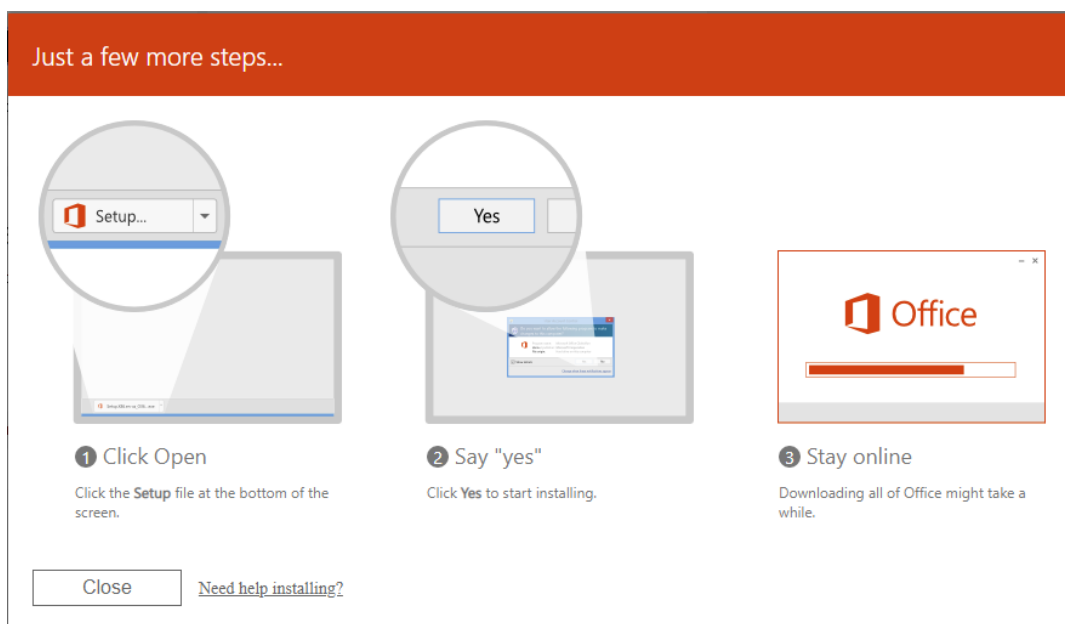
6. Run the downloaded file, which will install the Office Suite on your computer.

7. Once complete, you may be prompted to log in with your UNT or My.UNT email address for license verification. Enter this information and installation is complete.