

# Welcome to **Office 365** Online at Florida Tech



Florida Tech is pleased to announce the Office 365 Education Program. Florida Tech's agreement with Microsoft allows all students to access and install Microsoft Office desktop applications **AT NO COST**.

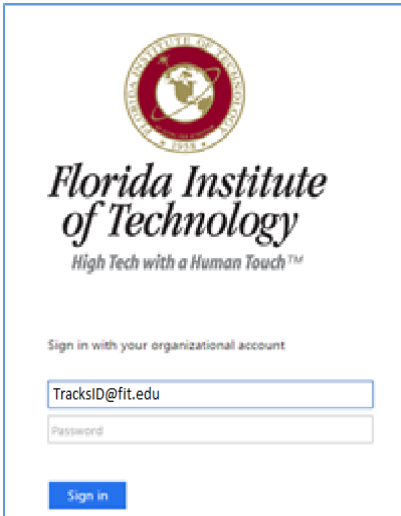
## How do I access and download Office 365?

*Allow 15-30 minutes for installation*

1. Using a web browser, go to the following website: <https://login.microsoftonline.com>
2. Your username is nearly identical to your email address except for one detail: it does not include **my** or **go** after the @ symbol. For example, if your email address is [tracksID@my.fit.edu](mailto:tracksID@my.fit.edu) your username will be [tracks@fit.edu](mailto:tracks@fit.edu). You do not need to enter your password on this page. Click "Sign In".

A screenshot of the Office 365 login page. At the top left is the Office 365 logo. Below it is the text "Work or school, or personal Microsoft account". There are two input fields: the first contains "TracksID@fit.edu" and has a red arrow pointing to it; the second is labeled "Password". Below the input fields is a checkbox labeled "Keep me signed in". At the bottom are two buttons: "Sign in" and "Back".

3. You will be taken to the FIT organizational sign-in page. Enter your TRACKS password on this page.



The image shows a sign-in page for the Florida Institute of Technology. At the top is the FIT logo, a circular seal with a globe and the text 'FLORIDA INSTITUTE OF TECHNOLOGY' and '1955'. Below the logo is the text 'Florida Institute of Technology' in a serif font, followed by the tagline 'High Tech with a Human Touch™'. Underneath is the instruction 'Sign in with your organizational account'. There are two input fields: the first contains 'TracksID@fit.edu' and the second is labeled 'Password'. A blue 'Sign in' button is at the bottom.

4. To install Office 2016, click the "Install Office 2016" button. **Each student can only install the software on 5 devices.**



5. Run the downloaded program to install Office 365.
6. Once installation begins, the installation program will scan your computer for any previous versions of Microsoft Office.
7. If you have Microsoft Office 2013 installed, you will have to remove it from your system before continuing the installation.

**Additional Resources:**

Online Office365 Tutorial

<http://tinyurl.com/htb5jse>

Technical support for the Microsoft Office365 Education Program

<http://office.microsoft.com/en-us/support/>

