

How to Install Microsoft Office

If you are an Office 365 user for email, please skip to the next step. If you are not an Exchange/Office 365 user for your UCI email (you use gmail or webmail) **and do not know your AD/Exchange password**, you will need to set a password for your UCI AD account. Please do so here:

<https://applications.oit.uci.edu>PasswordChange/changePasswordAD.htm>

- Once that is done, log in to Office 365 with your UCI AD account (UCInetID@ad.uci.edu): <https://portal.office.com/OLS/MySoftware.aspx>
- Click the “Install” button and follow the instructions to download and install Office.
- After installation, you may be prompted to sign in to Office. Please use your AD account (UCInetID@ad.uci.edu) and password as above.