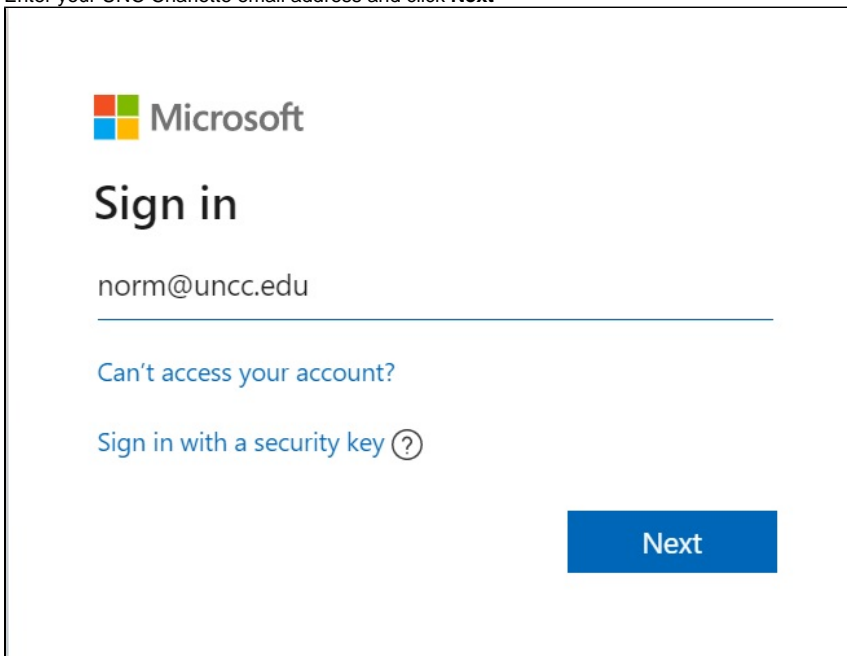


# How does a student or faculty/staff member access and install Microsoft Office software on their personal computer?

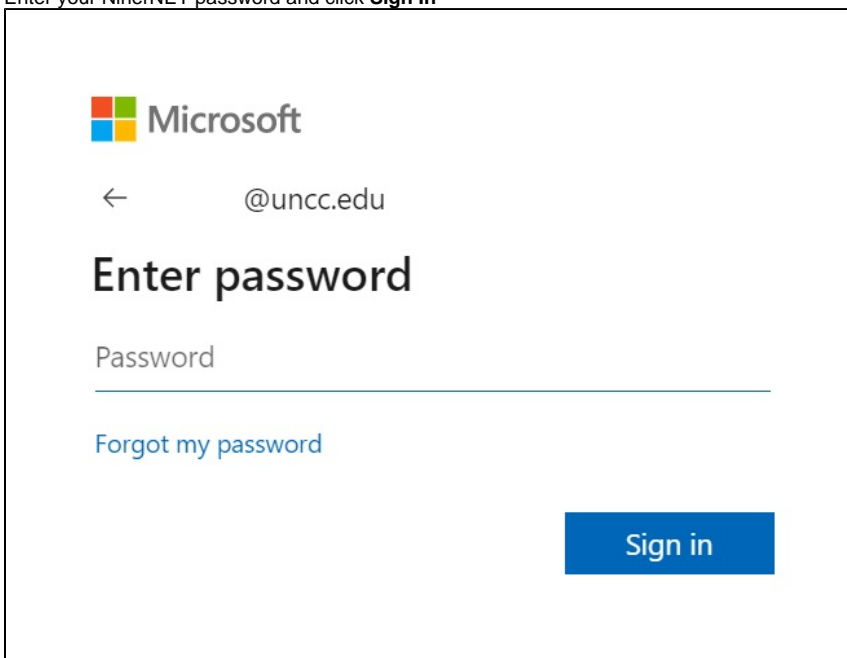
Tell Me

1. Go to [Portal.Office365.com](https://portal.office365.com)
2. Enter your UNC Charlotte email address and click **Next**



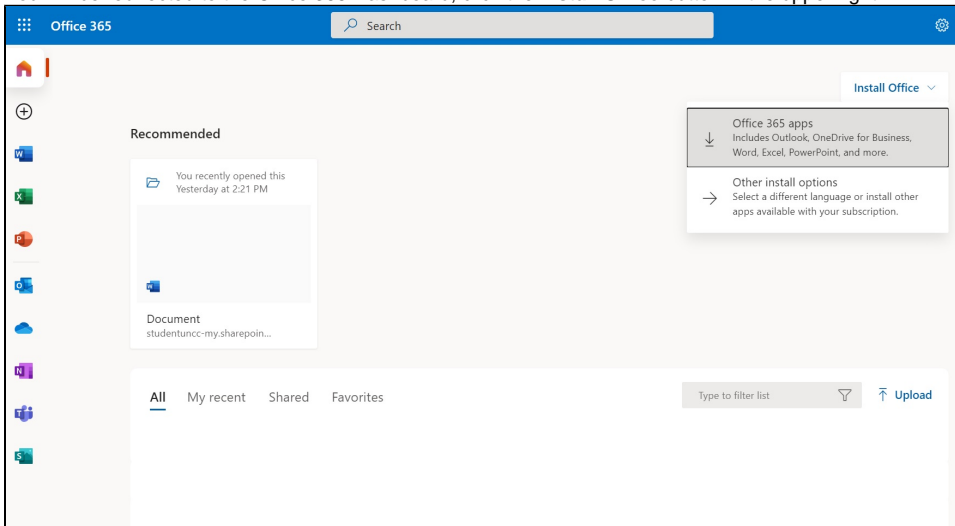
The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, the email address "norm@uncc.edu" is entered into a text field. Below the text field, there are two links: "Can't access your account?" and "Sign in with a security key (?)". At the bottom right of the page, there is a blue button labeled "Next".

3. Enter your NinerNET password and click **Sign In**

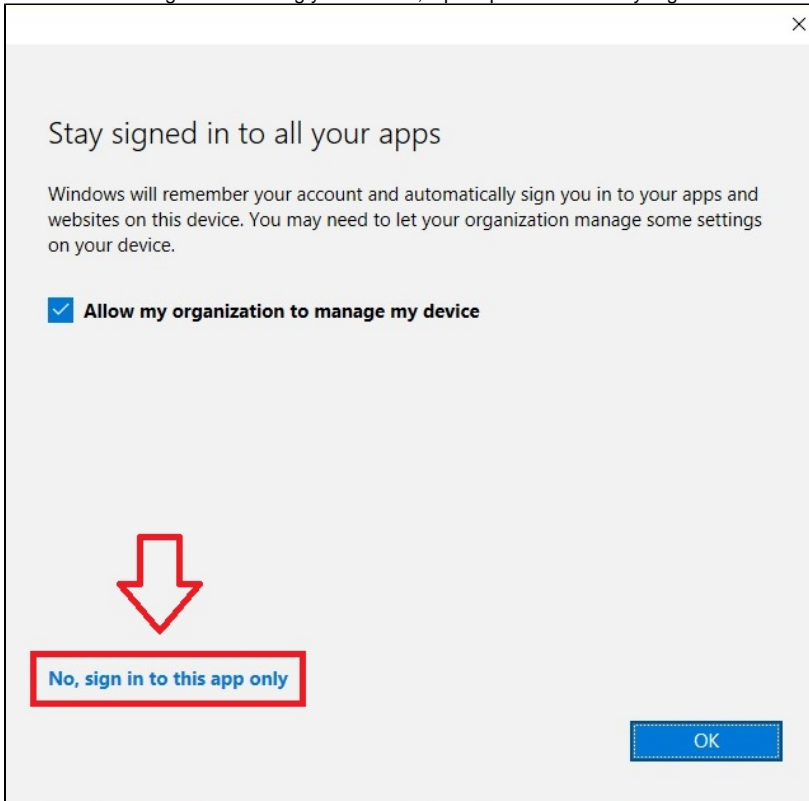


The screenshot shows the Microsoft "Enter password" page. At the top left is the Microsoft logo. Below it, there is a back arrow icon and the text "@uncc.edu". The main heading is "Enter password" in a large, bold font. Below this, the word "Password" is displayed above a text input field. Underneath the text field, there is a link that says "Forgot my password". At the bottom right of the page, there is a blue button labeled "Sign in".

4. You will be redirected to the Office 365 Dashboard, click the **Install Office** button in the upper right



5. When the download is complete, open the file to install Office 365.  
6. The first time you open an Office application (Word, Excel, Powerpoint, etc.), sign in with your UNC Charlotte email address and password to activate your license  
7. After authenticating and activating your license, if prompted to "Allow my organization to manage my device" select **"No, sign in to this app only."**



## Related FAQs

- [How does a student or faculty/staff member access and install Microsoft Office software on their personal computer?](#)
- [Do students, faculty and staff have access to Microsoft Teams?](#)
- [How long do I have access to Microsoft Office 365 for my personal computer?](#)
- [What applications are available through Office 365?](#)
- [How do I add Power BI to the apps available in Office 365?](#)