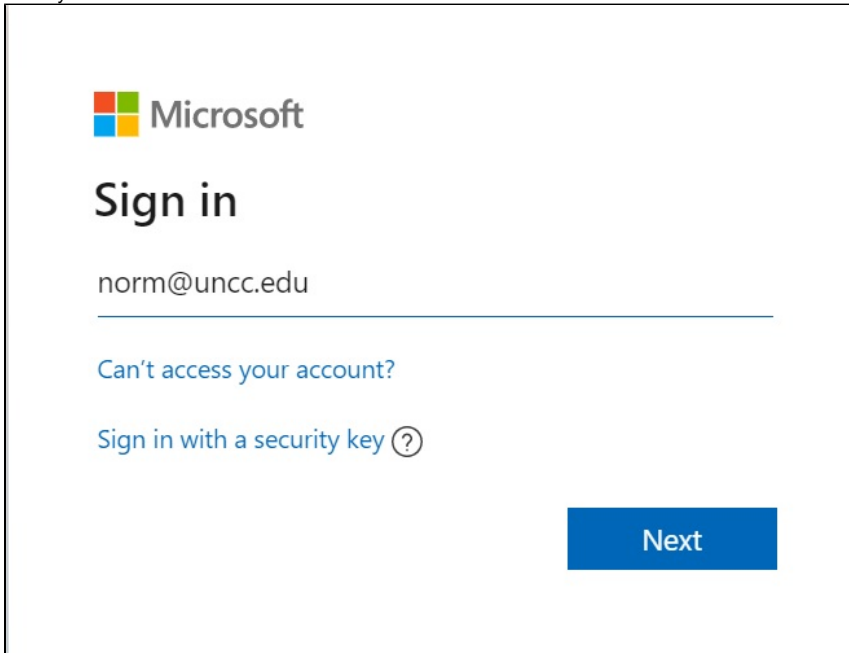


How does a student or faculty/staff member access and install Microsoft Office software on their personal computer?

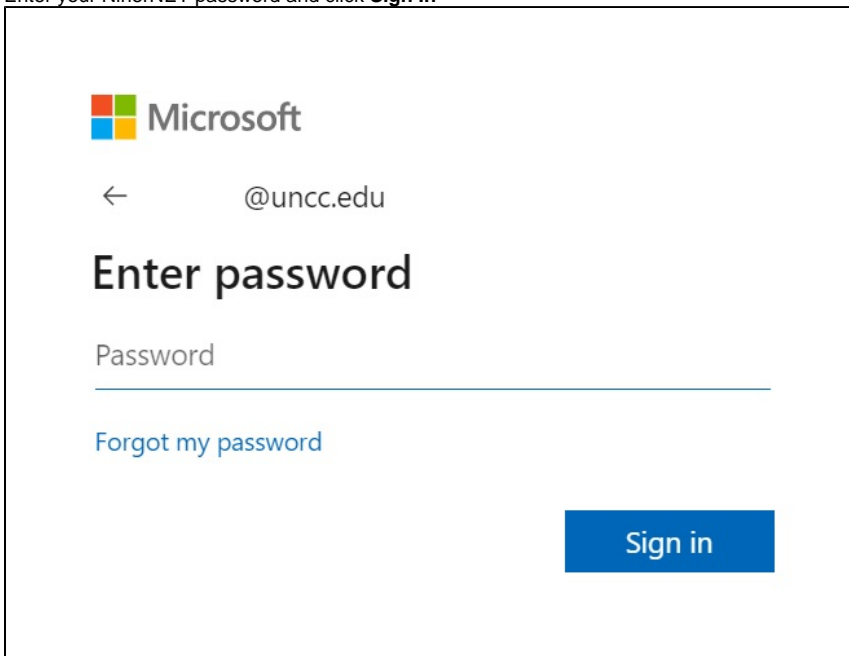
Tell Me

1. Go to [Portal.Microsoft365.com](https://portal.microsoft365.com)
2. Enter your UNC Charlotte email address and click **Next**



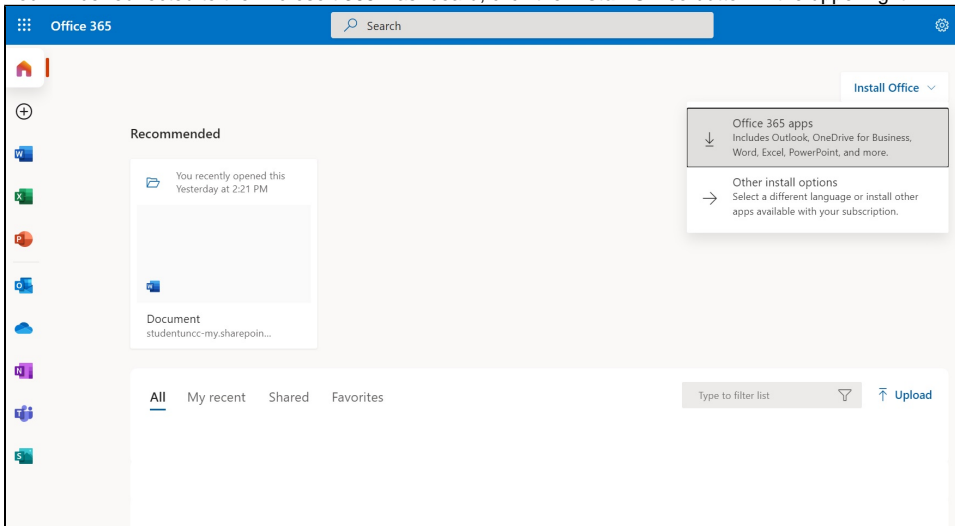
The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, the email address "norm@uncc.edu" is entered into a text field. Below the text field, there are two links: "Can't access your account?" 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**

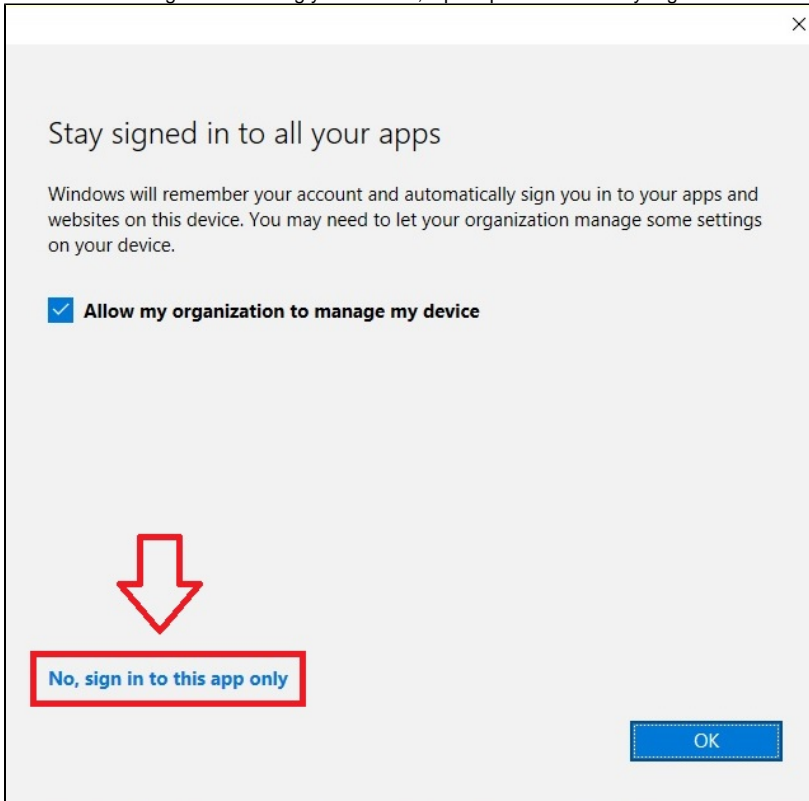


The screenshot shows the Microsoft "Enter password" page. At the top left is the Microsoft logo. Below it, there is a back arrow icon and the text "@uncc.edu". The main heading is "Enter password" in a large, bold font. Below this, the word "Password" is displayed above a text input field. At the bottom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

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



5. When the download is complete, open the file to install Microsoft 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?](#)
- [How much does the Microsoft 365 ProPlus cost?](#)
- [What happens if I buy a new personal computer and I had installed Microsoft 365 ProPlus on my old computer?](#)
- [How do I add Power BI to the apps available in Microsoft 365?](#)
- [Who is eligible for the Microsoft 365 program?](#)