

Overview:

Current WVU faculty, staff, students, and WVU emeritus faculty can download Microsoft Office for their personally-owned computers through the University's Office 365 license. The software can be installed on five computers and five mobile devices. When a student or employee leaves WVU, the software will cease to function, and a license purchase will be necessary. This is also the case for non-emeritus retirees.

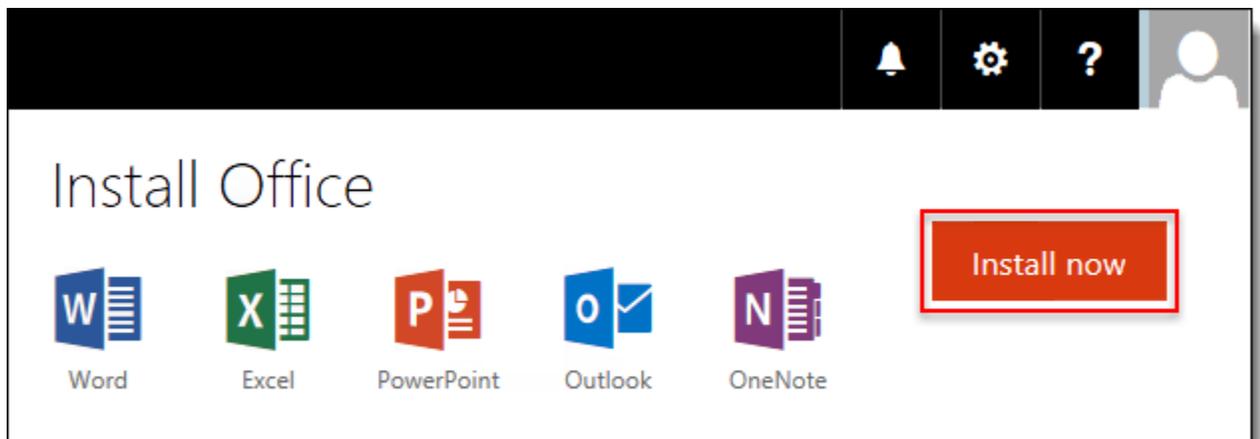
HSC employees can find instructions for downloading applications on the HSC [Office 365 Resources page](#).

Employees wishing to install Microsoft Office on WVU-owned computers should contact their desk side support staff.

Please be sure you have claimed your Login account prior to attempting to install Microsoft Office ProPlus. You can do so at [login.wvu.edu](#).

Directions:

1. Open Internet Explorer or Edge and go to [office365.wvu.edu](#).
2. Provide your Login username and password and click **LOGIN**.
3. Confirm that your desired version of Office is shown and then click **Install now**.
Note: WVU employees need to click the settings gear in the upper-right corner of the window, choose **Office 365** and then **Software** to see similar options.



4. Click **Run** when the download is finished and follow any additional prompts to complete the installation.



(File name intentionally simplified in this image)

IMPORTANT: You will be prompted to sign in either during the installation or when initially running Office applications. To do so, enter your Login username followed by **@mail.wvu.edu** when asked for an email address, and use your Login password.

Although WVU student email addresses end in @mix.wvu.edu, students should use @mail.wvu.edu here. This is a special username for activating your license, and is not an email address that can be used elsewhere.

Example: If your Login username is glweinrib, enter the address as follows:
glweinrib@mail.wvu.edu

Troubleshooting:

If you receive an Office 365 Activation Problem (0x80070005) error when attempting to Sign In, please try to right-click the program icon, select "Run As Administrator" and try to sign in again. We have seen cases where the user account on the computer might not have a high enough level of permission to allow registering the software. If this is the case, running one of the Microsoft Office programs once as Administrator appears to remedy the issue for future use.