Getting and Installing Microsoft Office 365

For Microsoft Office 365 products including: MS Word, MS PowerPoint, MS Outlook, MS Excel and MS Access, you can follow the instructions below:

- Determine which computer you want to install MS Office 365

- Using that computer, log into your Eastern Email.

- Please go to the following URL: https://portal.office.com/ols/mysoftware.aspx

- When registering with Microsoft on the steps, please specify your name and use your Eastern User ID (i.e.)   email address: lastnamefirstinitial@my.easternct.edu

- Follow the guided instructions.   You will receive the entire regular student MS Office 365 Suite of products: MS Word, PPT, Excel and MS Access

- You will have to download and install the software onto your computer. Allow a couple of hours to do this depending upon your Internet and Computer speeds.