

# MICROSOFT OFFICE 365: FOR RETIREES

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[ABOUT OFFICE 365](#)

[HOW TO ACCESS OFFICE 365 ONLINE](#)

[MYWSU](#)

[QUESTIONS?](#)

## ABOUT OFFICE 365

Microsoft Office 365 contains:

- Excel
- Word
- PowerPoint
- OneNote
- OneDrive storage
- And more!

A total of five (5) installations of Office 365 are allowed on PCs, Macs, tablets or smart phones.

WSU does not recommend storing FERPA protected information on OneDrive.

[Back to Top](#)

## HOW TO ACCESS OFFICE 365 ONLINE

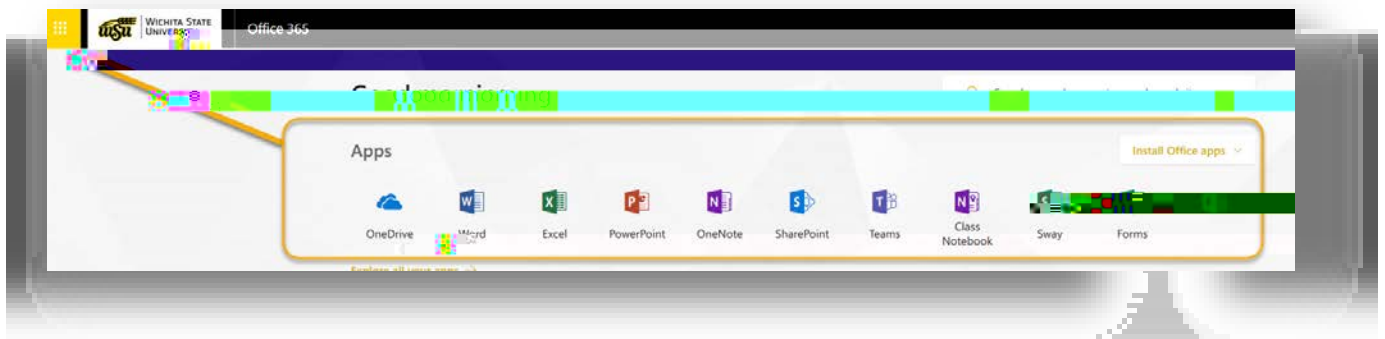
To access Office 365:

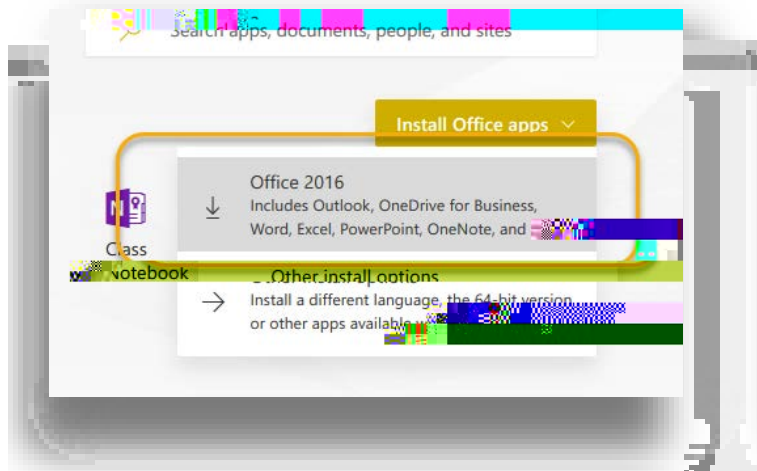
1. Go to [o365.wichita.edu](https://o365.wichita.edu)
2. Log in

Username: your myWSU@wichita.edu (e.g. A123Z987@wichita.edu)  
YourmyWSUPassword



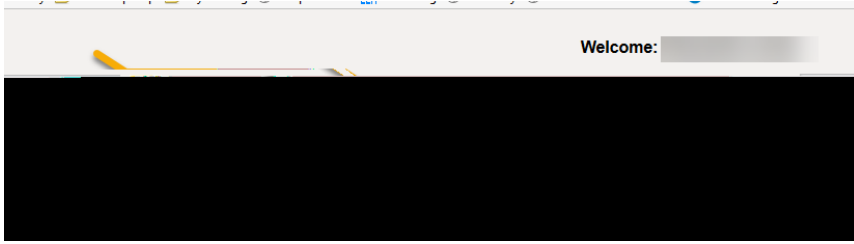
At the top of the screen shown below, note the ability to access various Microsoft Applications online, without downloading them. These can be accessed under “Apps” at the top of the screen, or by selecting the launcher grid in the upper left.





4. Users may be asked to enter login credentials again upon installation.
5. At any point, check the number of active installations by clicking on

Last Updated July 9, 2018



## QUESTIONS

### Contact information

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Password Assistance:  
x ITS