Through the Microsoft Student Advantage and Teacher Advantage programs, MSU students, faculty, and staff are entitled to install Microsoft Office on up to five personally-owned laptop and desktop computers. Because MSU has a site license for installation of Microsoft Office on all university-owned computers, do not use one of your five personal licenses for this purpose.

When Microsoft Office has been installed under the Student Advantage or Teacher Advantage program, the computer must connect to the Internet at least every 30 days to allow the software license to be validated. Also note that installations on smartphones and tablets do not count against your limit of five installations.

To install Microsoft Office under the Student Advantage or Teacher Advantage program:

1. Go to the ITS website at [its.msstate.edu](http://its.msstate.edu) and click the SOFTWARE tab.

2. Click the Downloads/Media Requests link.
3. Select the **Microsoft Office** entry and click the **Installation on a personally-owned computer** link.

4. Choose the link that applies to your status.
5. Read the **Program Requirement** and prior to downloading and installing Microsoft Office, click the **detailed instructions** link.

Click [here](#) to download and install Microsoft Office.

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6. Enter your `netid@MsState.edu` email address and click **Sign in**. Note that you do not need to enter a password on this page.
5. In the next screen, enter your NetPassword. Click Sign in.

6. By default, the 32-bit version of Office will be installed. If you need the 64-bit version and understand the potential issues associated with it, click Advanced and select 64-bit from the dropdown. Click Install.

7. Follow your browser’s prompts for downloading, and then follow the installation wizard to install Microsoft Office.