- 1. Go to <u>www.office.com</u>.
- 2. Click the "Sign In" button, where you will be redirected to a microsoftonline.com website.



3. First enter your CUW email address.

Example: firstname.lastname@cuw.edu

Microsoft	
Sign in	
firstname.lastname@cuw.edu	
No account? Create one!	
Can't access your account?	
	Next

4. You will then be redirected to the CUW and CUAA SSO webpage. Login in to the portal with your regular username and password.



	Microsoft Office Home	× +											×
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5. It will log you back into www.office.com, from there click the "Install Office" button.

6. Click the install the Office 365 apps option for the default Office 365 package.



7. Save the Office 365 Setup file to your computer. The appearance of this screen will vary based on your web browser. The file will also save by default to your downloads folder.

Just a few more steps		
Save File	Yes estimation of the second	S Stay online Mreinstallation, start Office and sign in with the account you use for Office 365: t0054321@cuw.edu.
Close Need help installing?		
Opening Setup.	X86.en-us_O365ProPlusRetail_09ac4780-b33e-4410-9cf3	×
You have chos		
■il_09ac	exe	
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Would you like		
	Save File Can	cel

8. Double click the setup file to run the installer.



The installer takes roughly 10-15 minutes to install.

