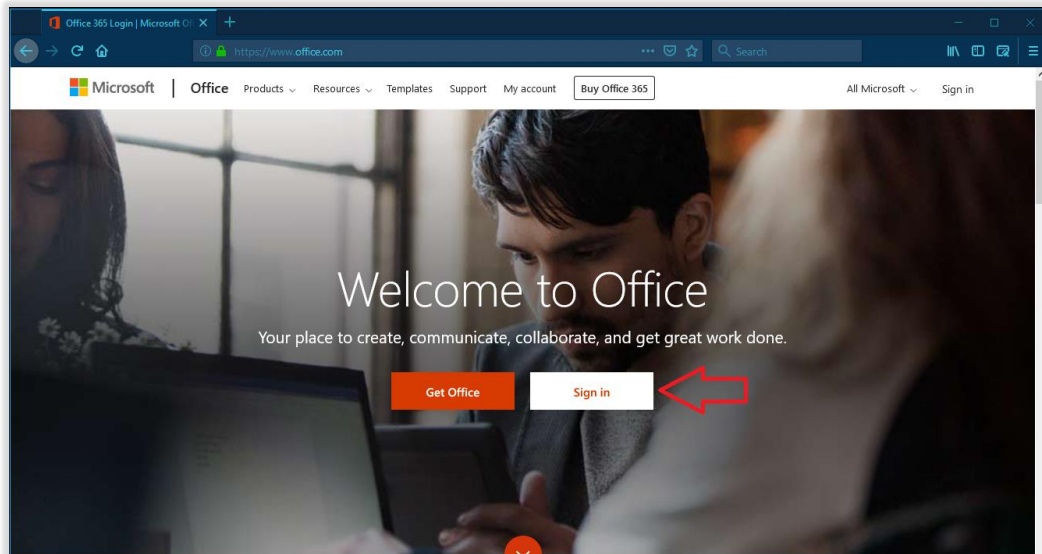


1. Go to [www.office.com](https://www.office.com).
2. Click the "Sign In" button, where you will be redirected to a microsoftonline.com website.



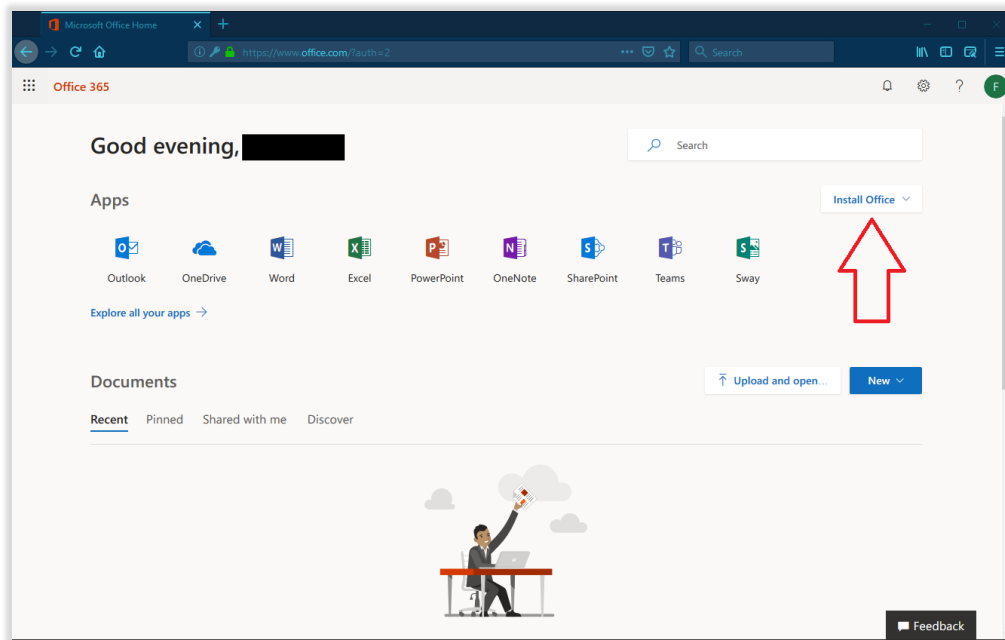
3. First enter your CUW email address.  
Example: `firstname.lastname@cuw.edu`

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

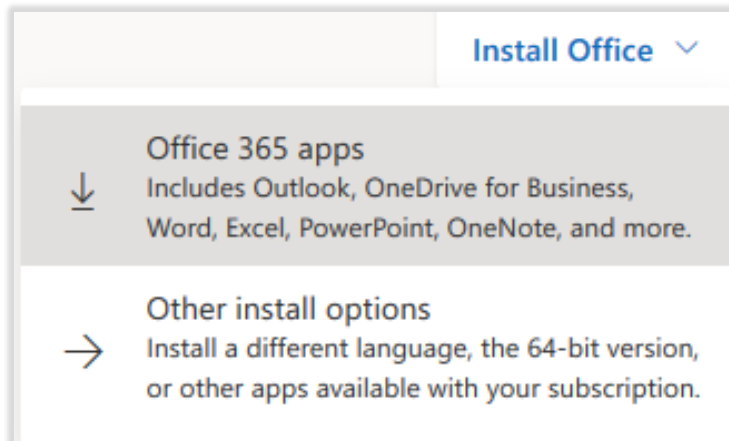
4. You will then be redirected to the CUW and CUAA SSO webpage. Login in to the portal with your regular username and password.

CONCORDIA UNIVERSITY  
WISCONSIN & ANN ARBOR  
FOO#####  
\*\*\*\*\*  
 Remember me on this computer  
SIGN IN  
Click Here for Help

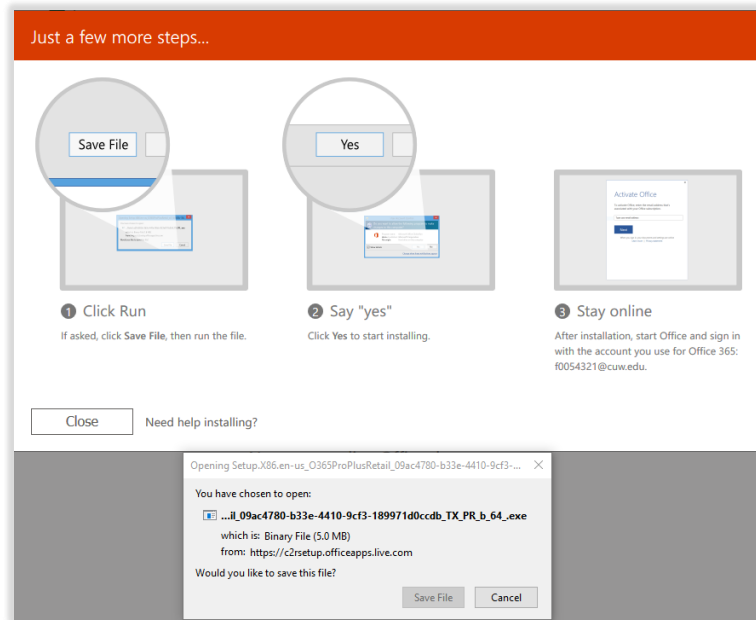
5. It will log you back into www.office.com, from there click the “Install Office” button.



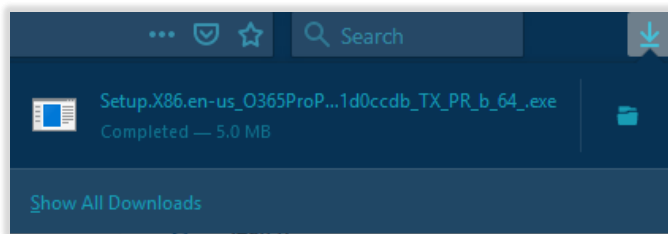
6. Click the install the Office 365 apps option for the default Office 365 package.



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.



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



The installer takes roughly 10-15 minutes to install.

Office

x



Please stay online while Office downloads

We'll be done in just a moment.