1. Login to your MyCWU account.
2. Once logged in click on “CWU Outlook” located on the right-hand side under the “Applications” section.

3. Once logged into you CWU Outlook account click the icon located in the upper left-hand corner.

4. After clicking the icon, a drop-down menu should appear on the left-hand side of the screen displaying the following links for your use.
5. Click the “Office 365” link located in the upper right-hand corner of the menu.

6. After clicking on “Office 365" the following page should appear. Continue by clicking the drop-down menu that says “Install Office” on the right-hand side of the screen.

7. From the drop-down menu select “Office 365 Apps" to finish installing follow the on-screen instructions.

Just a few more steps...

1. Download
   Office 365 apps will now start downloading.

2. Install
   Open the Office .pkg file in your Downloads folder and follow the steps to install Office.

3. Sign in
   To activate Office, sign in with the account you use for Office 365.
   QuigleyK@cwu.edu

Close Need help installing?