1. Log in 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 your CWU Outlook account, click the grid 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 labeled “Install Office” on the upper right-hand side of the screen.

7. From the drop-down menu, select “Office 365 Apps.” To finish installing, follow the on-screen instructions.