



## STUDENTS - How to Get Office 365 for Free

**Created:** 1/19/2016

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**Operating System / Version:** N/A

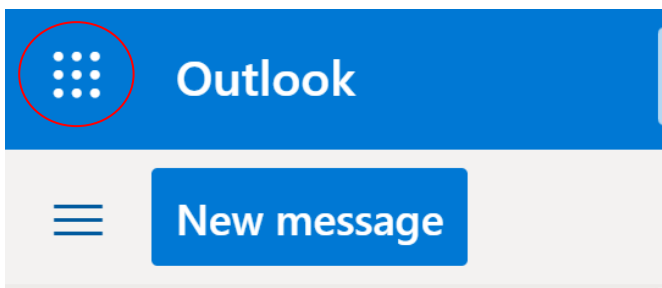
**Application / Version:** Office365

**Hardware Version:** N/A

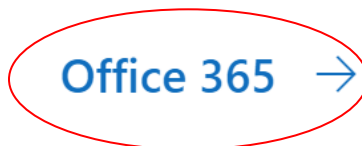
**Summary:** Microsoft offers Office365 free to CWI students. The best/easiest way is to download Office 365 through your student email. Downloading it from the Microsoft website can cause problems because CWI has a .cc email address. If you have problems with Office after or during downloading, you may need to contact Microsoft at 1-877-696-7786

### Steps-to-Take:

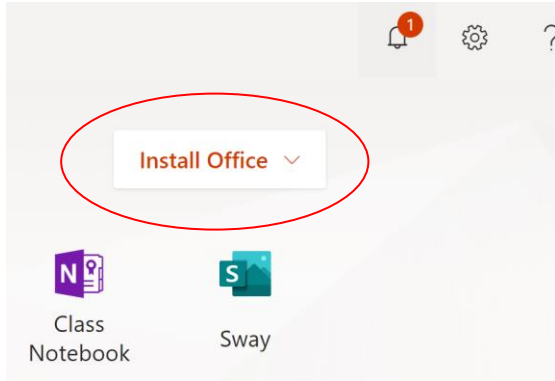
1. Start on the computer where you want to install Office.
2. Log into your student email at mail.cwi.edu.
3. Click on the nine dots on the top left corner of the screen.



4. Click on "Office 365".



5. Then click on "Install Office" on the top left corner of the screen.



6. Download "Office 365".

7. Follow the pop-up instructions from Microsoft.

Just a few more steps...

- 1 Click Run**  
Click the Setup file at the bottom of the screen.
- 2 Say "yes"**  
Click Yes to start installing.
- 3 Stay online**  
After installation, start Office and sign in with the account you use for Office 365: MarshalJewell1@cw.edu.

Close    Need help installing?