

Students– How to Download Office 365 for Free

Created: 1/19/2016

Author: Marshall Jewell

Last updated: 1/17/2023, by Keith Peterson

Operating System / Version: Windows 10, 11

Application / Version: Office 365 Pro

Hardware Version: N/A

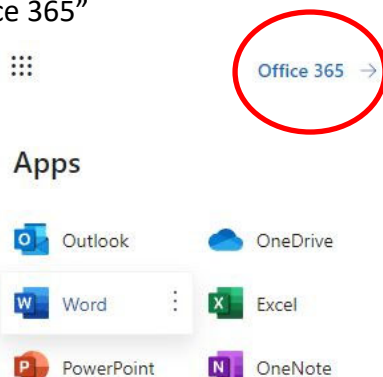
Summary: Microsoft offers Office365 free to CWI students. There are two ways to get this software. One is the steps below from a personal computer. The other is going to: <https://portal.office.com>. Which the steps are in part 2 of this document. You get 5 free installs of Office 365 Professional.

Steps-to-Take Part 1:

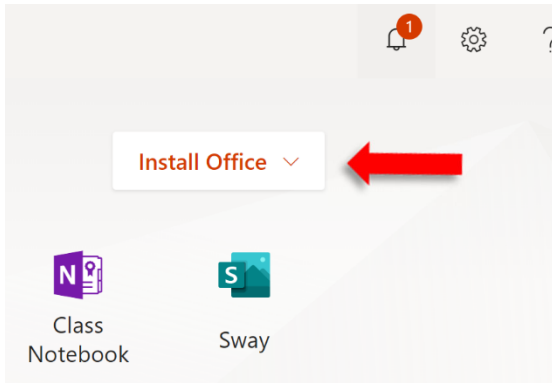
1. Start on the computer where you want to install Office.
2. Log into your student email at mail.cwi.edu.
3. Click on the nine dots on the top left corner of the screen.



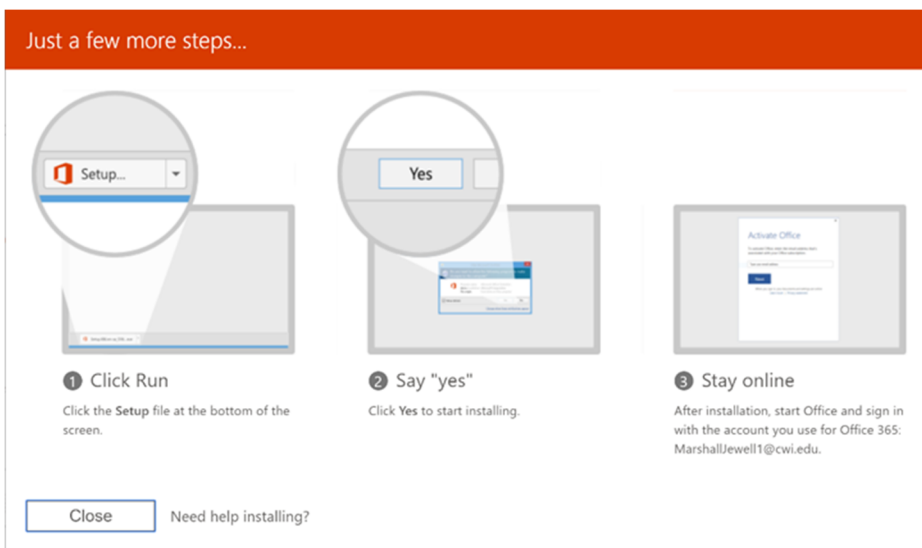
4. Click on “Office 365”



5. You will be redirected to a new window. Selet “Install Office” on the top left corner of the page.

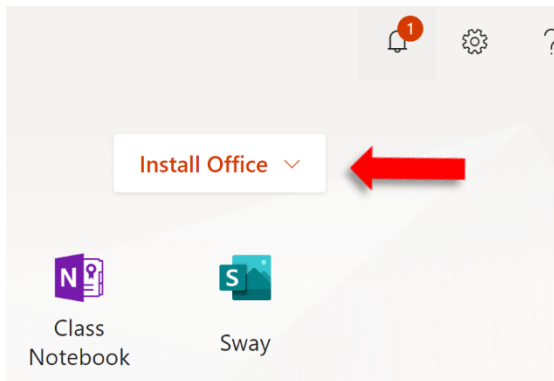


6. Download "Office 365"
7. Follow the pop-up instructions from Microsoft.



Steps-to-Take Part2:

1. Open Google Chrome and enter <https://portal.office.com> in the browser bar at the top. Tap Enter.
2. Log in with your CWI Email Address and Password.



3. Click on Install Office in the Upper Right-Hand Corner.

configure the Outlook Desktop Program to work with special email accounts including work study WS accounts

Created: 12/12/2014

Author: Annika Kempnich

Last updated: 11/5/2021, by Nate Gaddy

Operating System / Version: Windows 10

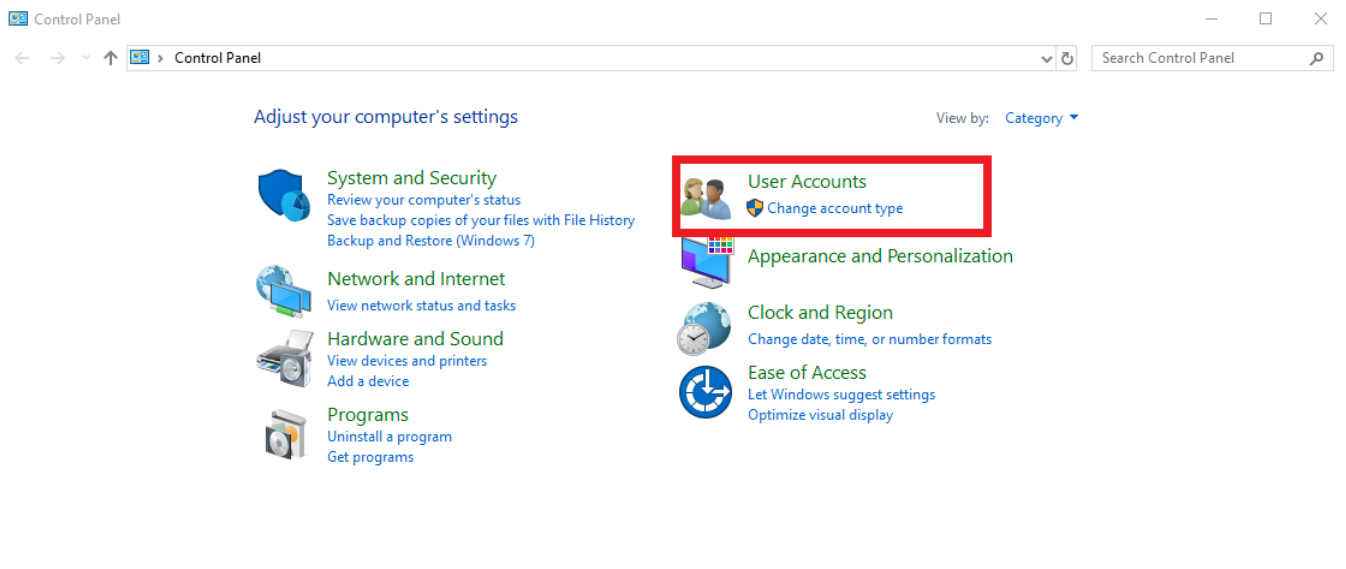
Application / Version: Microsoft Outlook Desktop Client

Hardware Version: N/A

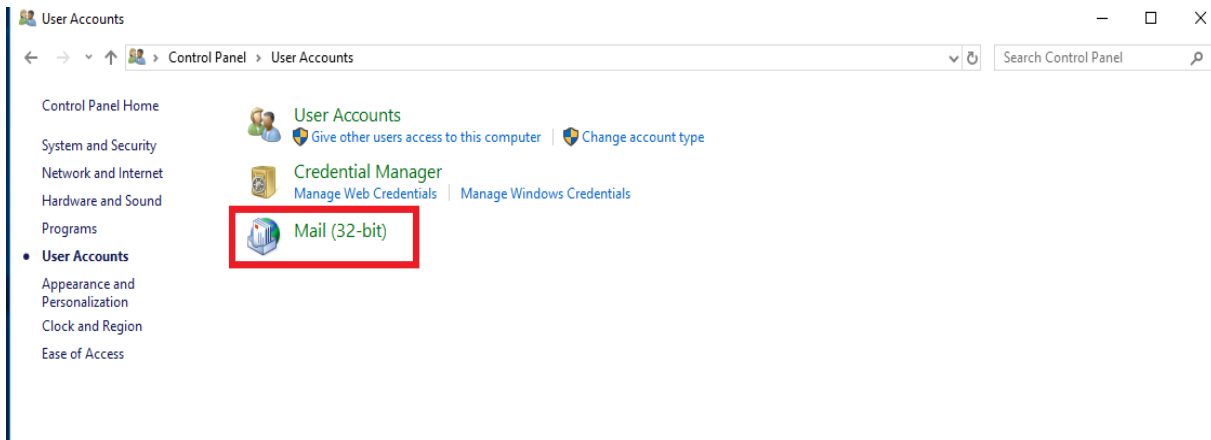
Summary: How to configure your Outlook program to work with your CWI email account. These instructions concern especially employees with special accounts such as work study students with a WS account, who have to manually configure their Outlook Desktop Client to work with their WS Email Account. These instructions will also work for everyone to configure their outlook email account.

Steps-to-Take:

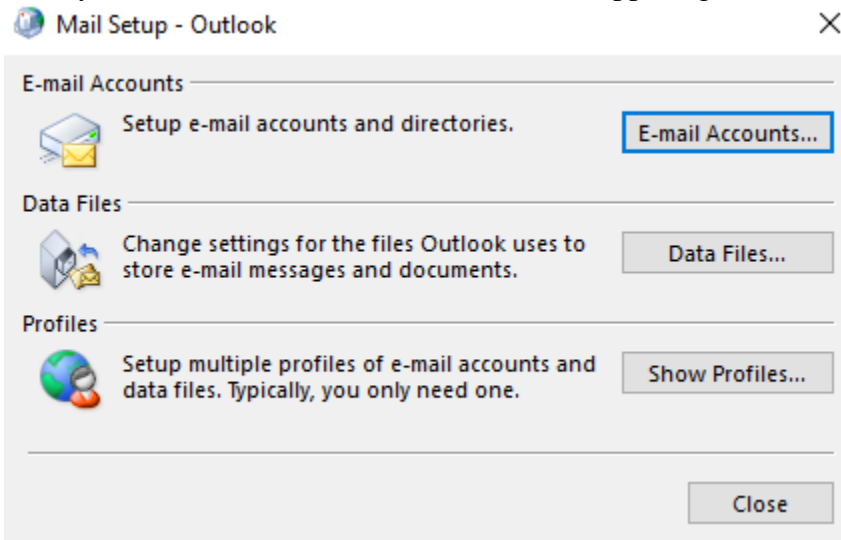
1. In the search box in the lower left corner, type: Control Panel.
2. In the control panel window select “User Accounts.”



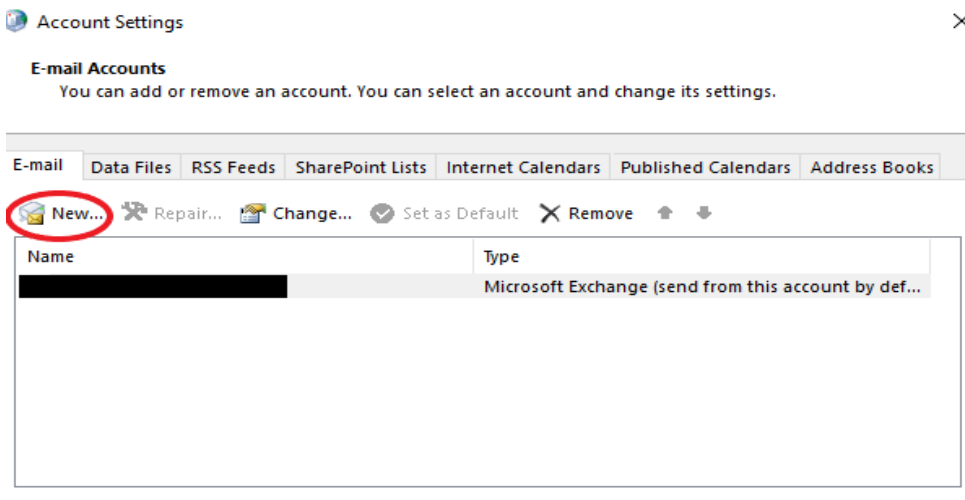
3. In this window, you will select Mail (32-bit).



4. Then you will click on E-mail accounts in the upper right corner of the window.



5. In the next window you will select "New"



6. Lastly, enter your Account information, hit “next” and follow the prompts to finish setting up your email account.
 - a. If you have a special account such as a WS Account you will enter your WS username and WS password otherwise you will enter your normal account information.

The screenshot shows the 'Add Account' dialog box in Outlook. At the top, it says 'Add Account' with a close button (X). Below that is the 'Auto Account Setup' section, which includes the text 'Outlook can automatically configure many email accounts.' and a mouse cursor icon. The main area has two radio button options: 'E-mail Account' (which is selected) and 'Manual setup or additional server types'. Under 'E-mail Account', there are four input fields: 'Your Name' (with example 'Ellen Adams'), 'E-mail Address' (with example 'ellen@contoso.com'), 'Password', and 'Retype Password' (with the instruction 'Type the password your Internet service provider has given you.'). At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is circled in red.

Everyone - How to Access OneDrive

Created: 1/4/2016

Author: Mary Booth

Last updated: 11/5/2021 by Mary Chapman

Operating System / Version: N/A

Application / Version: Office 365 Email and OneDrive

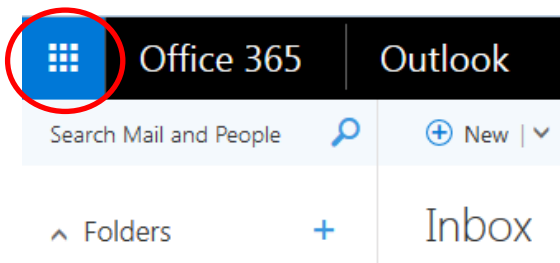
Hardware Version: N/A

Summary: Here is how to access OneDrive that is included with the student and employee email system.

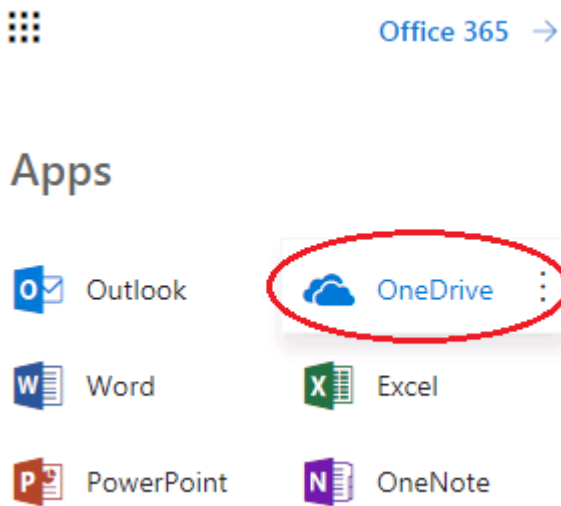
Steps-to-Take:

Step 1. Login to your student or employee email at: outlook.office365.com

Step 2. In the top left-hand corner of the inbox click on the square of boxes.



Step 3. Click on the OneDrive button.



Step 4. This will open OneDrive and allow you to upload and download your documents.

The screenshot shows the OneDrive web interface. At the top, there is a blue header with the OneDrive logo and a search bar. Below the header, there is a navigation bar with options: '+ New', 'Upload', 'Sync', and 'Automate'. The main content area is titled 'My files' and contains a table of files and folders. The table has columns for Name, Modified, Modified By, File size, and Sharing. A folder named 'schoolwork' is listed with a modified time of 'A few seconds ago', a file size of '2 items', and a sharing status of 'Private'. On the left side, there is a sidebar with navigation options: 'My files', 'Recent', 'Shared', and 'Recycle bin'. Below these options is a 'Quick access' section with a brief description.

Name	Modified	Modified By	File size	Sharing
schoolwork	A few seconds ago		2 items	Private