

Students– How to Download Office 365 for Free

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Operating System / Version: Windows 10, 11

Application / Version: Office 365 Pro

Hardware Version: N/A

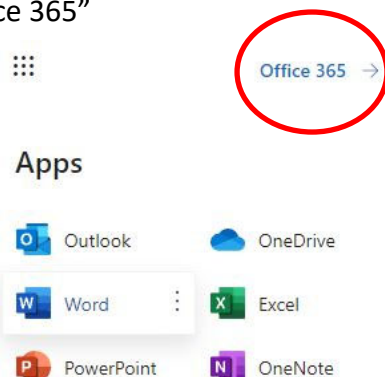
Summary: Microsoft offers Office365 free to CWI students. There are two ways to get this software. One is the steps below from a personal computer. The other is going to: <https://portal.office.com>. Which the steps are in part 2 of this document. You get 5 free installs of Office 365 Professional.

Steps-to-Take Part 1:

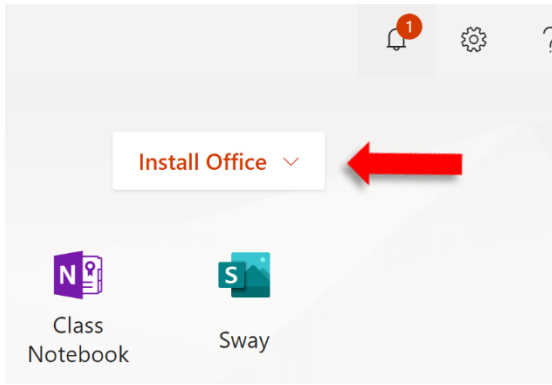
1. Start on the computer where you want to install Office.
2. Log into your student email at mail.cwi.edu.
3. Click on the nine dots on the top left corner of the screen.



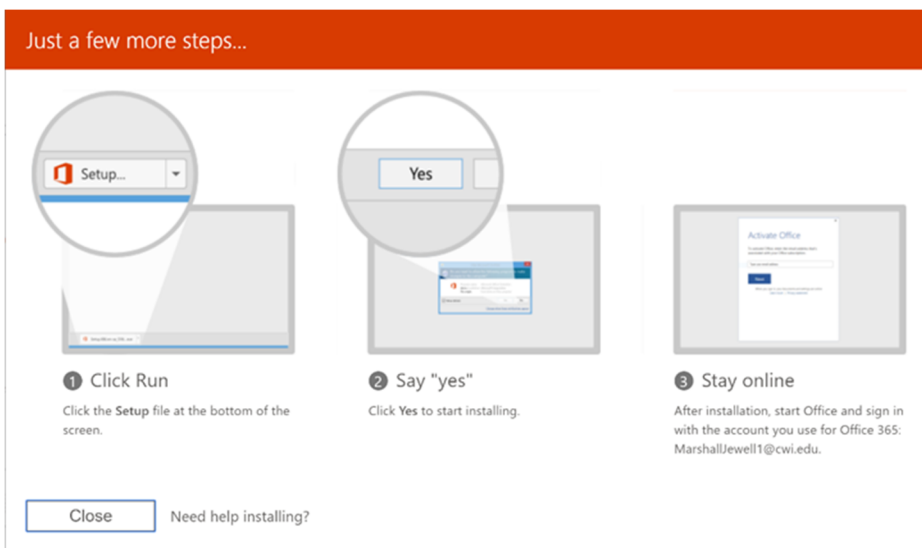
4. Click on “Office 365”



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

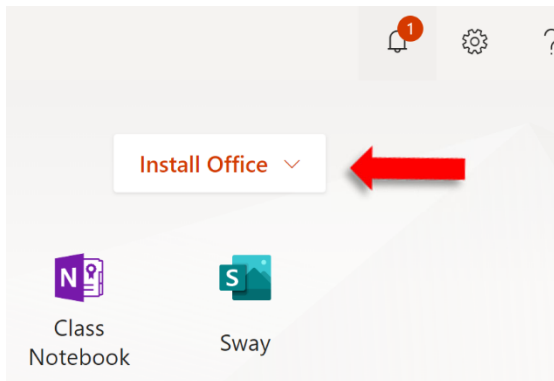


6. Download "Office 365"
7. Follow the pop-up instructions from Microsoft.



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.