Instructions for Installing Microsoft Office from Office 365

Overview:

As a current Logan University Student, you have the ability to install a copy of the latest Microsoft Office application on up to 5 computers (PC or MAC).   Once you have graduated or are no longer a current student, access to the applications will be disabled.

1. Login to the Office 365 portal at http://outlook.com/logan.edu
   a. Username is your email address (i.e. Test.Student@logan.edu)

2. Click the settings icon ⚙ and select ***Office 365*** under "Your app settings".
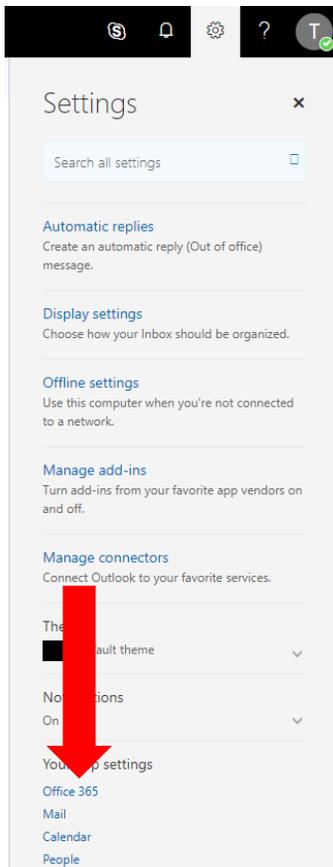
3. Select *Install Status* and then *Install Desktop Applications*
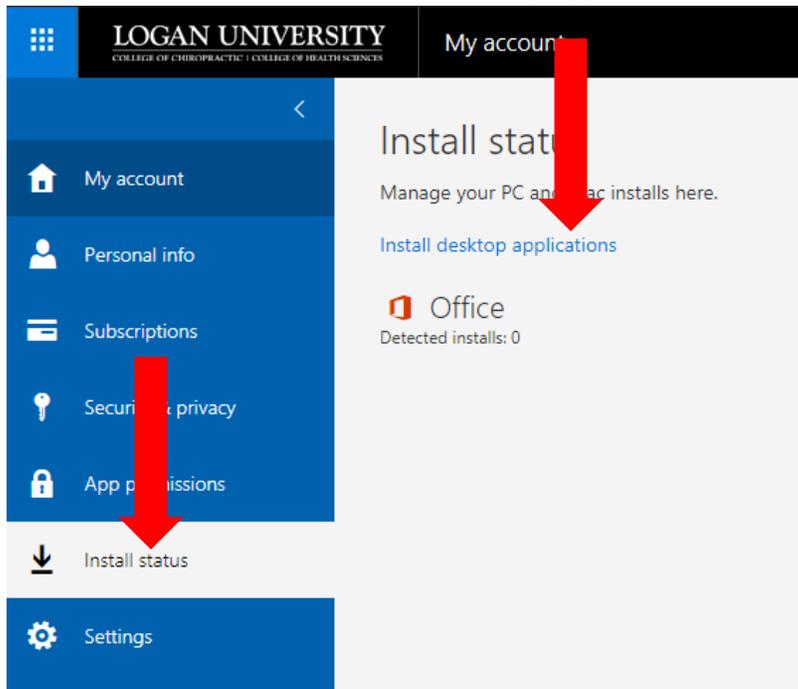
4. Select your language and click *Install*
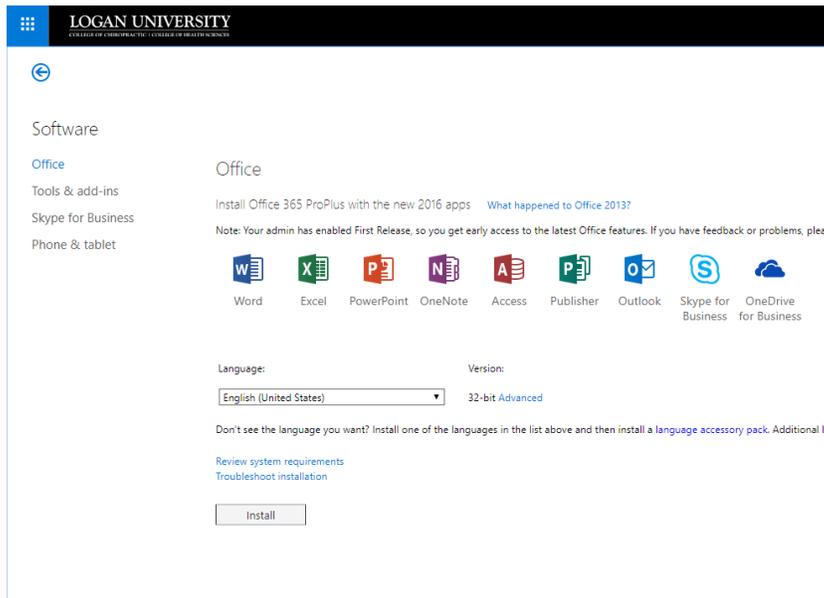
5. Click "Run" or "Install" when prompted by your browser

Do you want to run or save **Setup.X86.en-us_O365ProPlusRetail_59a971f2-1995-4d48-9fa9-e23797350251_TX_PR_.exe** (922 KB) from **c2rsetup.officeapps.live.com**?   ×

          Run   Save ▼   Cancel
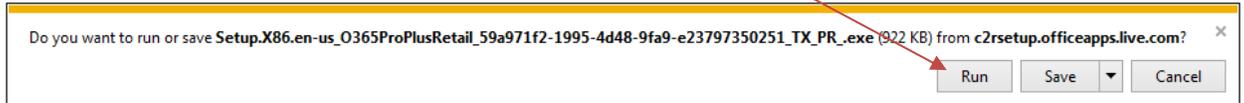
6. Follow the prompts to complete the installation

Office

Welcome to your new Office.

We think you'll love it. Let's get started.

Next