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. <u>Test.Student@logan.edu</u>)
- 2. Click the settings icon and select **Office 365** under "Your app settings".

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3. Select Install Status and then Install Desktop Applications



4. Select your language and click Install

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Note: Your admin has enabled First Release, so you get early access to the latest Office features. If you have feedback or problems, please					
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English (United States)					
Don't see the language you want? Install one of the languages in the list above and then install a language accessory pack. Additional lan					

5. Click "Run" or "Install" when prompted by your browser

Do you want to run or save Setup.X86.en-us_0365ProPlusRetail_59a971f2-1995-4d48-9fa9-e23797350251_TX_PR_.exe (922 KB) from c2rsetup.officeapps.live.com?

6. Follow the prompts to complete the installation



Welcome to your new Office.

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

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