Office 365: Download & Installation for Windows (Students)

This article covers how CSUF students can download, install, and activate Office 365
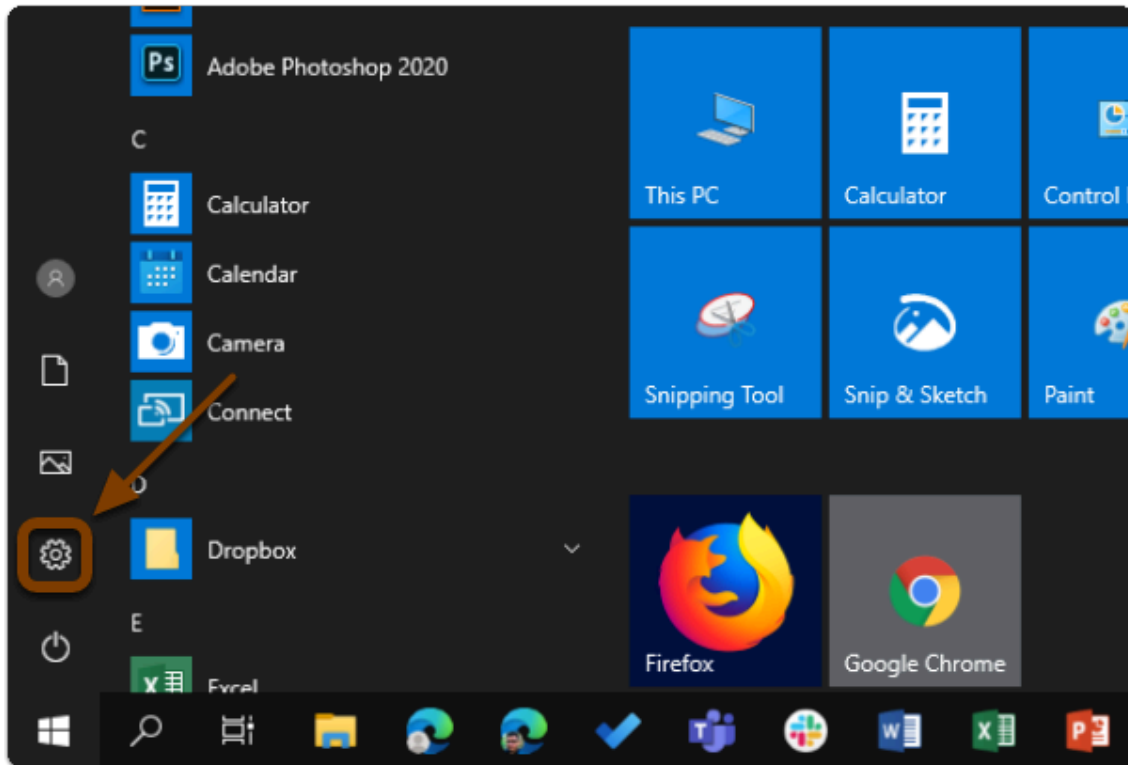
Step 1: Remove previous versions of Office from your computer.

ℹ️ If you <u>do not</u> have a previous version of Office installed, proceed to [Download Office 365](#).
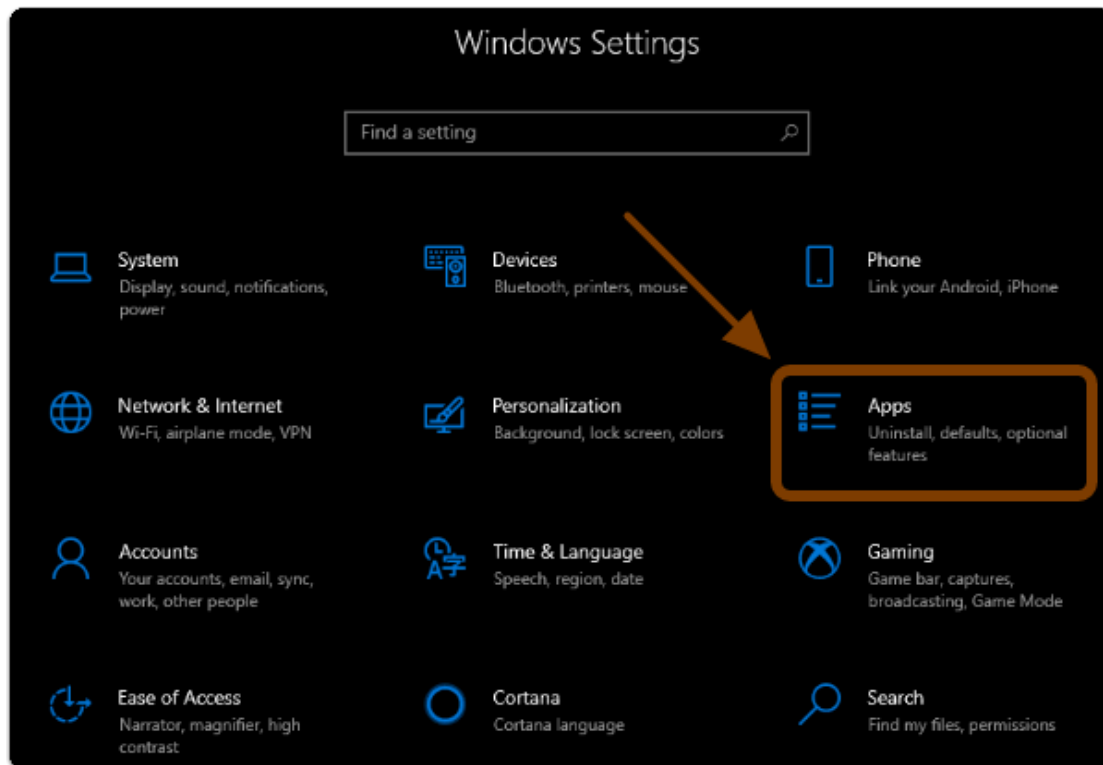
If you have an older version of SPSS Statistics on your device you need to remove it before installing the newer version.

This will prevent potential compatibility issues among multiple versions.

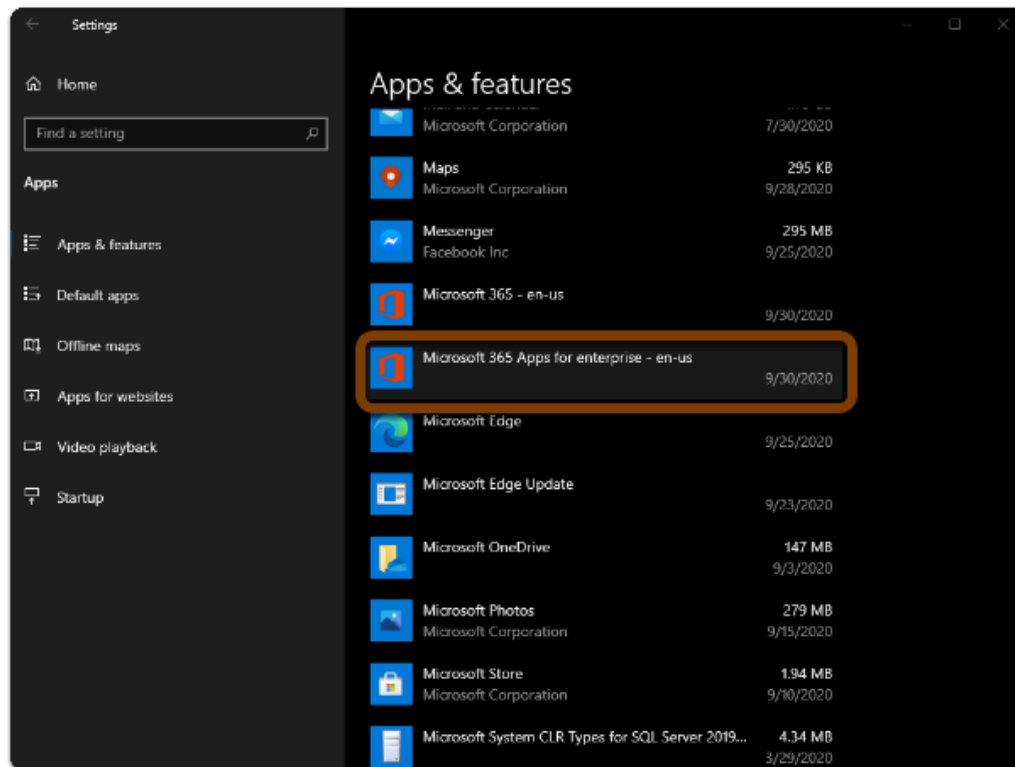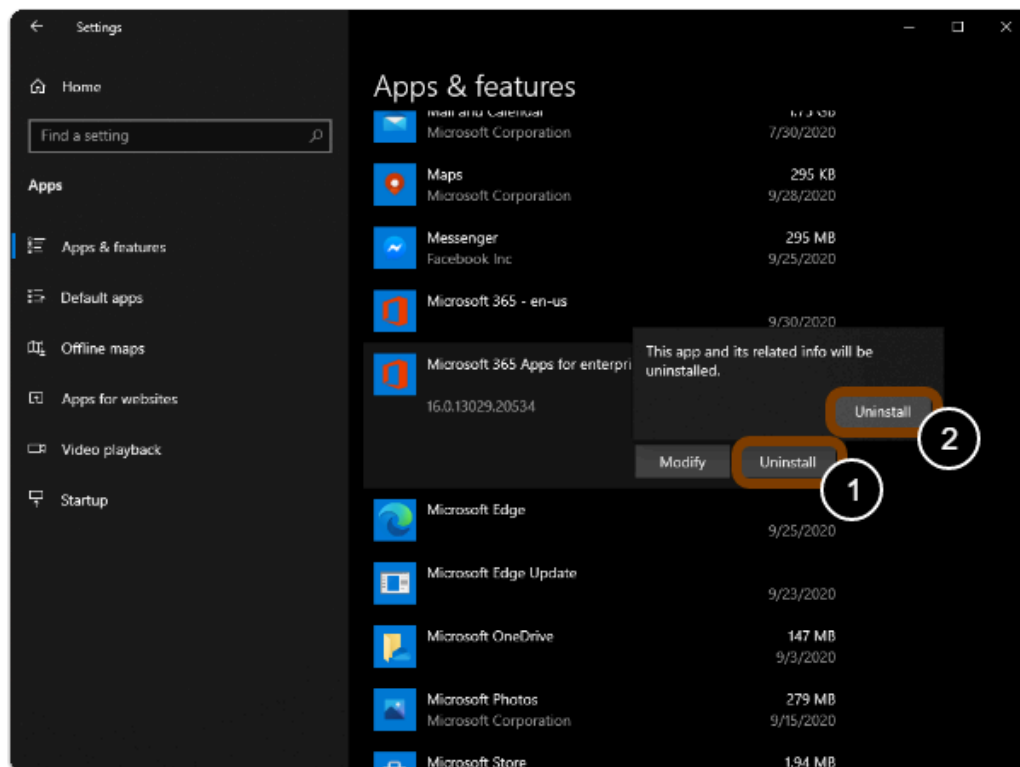Office 365: Download & Installation for Windows (Students) // Downloaded: 08-10-2023 // Disclaimer: This document is only valid as of the day/time when it is downloaded. Please view the original web document for the current version.

Page 1

1. Open the Settings

2. Click on Apps

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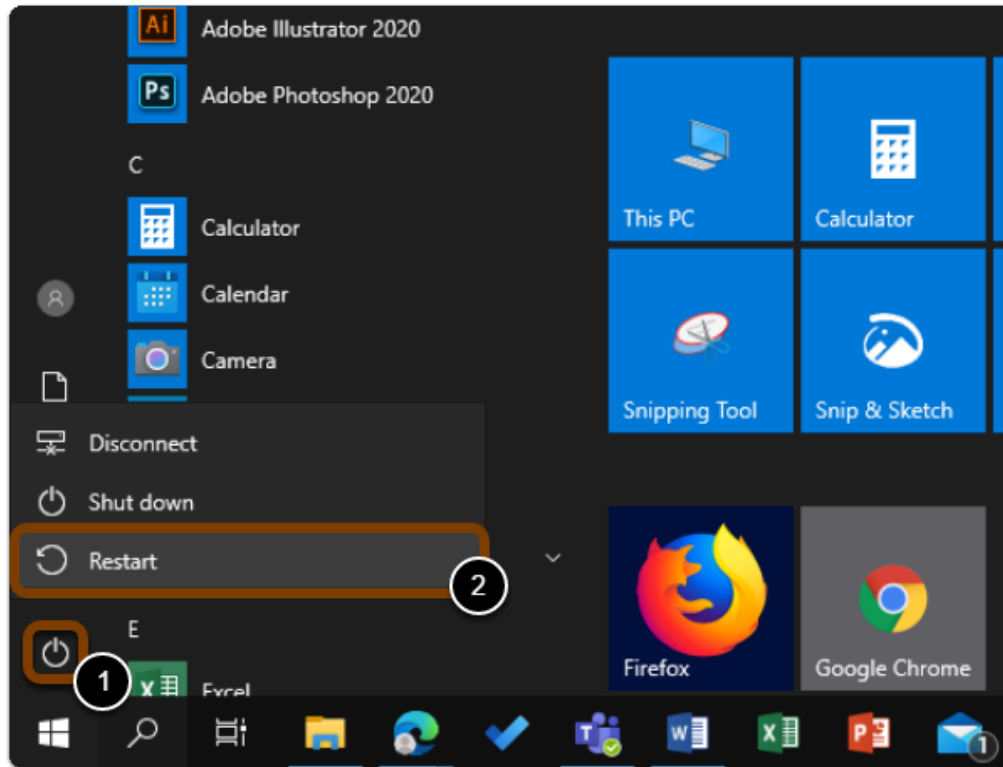
Page 3

3. Select Microsoft 365 Apps from the list

4. Click Uninstall twice

5. Restart you computer

⚠ Warning: You will need to restart your computer to complete the uninstall process.

Step 2: Download Office 365

1. Go to the Office 365 Software Page and click "Install Office 365"

a. Go to the Office 365 Software Page
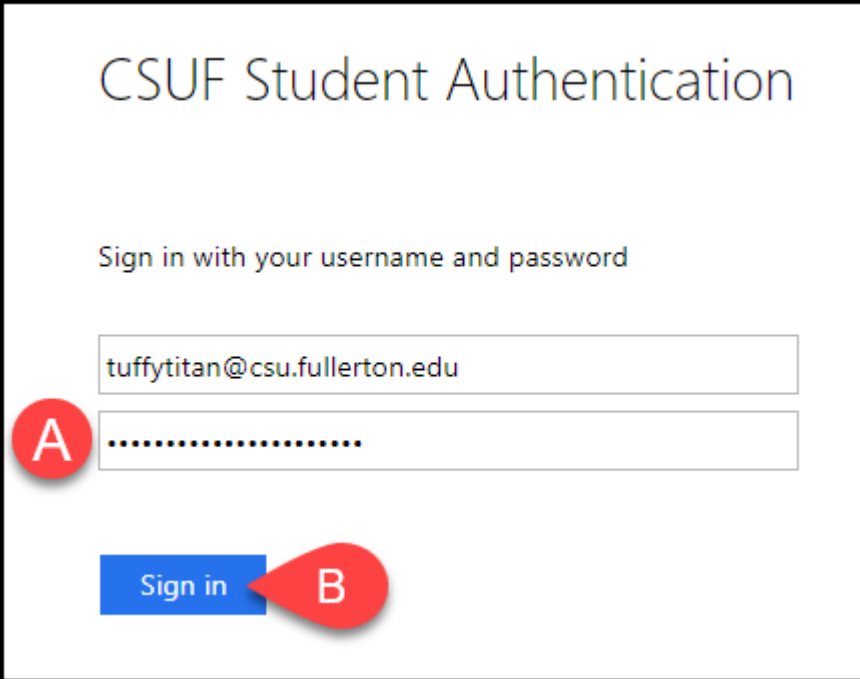
b. Click on "Install Office 365"

Installing Office 365

Your computer's internet speed will determine how long the Office 365 installation will t

1. First, uninstall any previous version of Office on your device. New versions will be installed wh
   The Office 365 provided by Campus may have different options than a standard installation.

2. Log in to your account through the "Install Office 365" link provided on this page.

3. On the Microsoft page you need to click on the section labeled PC & Mac.

4. Office 365 downloads as a complete package, so there is no ability to choose which applications
   "install" button on the page and begin the download process.

5. After the download the installation process will start automatically. Office 365 will install new c
   on your computer.

6. Setup your **OneDrive @ Cal State Fullerton** account to ensure that you have access to your cl
   located in the upper right side of the screen as 'OneDrive' and must be clicked at least once to pr

INSTALL OFFICE 365

2. Enter your campus password. Then click Sign in.

ℹ️   NOTE: You must be a currently enrolled student actively taking classes at CSUF this semester.
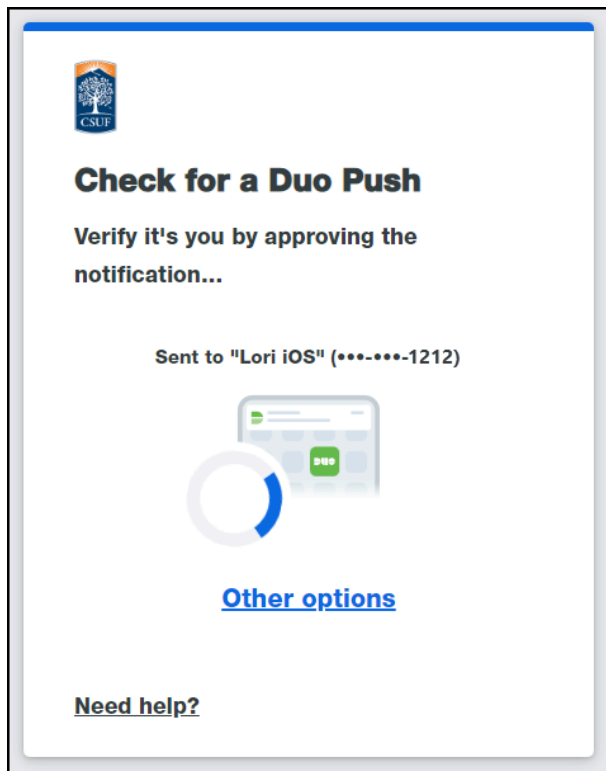
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Page 7

A. Enter your campus password. This is the same password that you use to log on to the campus portal.
B. Then click **Sign In**.

3. You'll be prompted to authenticate with Duo.

💡 New to Duo?

View Duo guides for Students

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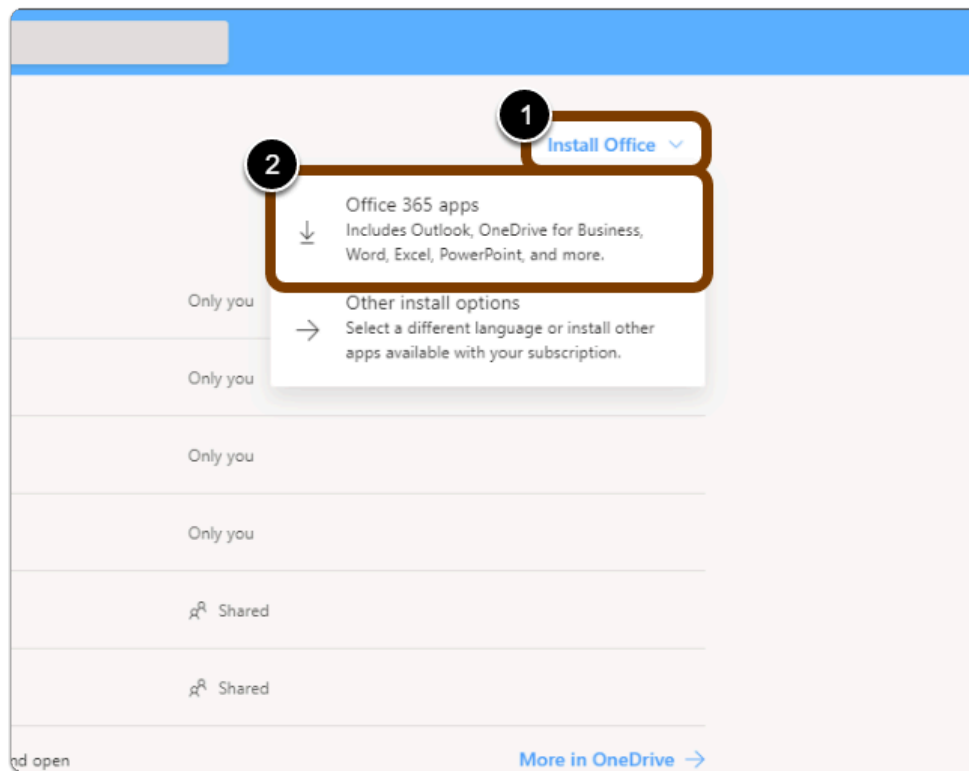**Page 8**

ℹ️   Remember you can use **Other options** to choose another way to authenticate with Duo.

4. In your Office 365 Dashboard, click "Install Office" then "Office 365 apps"

1. Enter your CSUF email and password
2. Click "Sign in"

> **ℹ** NOTE: You must be a currently enrolled student actively taking classes at CSUF this semester.

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Page 10

5. Follow the steps to install Office
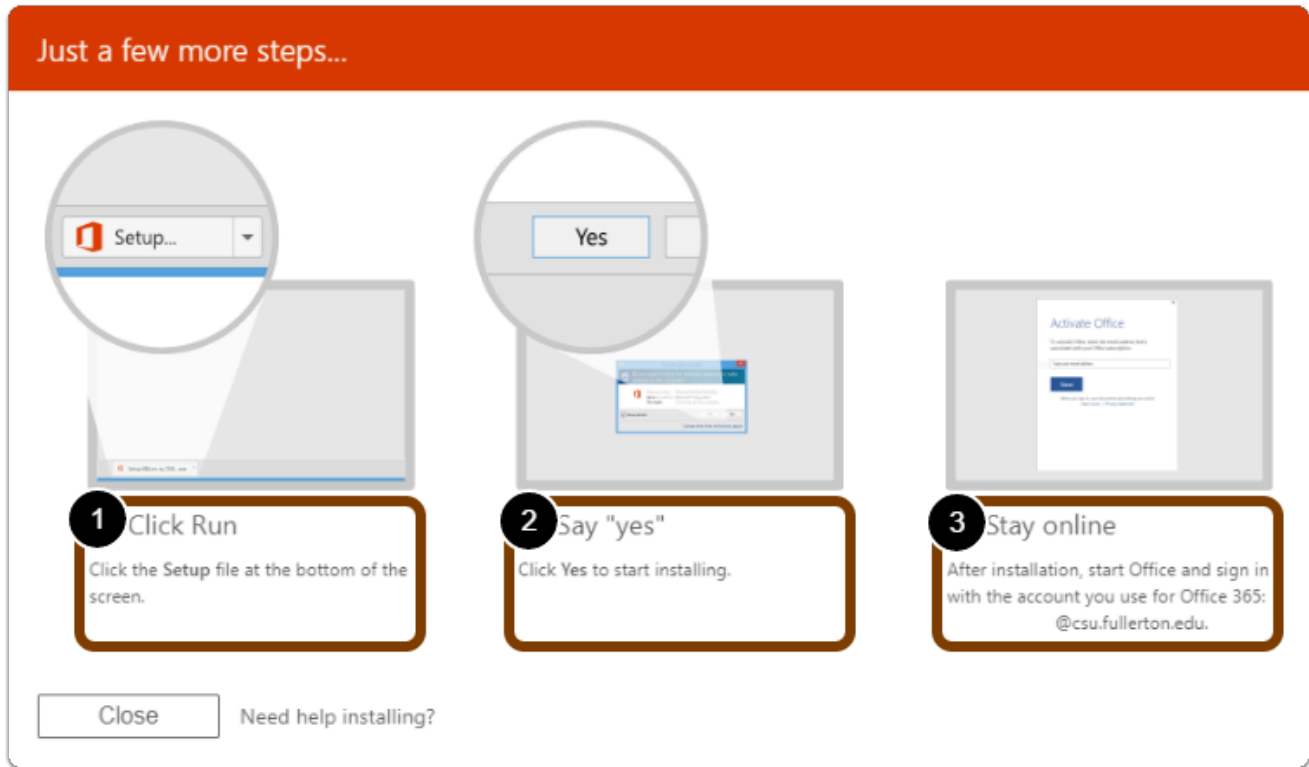
Installation Steps:

1. Click **Run**.
2. Click **Yes** to start installing.
3. After installation, start any Office app and **sign in** with your CSUF email account.
4. Click **Close** after reviewing steps.

💡 Tip: Depending on your browser, your pop-up will be a little different...

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Page 11

Step 3: Install Office 365

1. You will see "We're getting things ready"

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Page 12
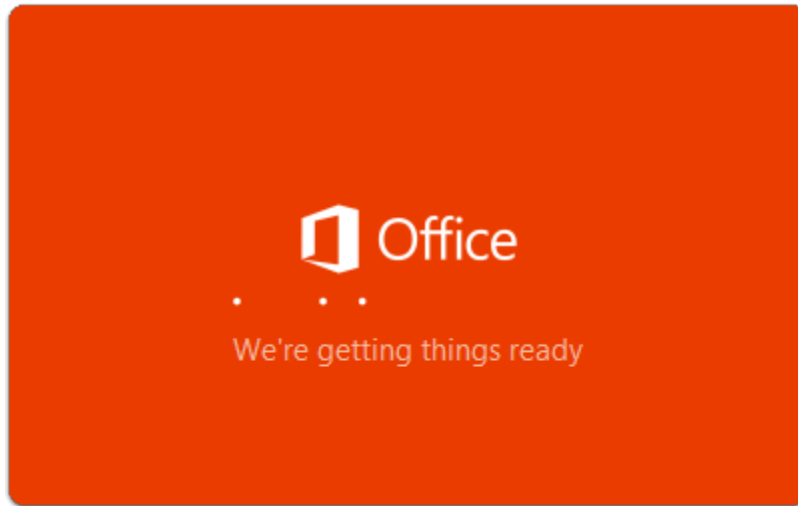
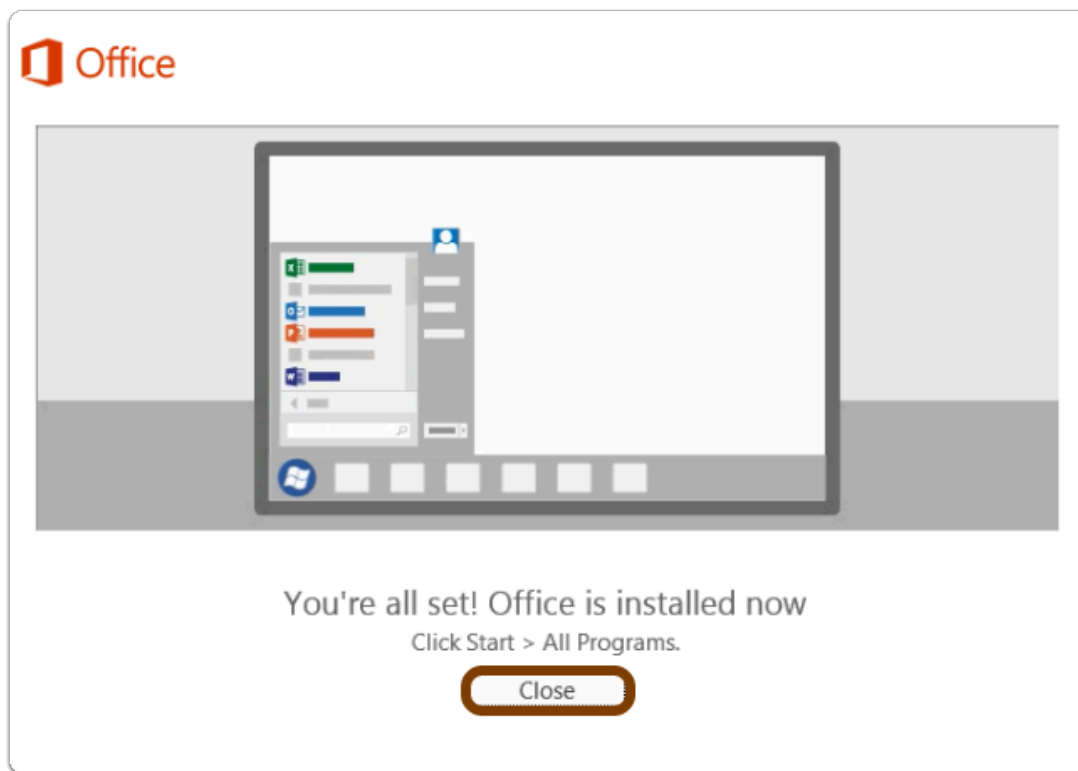## 2. The Office applications that are being installed will show on the Installing Office screen
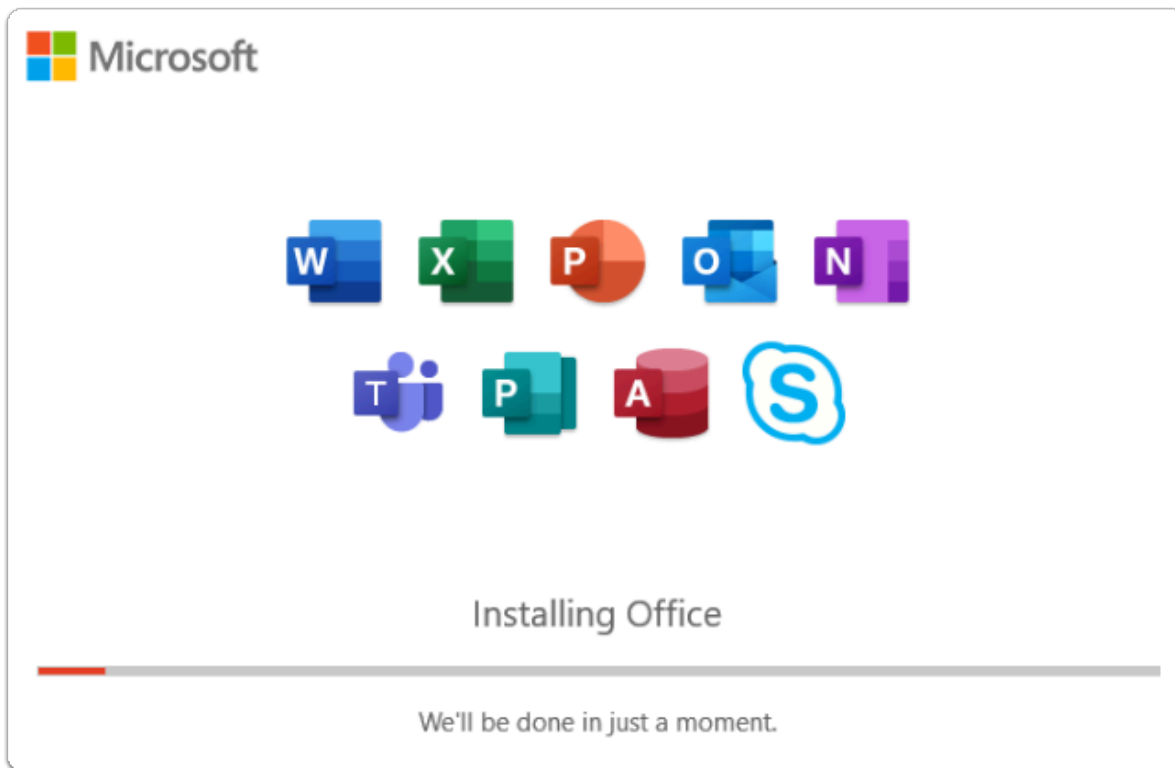
3. Office Installation is complete
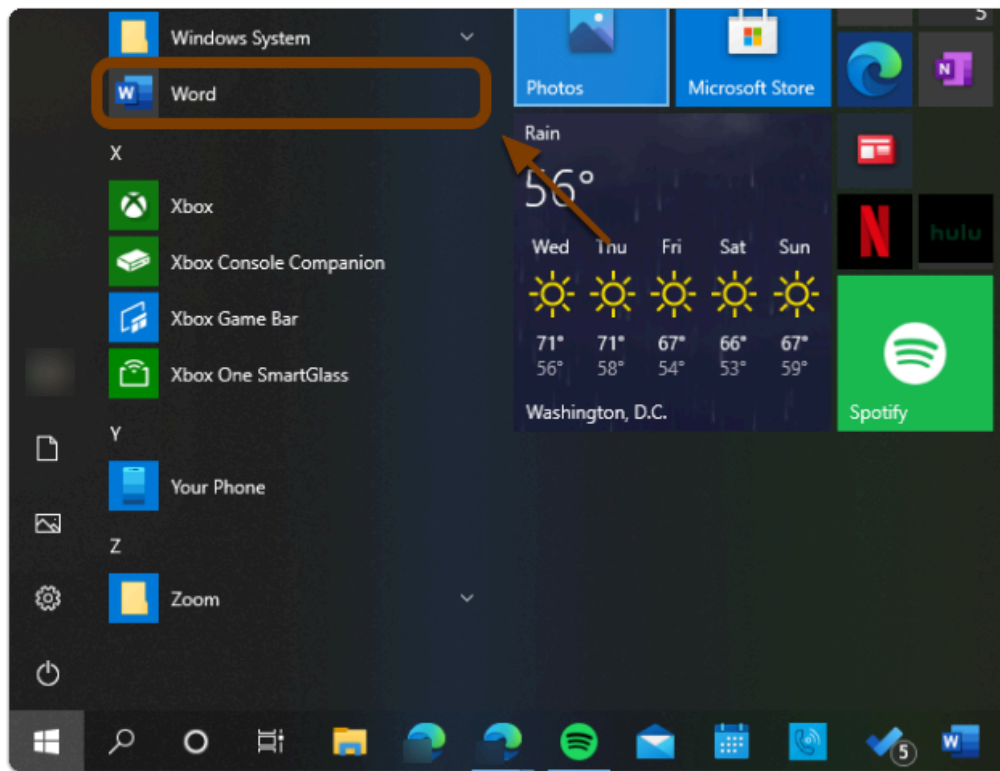
Click **Close**.

Step 3: Activate Office 365

1. Launch an Office 365 app

1. Open the Start menu
2. Find and open an Office app (ex: Word)

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Page 14

2. Accept the Microsoft License Agreement

Click **Accept**.
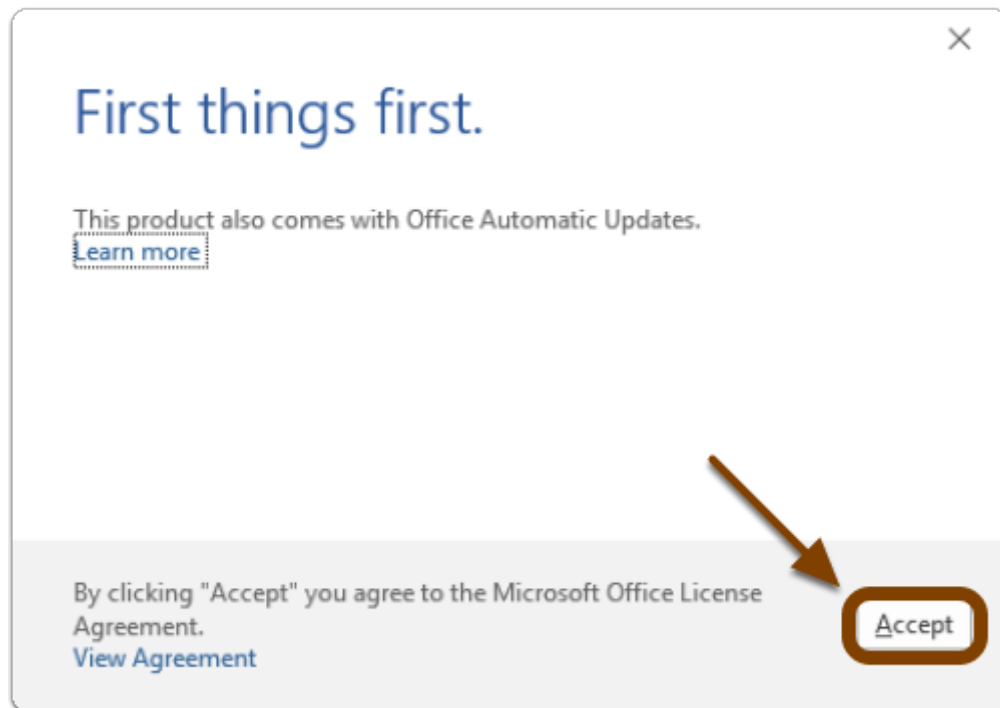
> ⊘ Alert: If prompted to activate; sign in with your CSUF email to activate Office 365 apps

> ℹ **Office 365 apps are now Installed & Activated**

Where are the Office 365 apps Located?

1. Select the **Start** Button
2. **Apps will be in the start menu in alphabetical order**
3. Example: **Word** is under the "W" section

Need help using Office 365 apps?

LinkedIn Learning is available to all currently enrolled CSUF Students

- Contains over 13,000 courses taught by real-world experts and a library that is constantly up-to-date
- **On the Student Portal, search for "Linkedin Learning" to get started**

Need technical assistance?

Contact the Student IT Help Desk at (657) 278-8888 or StudentITHelpDesk@fullerton.edu

Visit the Student Genius Center on the first floor of the Pollak Library North. Go to the SGC website for walk-in hours: http://sts.fullerton.edu/sgc.

The Student IT Help Desk and Student Genius Center can assist with:

- Issues with installing Office 365
- Issues with activating Office 365

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Page 17