



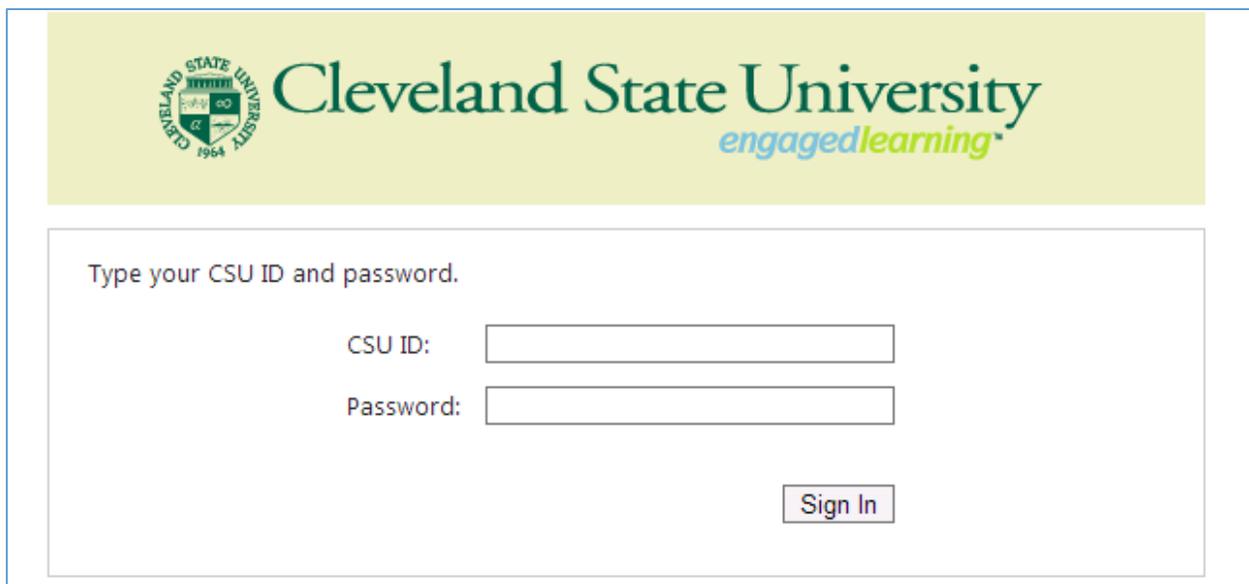
How to Install Microsoft Office 2013 on a PC through engage365

Cleveland State University students, faculty, and staff are licensed to install a free copy of Microsoft Office on up to 5 computers.

These instructions will help you install Microsoft Office on your computer's hard drive – not to be confused with Microsoft Office Online which does not get installed locally and is accessed only through a browser.

Note: MS Office is only available to active students, faculty, and staff. Software expires one year after your enrollment ends or you are no longer an employee or faculty member.

- 1) On the computer on which you want to install MS Office, using your browser, visit <http://engage365.csuohio.edu>:

A screenshot of the Cleveland State University login page. The page has a light green header with the university's logo and the text "Cleveland State University engagedlearning". Below the header is a white box containing the text "Type your CSU ID and password." followed by two input fields: "CSU ID:" and "Password:". A "Sign In" button is located at the bottom right of the input area.

Cleveland State University
engagedlearning

Type your CSU ID and password.

CSU ID:

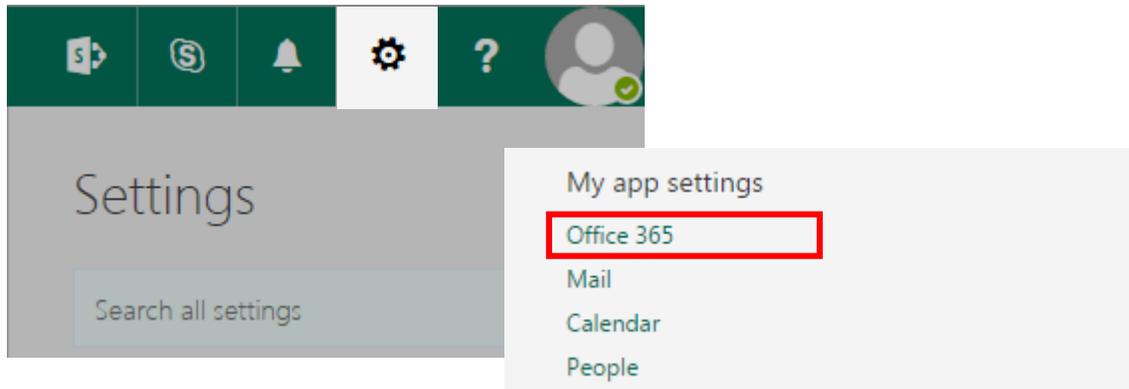
Password:

Sign In

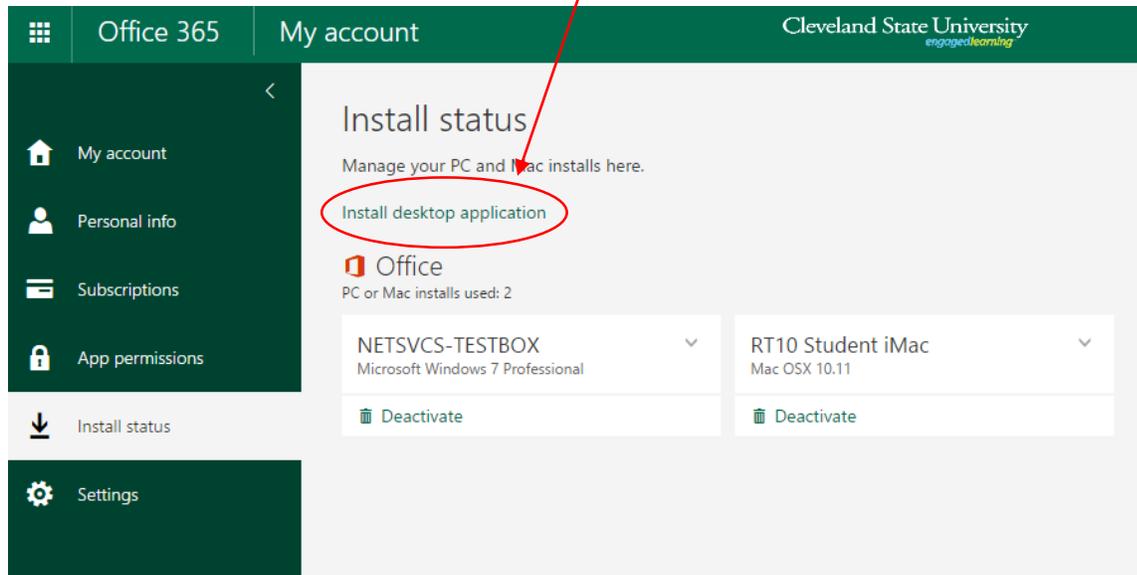
Input your CSU ID number along with your password in order to bring up your Outlook email page.



- 2) In the top right corner of Outlook you will see a settings column as shown below, click on the settings column and select **Office 365 settings**.



- 3) Within **Office 365 settings**, you will see an “Install status” option, select this option and then select “Install desktop application” to bring you to the next page.





- 4) On the **Software** page, you will see a column on the left again, this time select **Office**, scroll down and locate the heading of “Install Office 365 ProPlus with the 2013 apps” and then select your language and click the **Install** button.

Install Office 365 ProPlus with the new 2016 apps (Recommended)

Note: Your admin has enabled First Release, so you get early access to the latest Office features. If you have feedback or problems, please contact your admin.



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



Skype for Business



OneDrive for Business

Language:

English (United States) ▼

Version:

32-bit (Recommended) Advanced

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Review system requirements](#)

[Troubleshoot installation](#)

Install

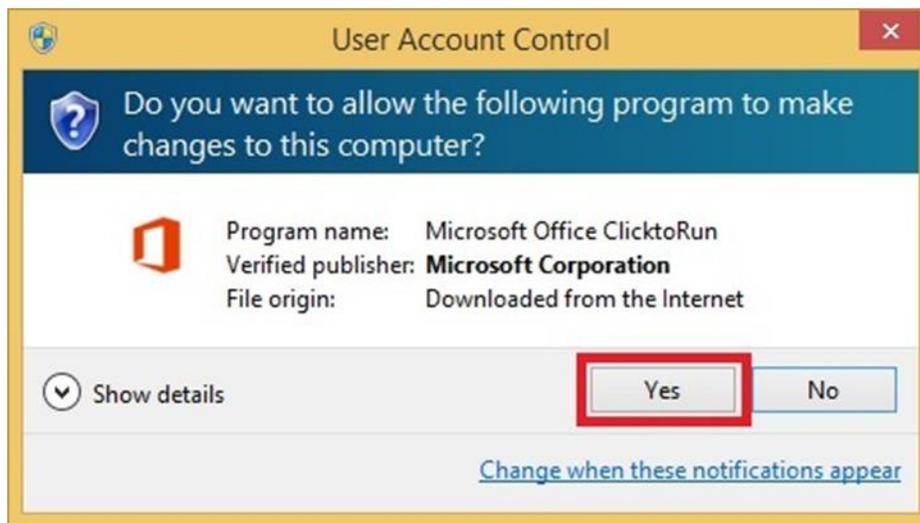
▼ Install Office 365 ProPlus with the 2013 apps [Why would I install Office 2013?](#)



5) When prompted to **Run** or **Save** the setup, select **Run**.



6) Accept the **User Account Control** prompt if prompted.

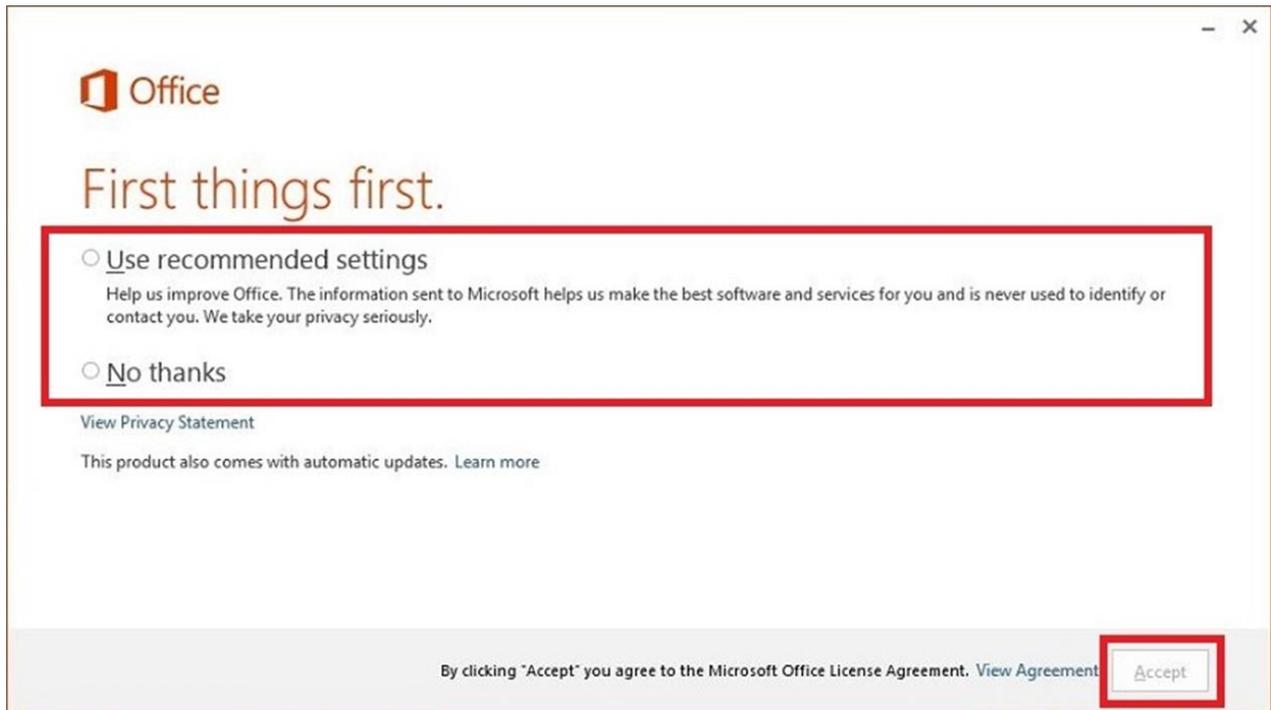


7) On the Welcome to your new Office window click **next**.

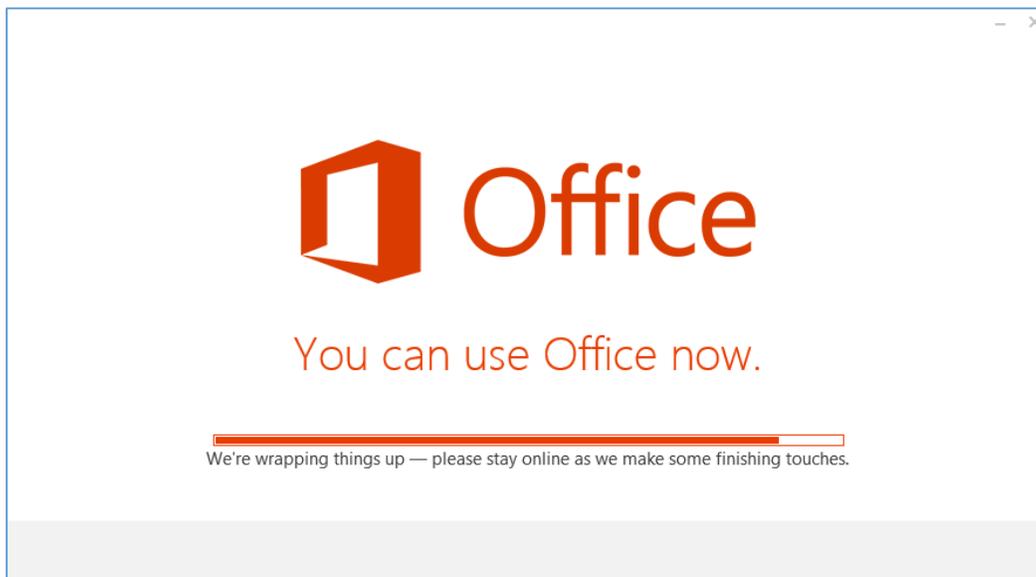




8) Select **Use recommended settings**, then click **Accept**.



9) Continue to click **Next** until you come to the Installation progress bar screen.





- 10) The installer will prompt you you're all ready to go and installation is done, you may now open any Microsoft Office program desired.
- 11) Microsoft Office must be activated before you can use it. When prompted for your user information you will have to enter your CSUID#@vikes.csuohio.edu (for students) or CSUID#@csuohio.edu (for faculty/staff) and your CampusNet password.

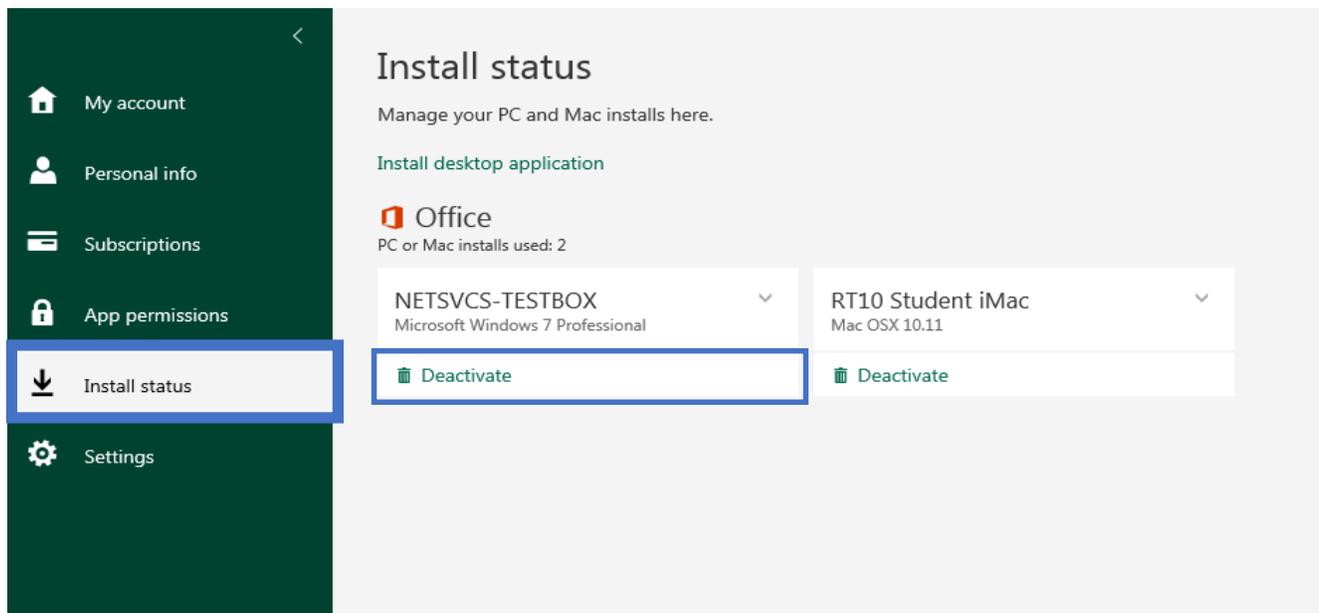
Example:

2345678@vikes.csuohio.edu – students

1234567@csuohio.edu – faculty/staff

Users may install Office on up to 5 devices.

In order to deactivate a device to free up a license, you may find the machine's name under the **Office 365 Settings** page and the **Install Status** tab. Select the machine you wish to deactivate and click the **deactivate** button on the bottom.



For Information or help, please visit <http://bit.ly/office365help> or call our help desk at 216-687-5050