How to Install Microsoft Office 2016 through engage365

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

The instructions listed below will help with the installation of 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. The license will expire once your eligibility expires. For a list of eligibility and associated expiration dates, please visit http://www.csuohio.edu/sites/default/files/Engage365_Eligibilty.pdf.

1) On the device on which MS Office will be installed, sign into your 365 account at http://engage365.csuohio.edu

2) In the upper right corner there will be an initial or, if you added a picture, the picture you loaded, select the icon and then select "My Account"

3) Under "Install Status" select "Install Office". The option "Install Office is also located by selecting "My Installs"

4) At this point, pop-ups will appear that contain step-by-step instructions. Simply follow these instructions for a successful installation.

If prompted to activate Microsoft Office, you will be request you enter your email address. Enter it as your CSUID@..... and your CampusNet password.

Example: 2345678@vikes.csuohio.edu – students

1234567@csuohio.edu – faculty/staff

To Deactivate a License

In the event you have installed all available licenses, you be deactivate a previously installed license and re-install it on another device.

1) Sign into your account and go to the settings option as described in steps 1 & 2 above.

2) Select "My Installs", under the heading of Office will be listed the number of licenses installed. Expand this option, locate the license to be deactivated and select "Deactivate"