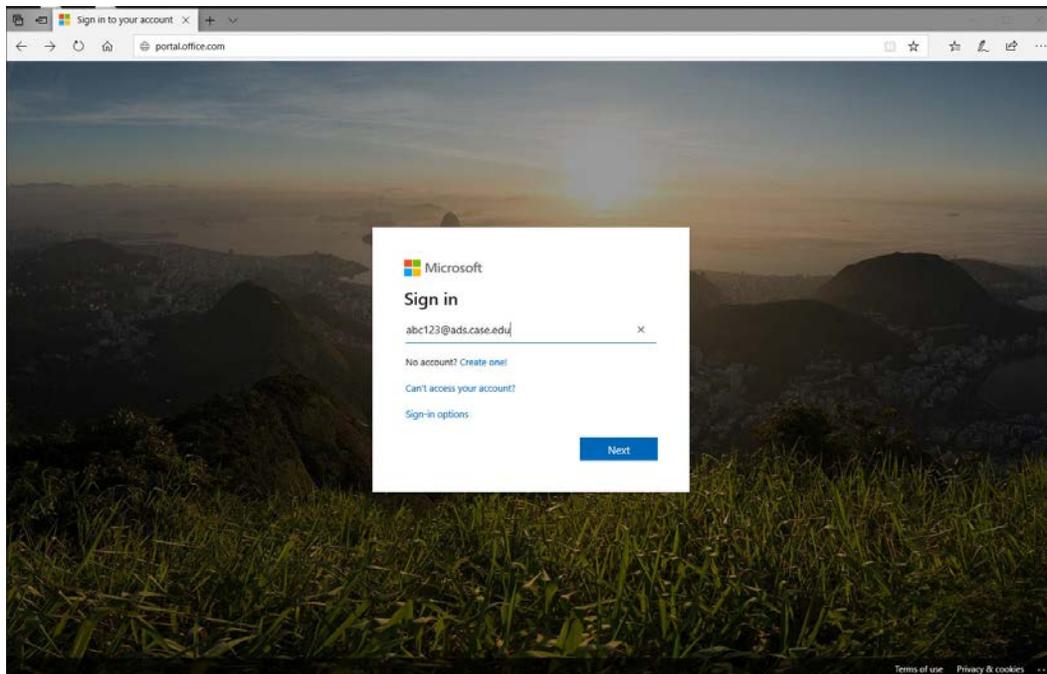
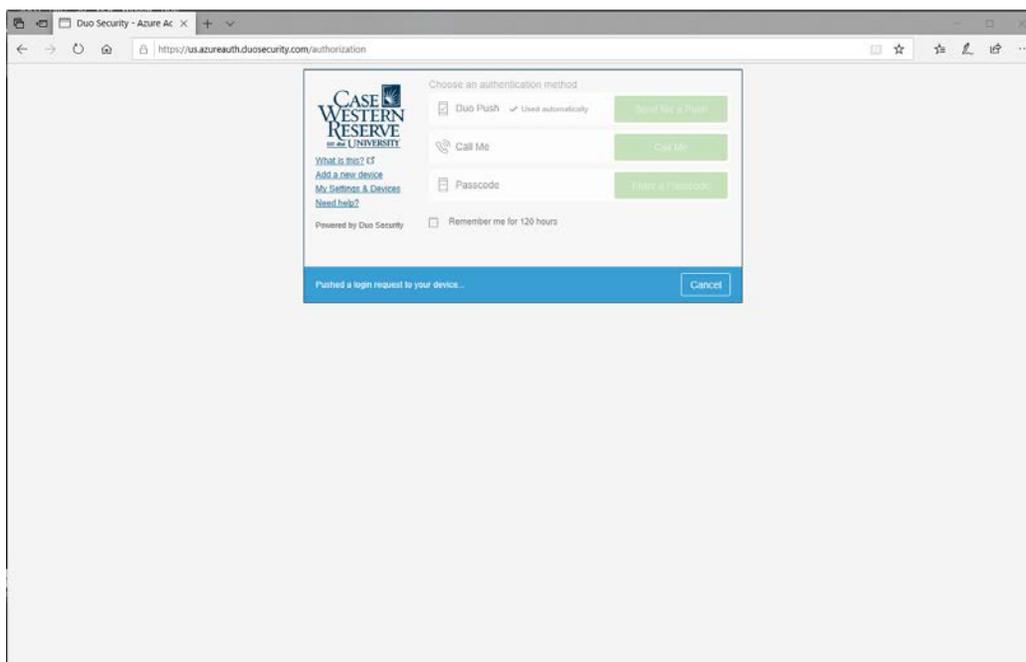


M365 Installation on PC/Windows

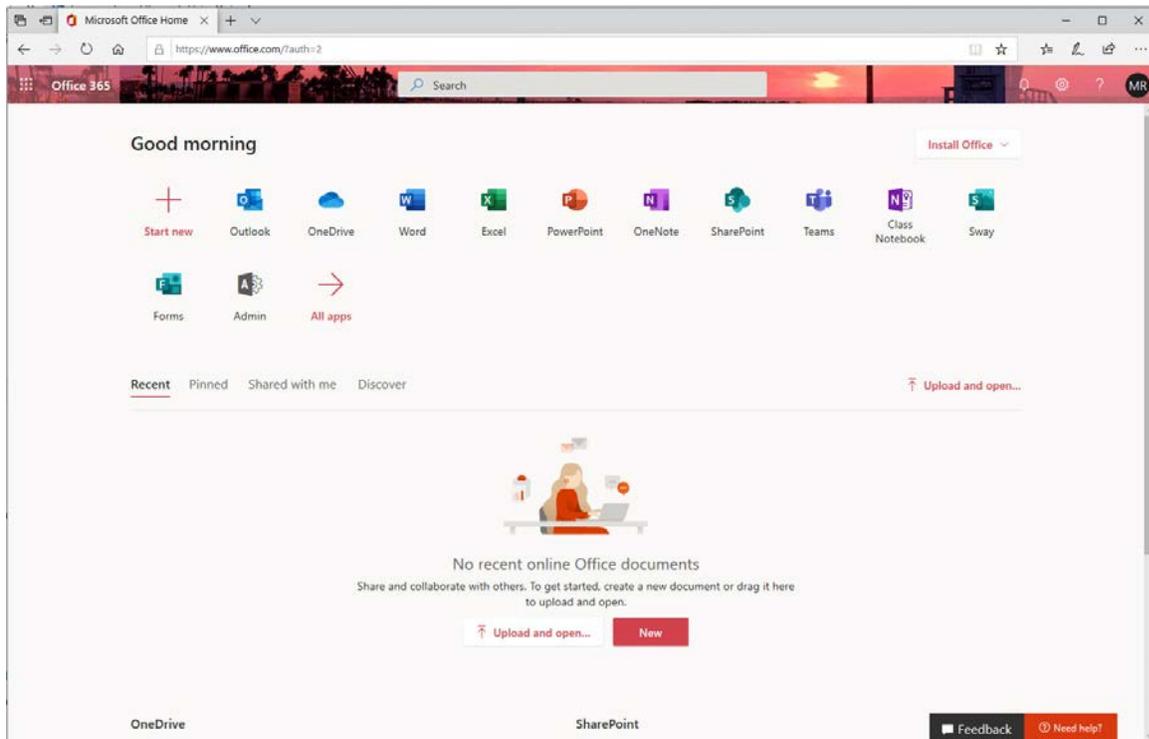
- You must first uninstall any previous version of Office on your PC ([Click here for directions](#))
- Navigate to **office.com** and then use your CWRU credentials (**abc123@case.edu**) to Sign In:



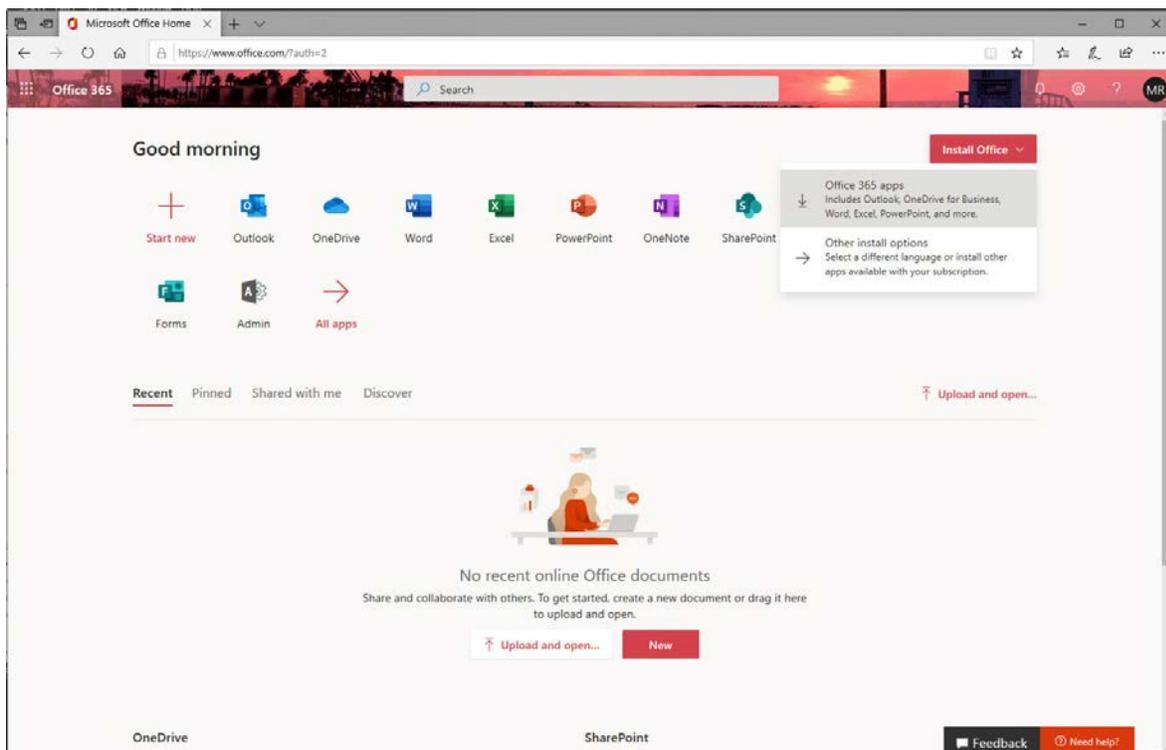
- You will be pushed a DUO verification, which you will need to Approve:



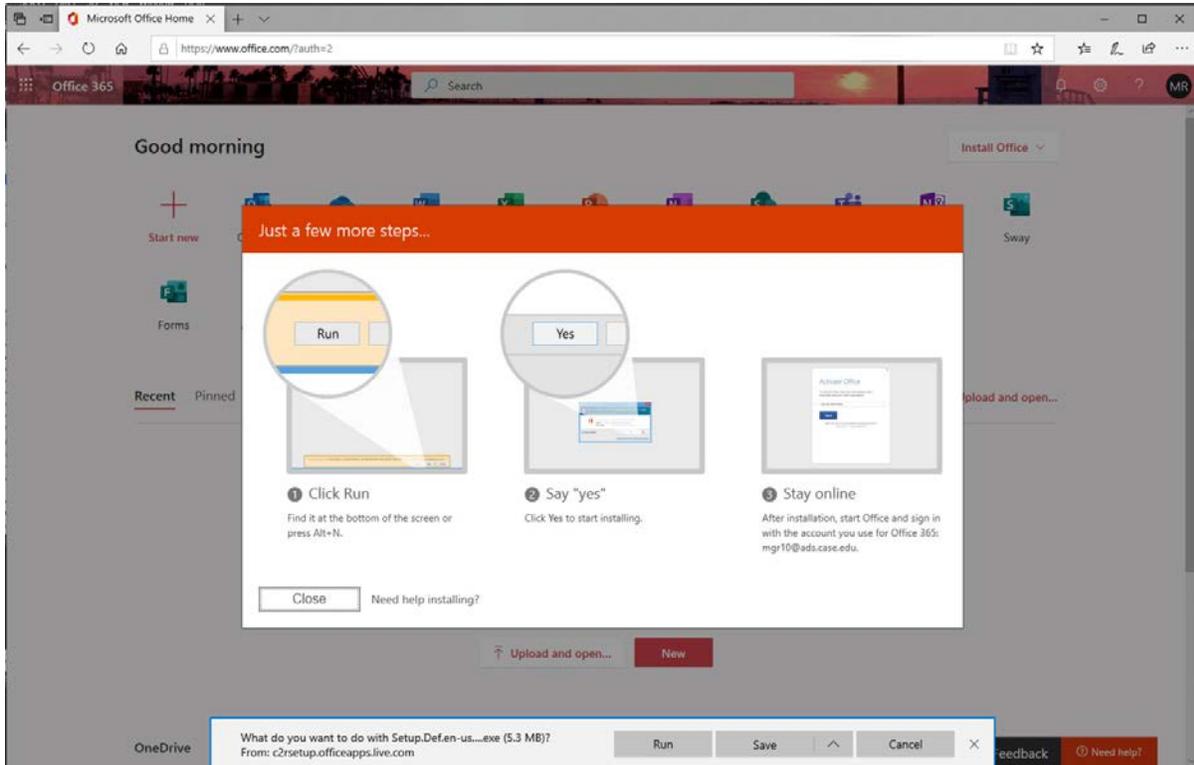
- After approving the DUO verification, you will be taken to a screen similar to this one:



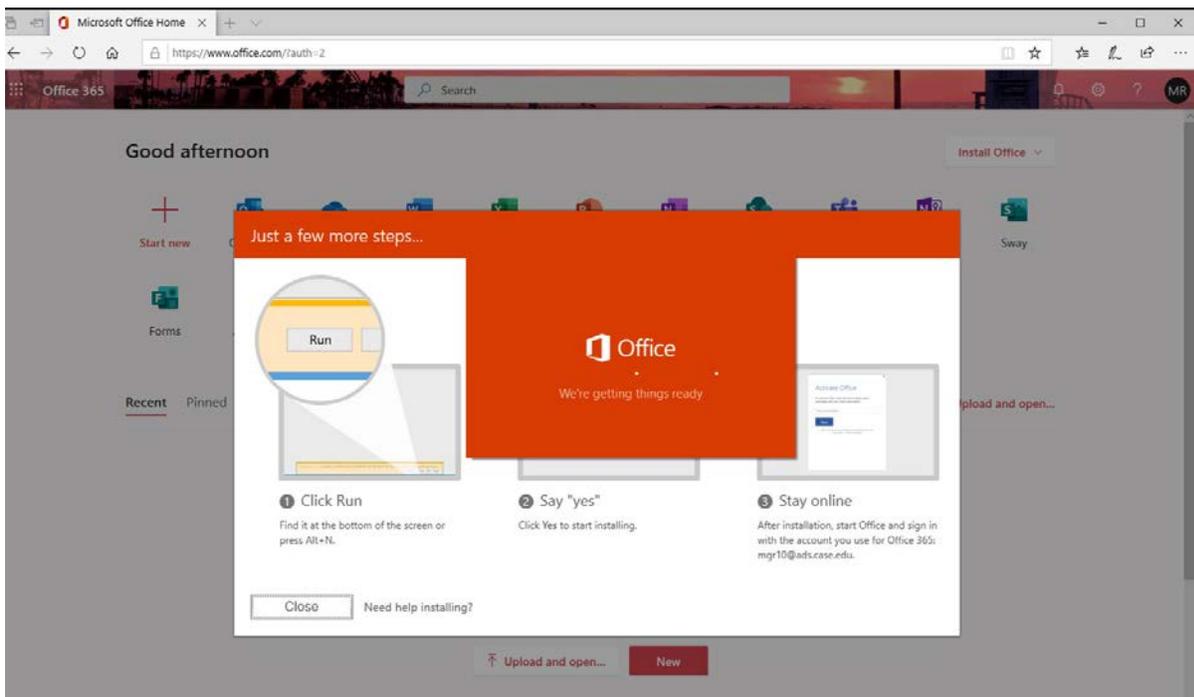
- Click on "Install Office" link in the top right corner and select "Office 365 apps":



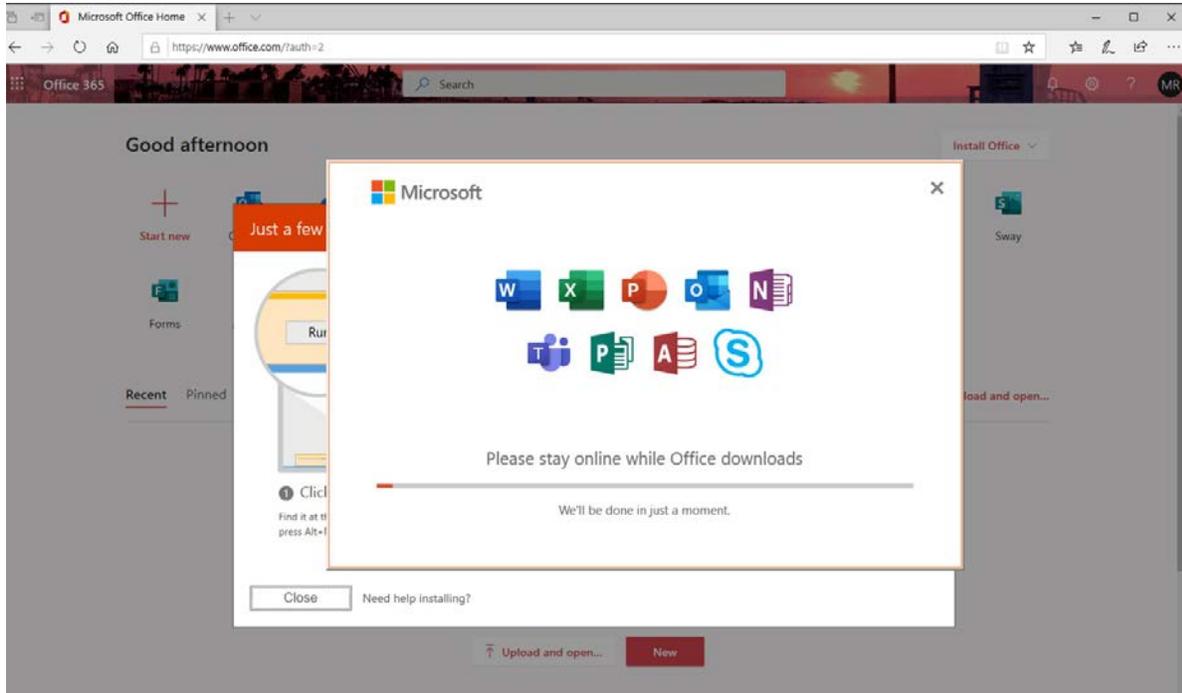
- You will be asked “What do you want to do with Setup.Def.en-us...exe” and then click “Run”:



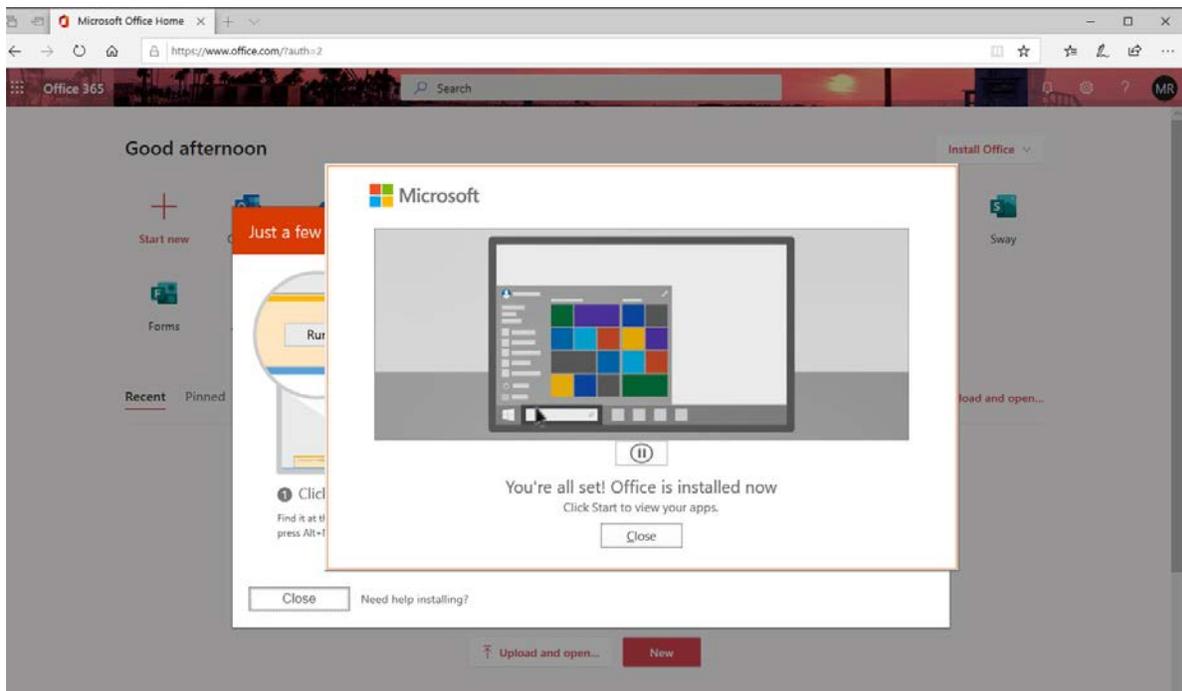
- The .exe file will start the installation process, and “We’re getting things ready” message will appear:



- Office 365 will continue to download:

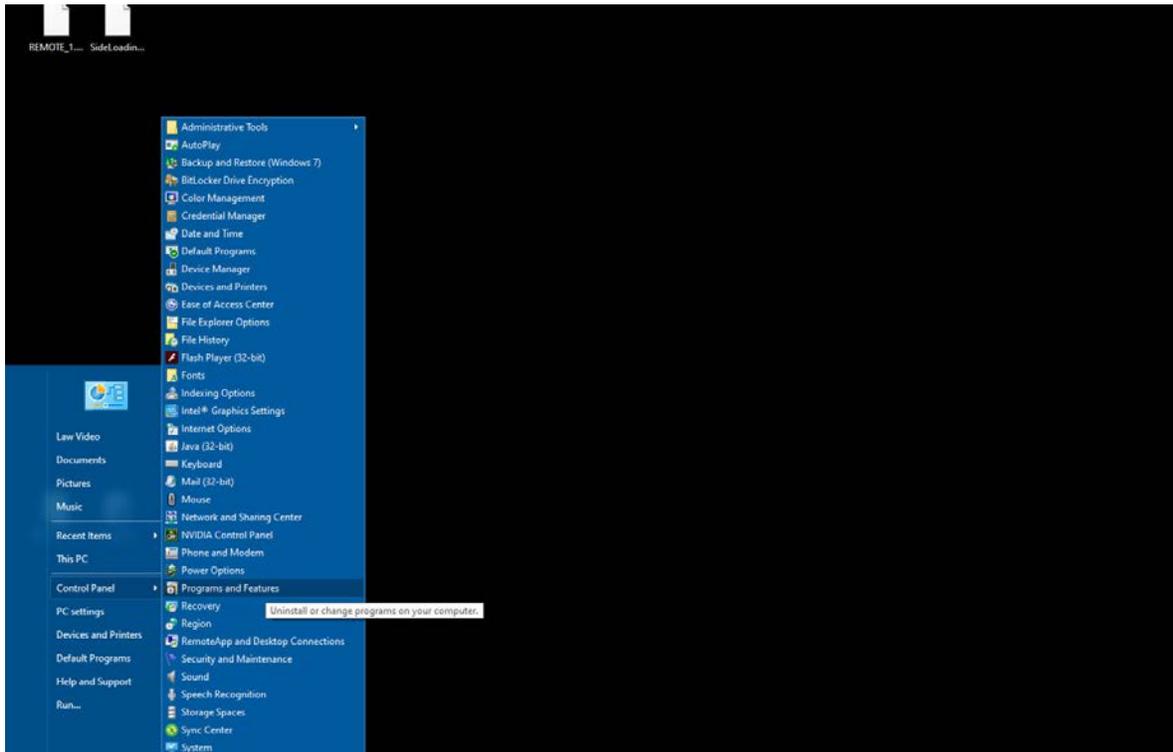


- Once Office 365 is installed, the message below will appear:

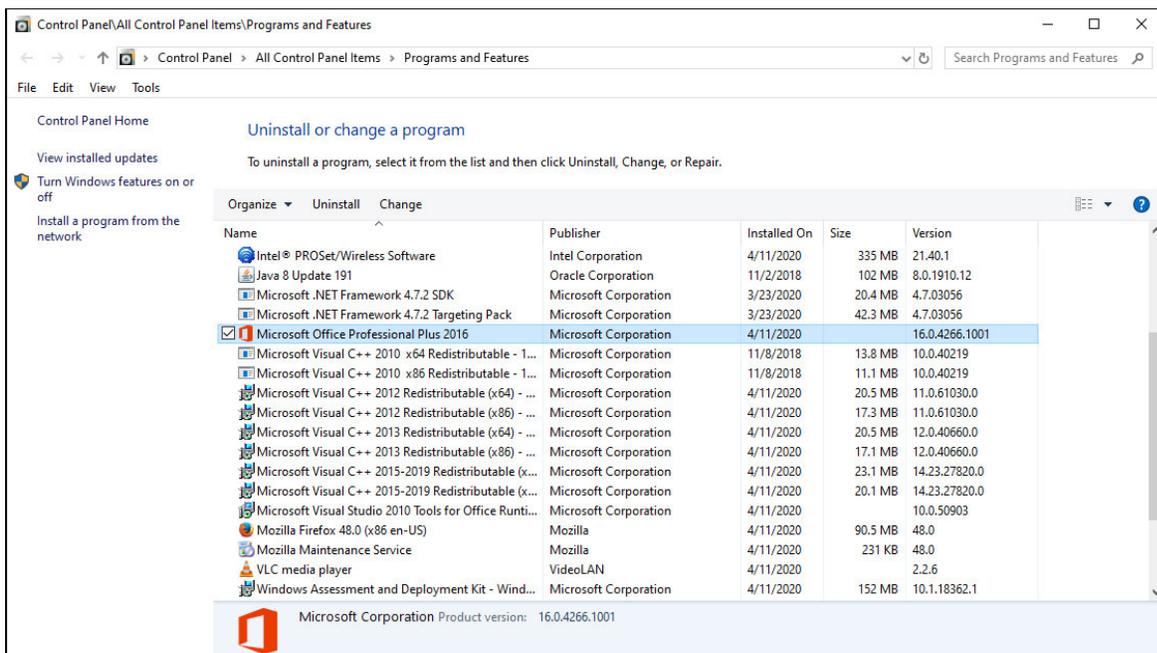


Directions to uninstall any previous version of Office on your PC

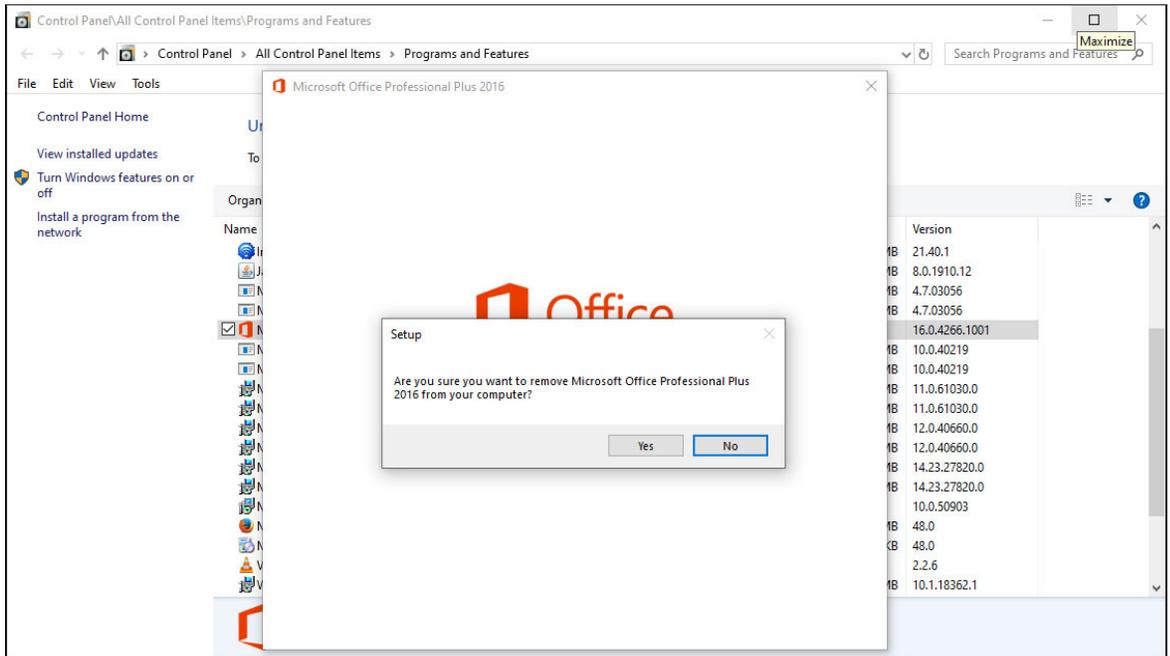
- Click on the Windows icon in the bottom left of your screen, and then select **Control Panel/Programs and Features**:



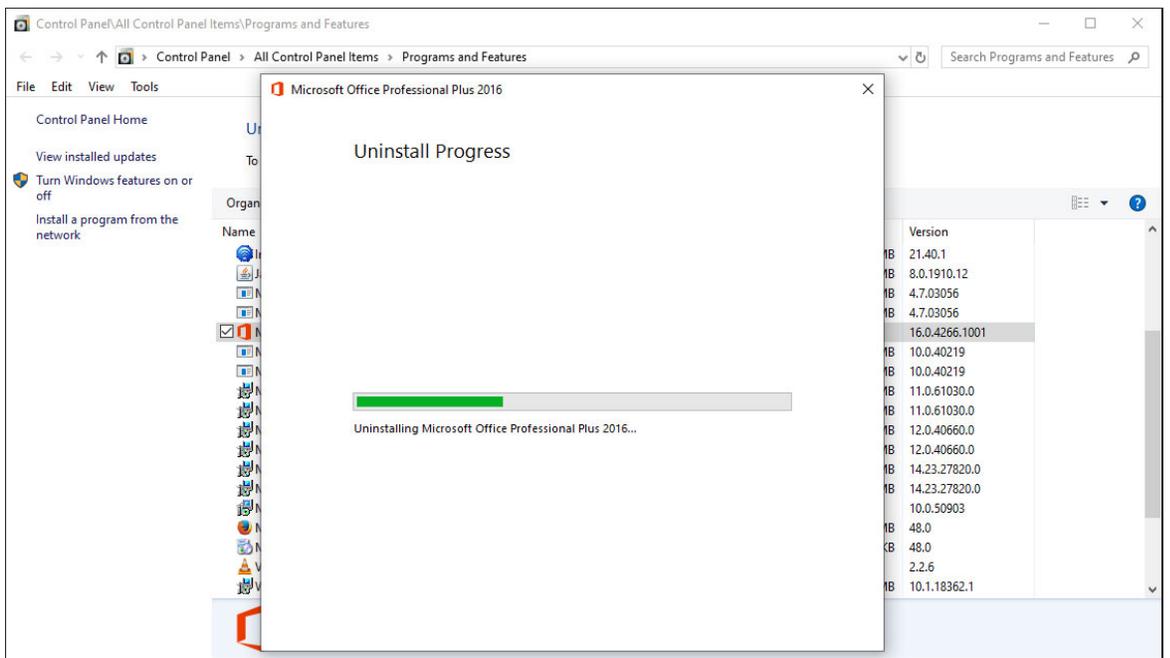
- Select the **old version of Office** to uninstall (i.e. Microsoft Office Professional Plus 2016):



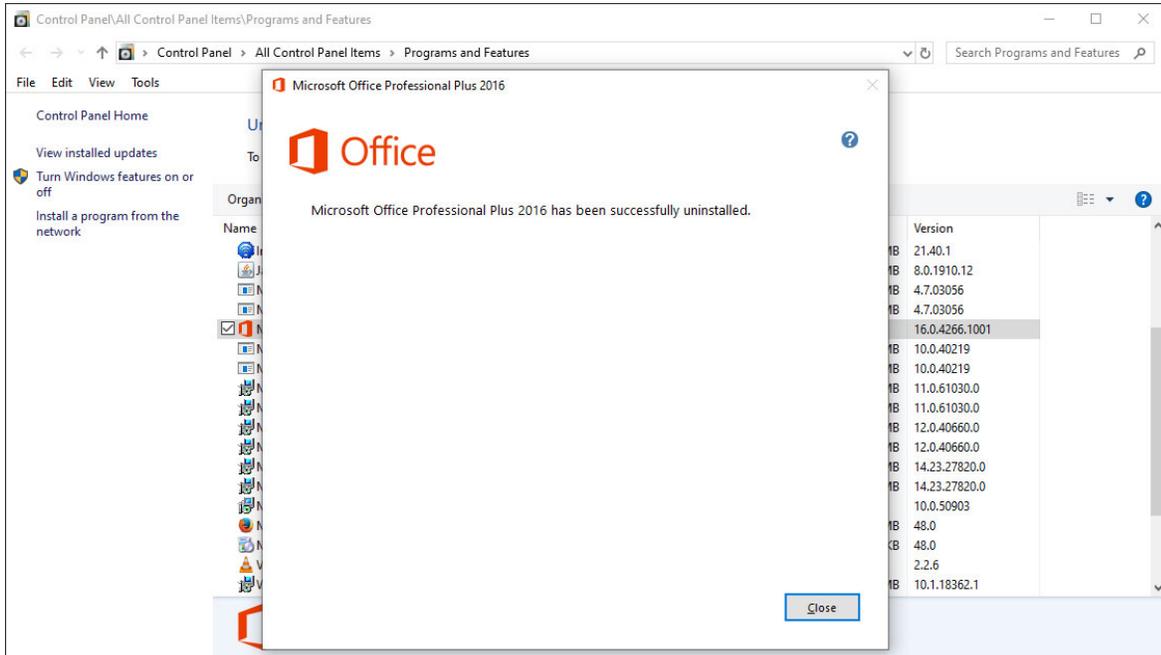
- Click “Yes” when asked “Are you sure you want to remove Microsoft Office from your computer”:



- The uninstaller will begin to remove Office and will display a progress bar similar to one below:



- Once finished, a message will notify you that **“Office has been successfully uninstalled”**:



- Now you can go back to step 2 on Page 1 of this document to install “Office 365 apps”