

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:

🔁 🕫 🗇 Duo Security - Azure Ac 🗙 🕂 👻		- D X
\leftrightarrow \rightarrow O \otimes \triangle https://us.azureauth.duc	security.com/authorization	四本 声上 哈…
	Choose an authentication method Choose an authentication Choose an authenticat	
	Partned a legin inspiral to your dentes	



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

🗄 🖅 🧿 Microso	ft Office Home $ imes$	+ ~										-	0	×
↔ → ○ @	https://	www.office.com/7	auth=2								🗆 🛱	s= 1.	. @	
III Office 365		And State		D Sea	rch				-	-	-	en o	?	M
	Good mo	rning								Ins	tall Office 👻			
	+	D	6	w	×		0		uji	N	s			
	Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Class Notebook	Sway			
			\rightarrow											
	Forms	Admin	All apps											
	Recent Pinn	ned Shared	with me Dis	cover						Ť Uple	oad and open.			
							•							
					1									
					No recent	online Office	document	s						
			Sha	re and collabor.	ate with others	. To get started, cri to upload and ope	eate a new docu en.	ment or drag it h	ere					
					↑ Uploa	d and open	New							
	-						71			_				
	OneDrive					ShareP	oint				Feedback	② Need	help?	

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

🔁 🖅 🚺 Microso	ft Office Home $ imes$	+ ~								-		×
$\leftarrow \rightarrow \circ$ G	https://w	www.office.com/?	auth=2						□ ☆	5=	1. 13	
Office 365	and the second second	Anald I		,O Sea	rch				T	e e	?	MR
	Good mo	rning							Install Office			
	+	0	•	W	E <mark>x </mark>	2	N	4	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.			
	Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Other install options Select a different language or install other apps available with your subscription.			
	G	Admin										
	roms	Admin	we apps									
	Recent Pinn	ned Shared	with me Dis	cover					T Upload and oper	1		
						-						
					ā		•					
					-							
					No recent	online Office	document	s				1
			Sha	e and collabor	ate with others.	To get started, cre to upload and ope	rate a new docu in.	iment or drag it	there			
					↑ Upload	d and open	New					
	OneDrive					ShareP	oint		Feedback	(Neer	d help?	1



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

A Microsoft Office Home × + ∨	- 🗆 ×
← → O @ A https://www.office.com/?auth=2	□☆ ☆ ℓ ピ …
III Office 365	
Good morning	Install Office 😪
Start new c Just a few more steps	2 Sway
Forms Recent Pinned Click Run Click Run Say "yes" Say "yes"	pload and open
Find it at the bottom of the screen or Click Yes to start installing. After installation, start Office and sign in press Alt+N. with the account you use for Office 305: mgr10@ads.case.edu.	
Close Need help installing?	
TUpload and open New	
OneDrive What do you want to do with Setup.Def.en-usexe (5.3 MB)? Run Save A Cancel	eedback

• The .exe file will start the installation process, and "We're getting things ready" message will appear:





• Office 365 will continue to download:

👌 🖅 🚺 Microsoft Office Home X + 🗸		-	o x	ł
← → O @ B https://www.office.com/?auth=2	□ ☆	≠ L	6	
III Office 365	T	in a	? M	
Good afternoon	Install Office 😔			
H Microsoft	X Sway			
Please stay online while Office downloads Clicl Find it at th press Alt-1 We'll be done in just a moment.				
Close Need help installing?				

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

🗄 🖅 🖞 Microsoft Office Home 🗙 🕂 🗸	- 🗆 X
← → O @ A https://www.office.com/?auth=2	□☆ ☆ & ビ …
III Office 365	
Good afternoon	Install Office \vee
+ Microsoft	5
Start new c Just a few	Sway
Forms Rur	
Recent Pinned	load and open
Clici You're all set! Office is installed now Find it at U press Alt-T <u>Clock Start to view your apps.</u>	
Close Need help installing?	
予 Upload and open New	



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):

🗧 🔶 🕤 🛧 🖸 🔸 Control Pa	anel > All Control Panel Items > Programs and Features				Search Program	ns and Features	P
File Edit View Tools							
Control Panel Home	Uninstall or change a program						
View installed updates	To uninstall a program, select it from the list and then	click Uninstall, Change, or Repa	air.				
Turn Windows features on or							
off	Organize 🔻 Uninstall Change					== -	?
Install a program from the network	Name	Publisher	Installed On	Size	Version		~
	lintel® PROSet/Wireless Software	Intel Corporation	4/11/2020	335 MB	21.40.1		
	🖾 Java 8 Update 191	Oracle Corporation	11/2/2018	102 MB	8.0.1910.12		
	Microsoft .NET Framework 4.7.2 SDK	Microsoft Corporation	3/23/2020	20.4 MB	4.7.03056		
	Microsoft .NET Framework 4.7.2 Targeting Pack	Microsoft Corporation	3/23/2020	42.3 MB	4.7.03056		
	Microsoft Office Professional Plus 2016	Microsoft Corporation	4/11/2020		16.0.4266.1001	6	
	Microsoft Visual C++ 2010 x64 Redistributable - 1	Microsoft Corporation	11/8/2018	13.8 MB	10.0.40219		
	Microsoft Visual C++ 2010 x86 Redistributable - 1	Microsoft Corporation	11/8/2018	11.1 MB	10.0.40219		
	Hicrosoft Visual C++ 2012 Redistributable (x64)	Microsoft Corporation	4/11/2020	20.5 MB	11.0.61030.0		
	Hicrosoft Visual C++ 2012 Redistributable (x86)	Microsoft Corporation	4/11/2020	17.3 MB	11.0.61030.0		
	Microsoft Visual C++ 2013 Redistributable (x64)	Microsoft Corporation	4/11/2020	20.5 MB	12.0.40660.0		
	Hicrosoft Visual C++ 2013 Redistributable (x86)	Microsoft Corporation	4/11/2020	17.1 MB	12.0.40660.0		
	Hicrosoft Visual C++ 2015-2019 Redistributable (x	Microsoft Corporation	4/11/2020	23.1 MB	14.23.27820.0		
	Hicrosoft Visual C++ 2015-2019 Redistributable (x	Microsoft Corporation	4/11/2020	20.1 MB	14.23.27820.0		
	🔀 Microsoft Visual Studio 2010 Tools for Office Runti	Microsoft Corporation	4/11/2020		10.0.50903		
	📵 Mozilla Firefox 48.0 (x86 en-US)	Mozilla	4/11/2020	90.5 MB	48.0		
	🔂 Mozilla Maintenance Service	Mozilla	4/11/2020	231 KB	48.0		
	📥 VLC media player	VideoLAN	4/11/2020		2.2.6		
	all Mindaue Assessment and Deplement Kit. Mind	Microsoft Corporation	4/11/2020	152 MB	10.1.18362.1		



• Click "Yes" when asked "Are you sure you want to remove Microsoft Office from your computer":

File Edit View Tools	1 Microsoft Office Professional Plus 2016	×		
Control Panel Home View installed updates Turn Windows features on or off Install a program from the network	Improved Unice Professional Plus 2010 Improved Unice Professional Plus 2010	18 18 18 18 18 18 18 18 18 18 18 18 18 1	Version 21.40.1 8.0.1910.12 4.7.03056 4.7.03056 16.0.4266.1001 10.0.40219 10.0.40219 11.0.61030.0 12.0.40660.0 12.0.40660.0 12.0.40660.0 14.23.27820.0 10.0.50903 48.0 48.0 2.2.6 10.1.18362.1	

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

Control Panel\All Control Panel	I Items\Pro	grams and Features			- 0	\times
← → · · ↑ 🖬 · Control P	anel → Al	I Control Panel Items > Programs and Features		ע ט Searc	h Programs and Features	P
File Edit View Tools	[1 Microsoft Office Professional Plus 2016	×			
Control Panel Home	Ur					
View installed updates	То	Uninstall Progress				
Turn Windows features on or off	Organ					0
Install a program from the network	Name		10	Version		^
	ا دي ار <u>الا</u>		1B	8.0.1910.12		
			1B 1B	4.7.03056 4.7.03056		
			1B	16.0.4266.100 10.0.40219	1	- 1
	III N		1B 1B	10.0.40219		
		Heinete Ware Minner (# Office Deaf anison) Phys 2015	18	11.0.61030.0		
	調い	Uninstalling Microsoft Unice Professional Plus 2016	18 18	12.0.40660.0		
	國內		1B 1B	14.23.27820.0 14.23.27820.0		
	15 ⁰ N		18	10.0.50903 48.0		
	N A V		(B	48.0 2.2.6		
	<mark>با</mark> لله		18	10.1.18362.1		~
	C					



• 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"