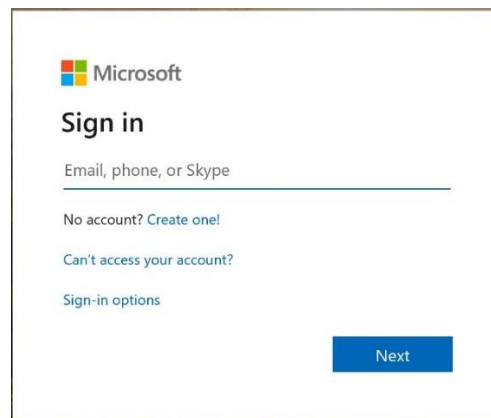


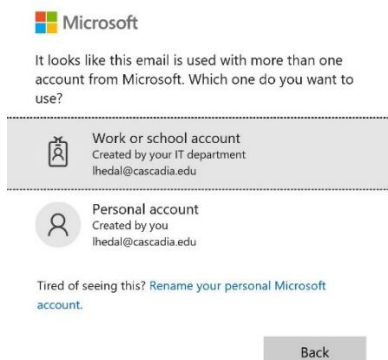
Downloading Office Applications to Your Personal Devices

OVERVIEW: Information Services has updated how students and employees access free installation of Office Suite. Below will be a step-by-step instruction on how to do so. You must have administrative rights on the device you are attempting the installation on. For installation of Microsoft application on campus owned device, please contact the Help Desk.

- [1] First, go to <https://login.microsoftonline.com/>.



- [2] Enter your Cascadia email address (*yourusername@student.cascadia.edu* or *yourusername@cascadia.edu*).
When you do that, you will be asked if you are trying to log in on a Work or school account or a Personal account. Please select Work or school.:



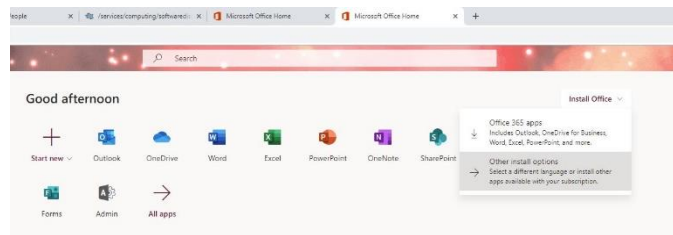
- [3] You may be asked if you want to stay logged in on the account you are accessing. Cascadia IS does not recommend that you select to stay logged in on any campus devices.



- [4] You will be redirected to another login page where you can enter your password. Your user name will typically be filled here, however, if it isn't, enter your email address (yourusername@student.cascadia.edu or yourusername@cascadia.edu). Your password should be the same as your Cascadia network account.



- [5] Once logged in there will be a drop down menu/button in the upper right corner that reads "Install Office" once clicked on, select Office 365 apps. You will then be guided through the installation of the Office 365 applications.



You should now have Office Suite applications installed on your personal device. You can download the suite on up to five (5) devices.

If you have any problems, please contact the Information Services Helpdesk. Reference what documentation you have tried and provide a synopsis of the issue you are having. You can call the Helpdesk at **425-352-8228** (ext. 2-8228), chat with us at support.cascadia.edu or email us at helpdesk@cascadia.edu.