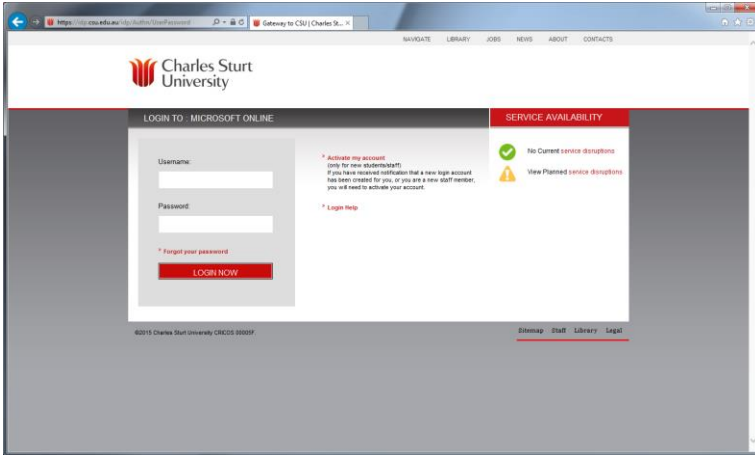
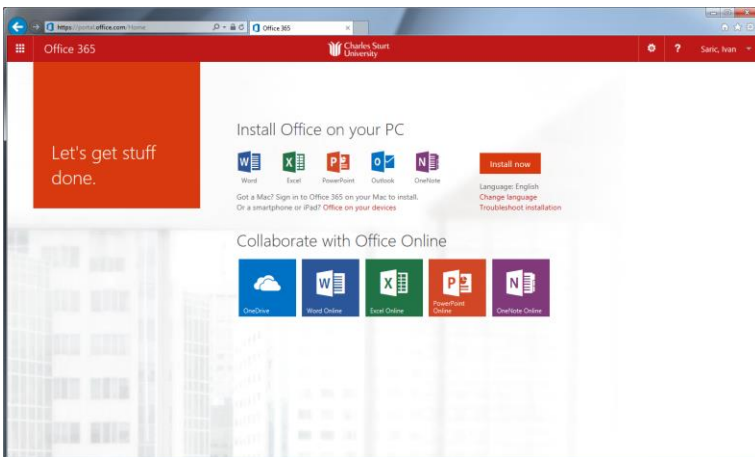


## Office 365 - PC Installation Guide

1. Connect your computer device to a power source or ensure you have sufficient battery. Remain connected to the Internet throughout the installation process.
2. Open an Internet Browser Session: (e.g. Internet Explorer, Firefox, Google Chrome, Safari, etc.)
3. Navigate to [office.csu.edu.au](https://office.csu.edu.au) and enter your normal CSU Username and Password details.



4. Log in to your Office 365 Account via the link on the web page.

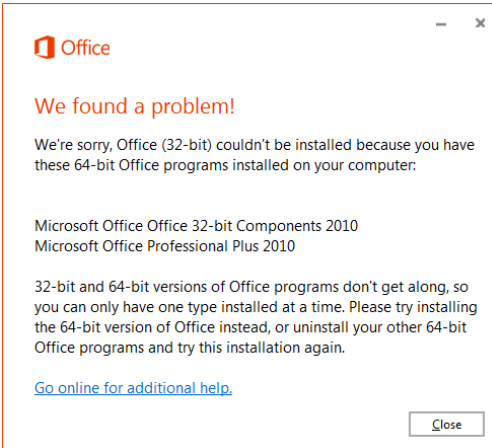


(If at any time you are prompted by Microsoft to enter your 'school account' email address, please enter your username as follows: `username@student.csu.edu.au` e.g. `jsmith01@student.csu.edu.au`)

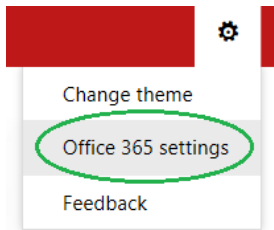
5. From here you can then:
  - a. Select Your Language
  - b. Then Select 'Install Now'
6. When presented with the following Pop-up, Select 'Run'.



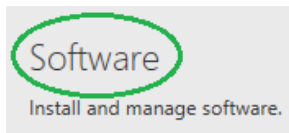
7. If a message similar to the message below appears



- a. Return to the previous step and select Office 365 Settings.



- b. Then Select Software

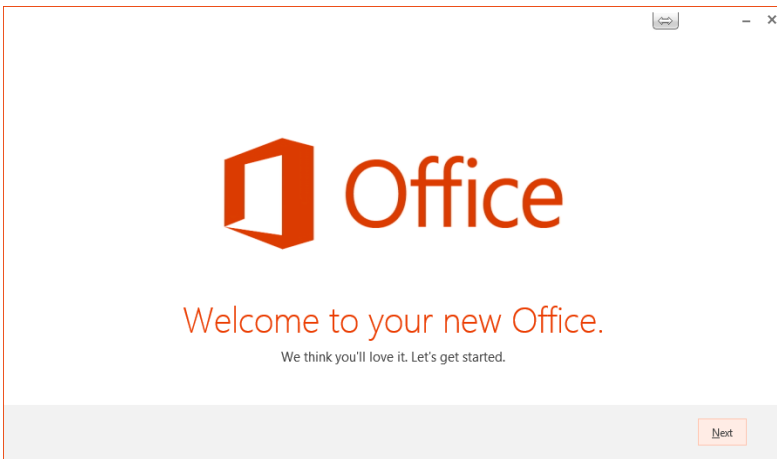


- c. Then click on the "Advanced" button under "Version:" A drop down menu will appear. Change "32-bit (Recommended)" to "64-bit" and click the install button to download the 64-bit installer, and then open and run the file again.

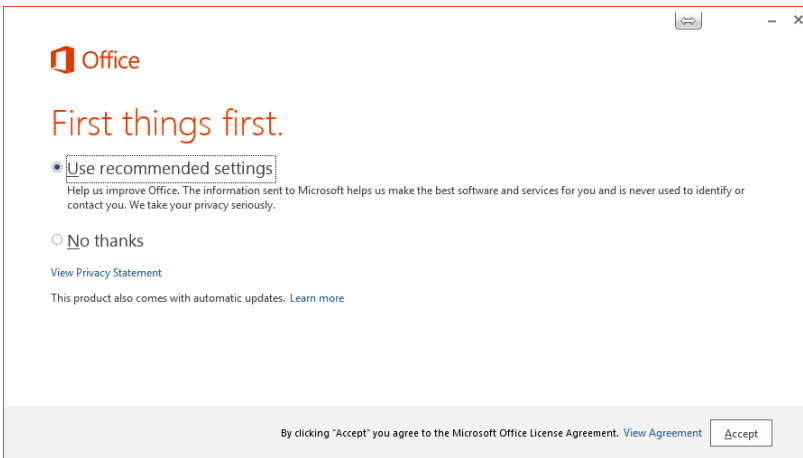
8. When presented with the following window, select 'Yes' to Authorise Microsoft to make the changes.



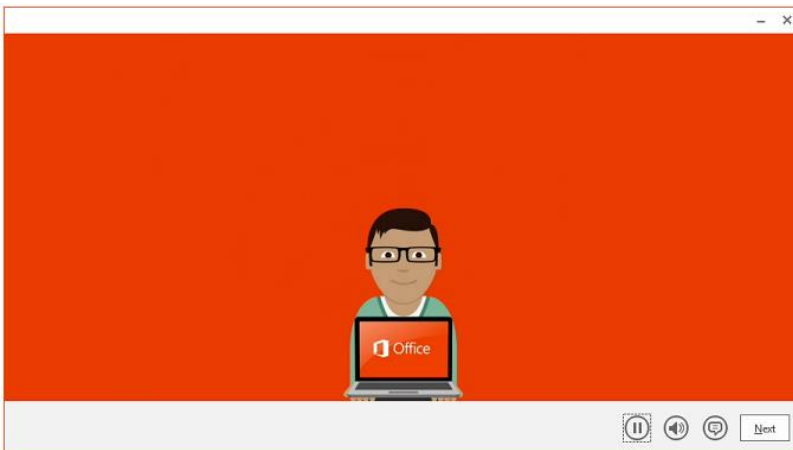
9. You can now make your way through the following wizard.



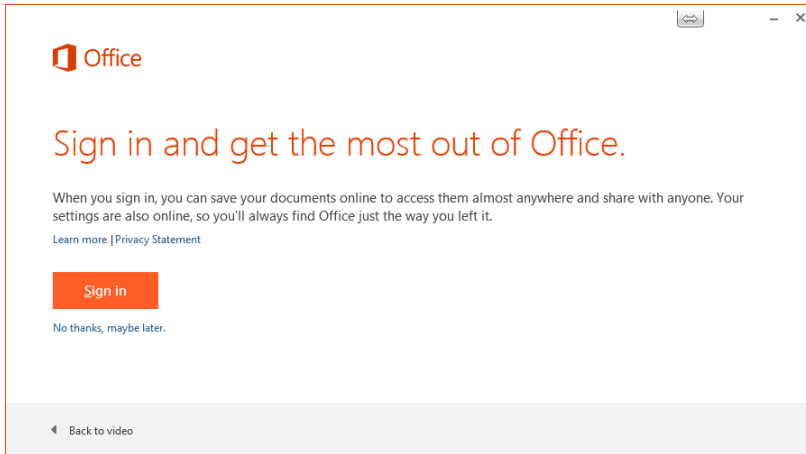
10. Select your preference below and 'Accept' the license agreement.



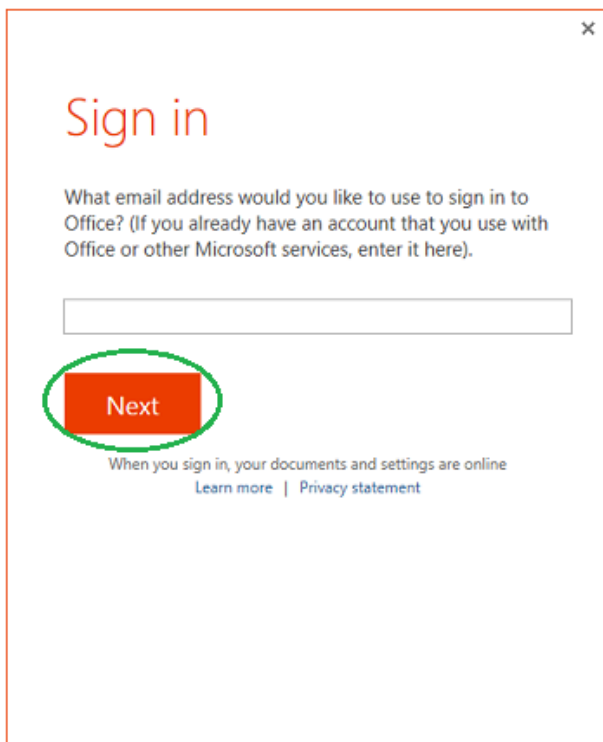
11. A short video will play. After the video has completed, the installer will automatically advance to the next screen.



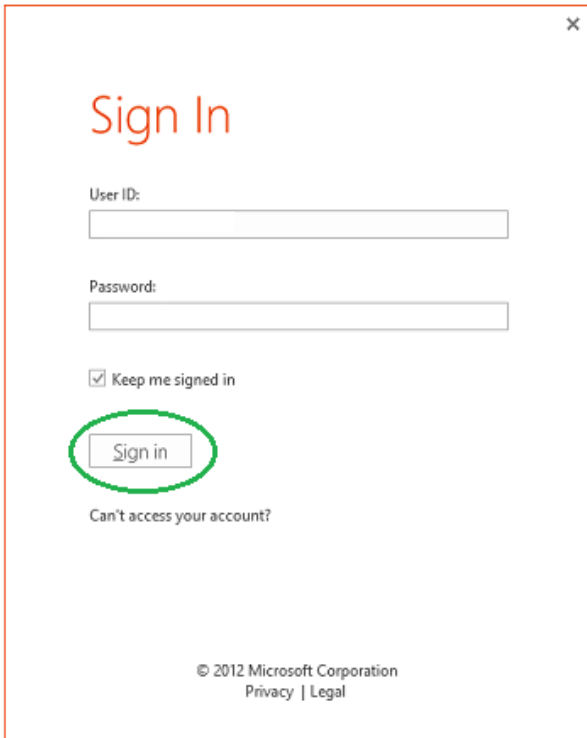
12. Choose if you wish to sign in or select 'No Thanks'.



13. If you chose to sign-in, enter your 'username@**student**.csu.edu.au' address then select 'Next' to continue.



14. Please make sure that 'Keep me signed in' is checked and enter in your regular CSU Password and then, select 'Sign In' to continue.



Sign In

User ID:

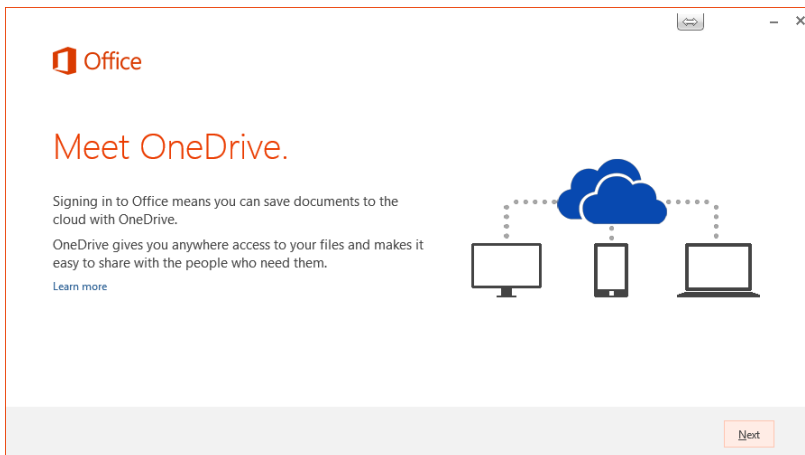
Password:

Keep me signed in

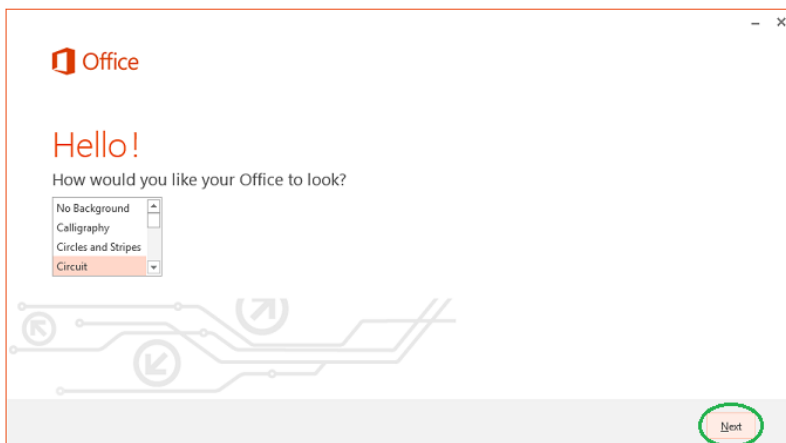
[Can't access your account?](#)

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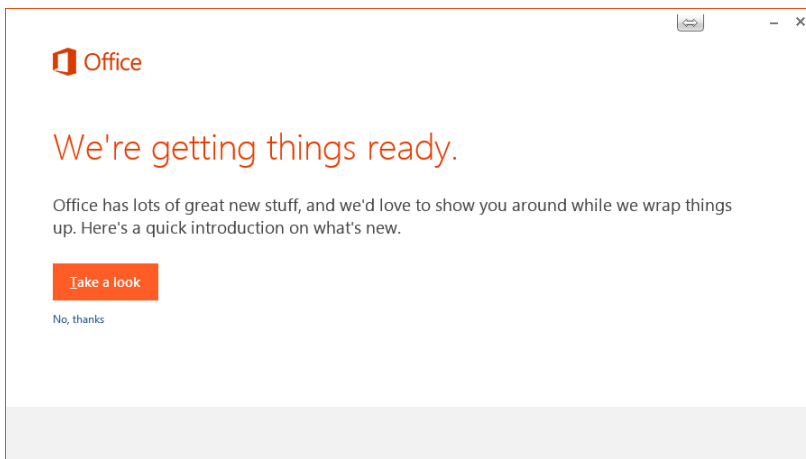
15. A window describing OneDrive will appear. Select 'Next' to continue.



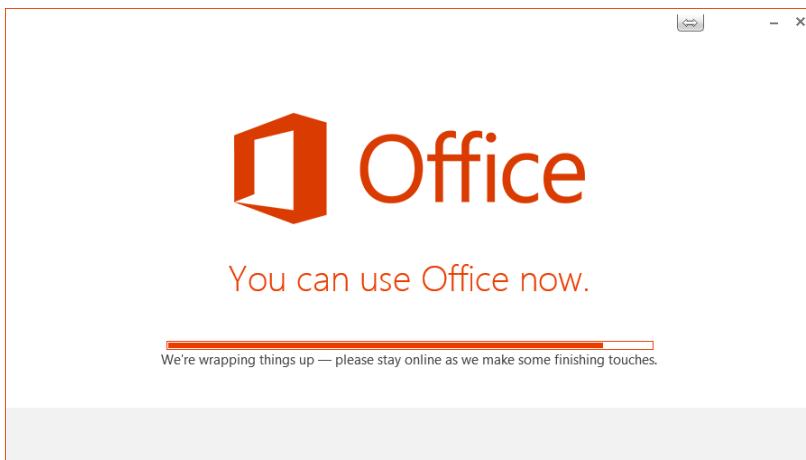
16. You may get an option to customise the appearance of Microsoft Office. Select your preferred option and click on 'Next' to continue.



17. Choose if you wish to take a tour or select 'No Thanks' to continue.



18. You are now complete, and can use the Office 365 Software.



19. The final screen will display once the installation is complete. Click on 'All done' to complete the installation.



20. Managing Your Licences: You can install the software on a total of 5 computers. Follow the above instructions to install another installation of Office. You can deactivate a licence from a computer via the Office 365 Settings > Software page.