



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_Eligibility.pdf.

- 1) On the device on which MS Office will be installed, sign into your 365 account at <http://engage365.csuohio.edu>
- 2) Open the settings option on your account, it is a gear icon located in the upper right corner. Select Office 365 listed under apps settings.
- 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"