

How to install Microsoft Office 365 from Microsoft Outlook Web Application

Article Number: 313 | Rating: 3/5 from 3 votes | Last Updated: Apr 7, 2015 at 11:07 AM

ISSUE

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ENVIRONMENT

Windows

RESOLUTION

Open a web browser, such as Internet Explorer or Chrome. If you are a **CSCC employee**, navigate to <http://outlook.com/cscce.edu>. If you are a **CSCC student**, navigate to <http://outlook.com/student.cscce.edu>.

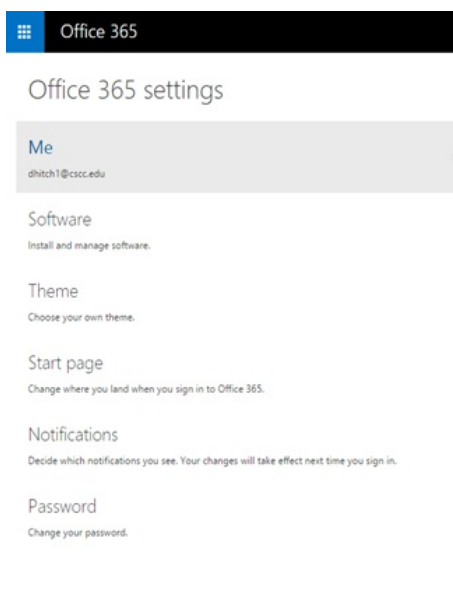
Once you are on the login screen, login with either your **employee** email username@cscce.edu, or your **CSCC student** email username@student.cscce.edu and your password.

Go to the **Settings** icon in the upper right corner of your email and click to show the Office 365 settings drop-down menu.

From the Settings drop-down menu select **Office 365 settings** to bring up the Office 365 settings page.



From the left side of the Office 365 settings page select **software** Install and manage software.



On the bottom of the page click on the Install button. This will launch the Office365 installation.

Software

- Office
- Lync
- OneDrive
- Tools & add-ins
- Desktop setup
- Phone & tablet

Office

Install the latest version of Office

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath, OneDrive for Business



Language:

English (United States)

Version:

32-bit (Recommended) Advanced

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)
[Troubleshoot installation](#)

Install

Note: Access to this software is only available to current Columbus State Employees and Students. When you stop receiving a CSCC paycheck, or are no longer enrolled in CSCC courses, the MS Office 365 applications installed on your device become inactive.

CAUSE

N/A

METADATA

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Create Date: 11:00 4/7/2015

Modified Date: 11:00 4/7/2015

Posted by: [Debra Hitch](#) - Apr 2, 2015 at 11:10 AM. This article has been viewed 10713 times.

Online URL: <https://kb.csc.edu/article/how-to-install-microsoft-office-365-from-microsoft-outlook-web-application-313.html>