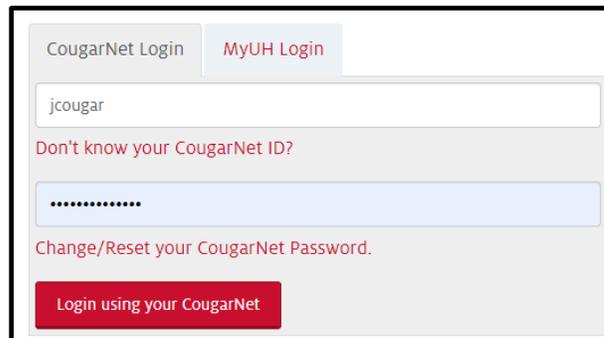


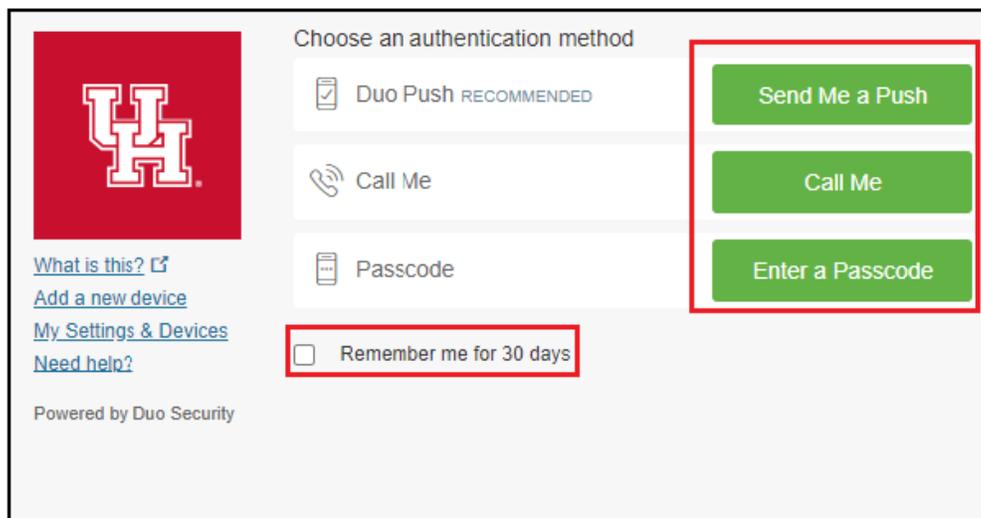
Downloading and Installing Microsoft 365

To download Microsoft 365, follow these simple steps:

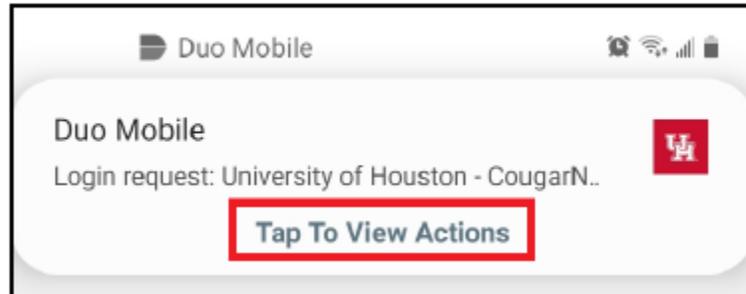
1. Go to <https://accessuh.uh.edu>
2. Enter your **CougarNet ID** and **password**.
3. Click **Login using your CougarNet**.



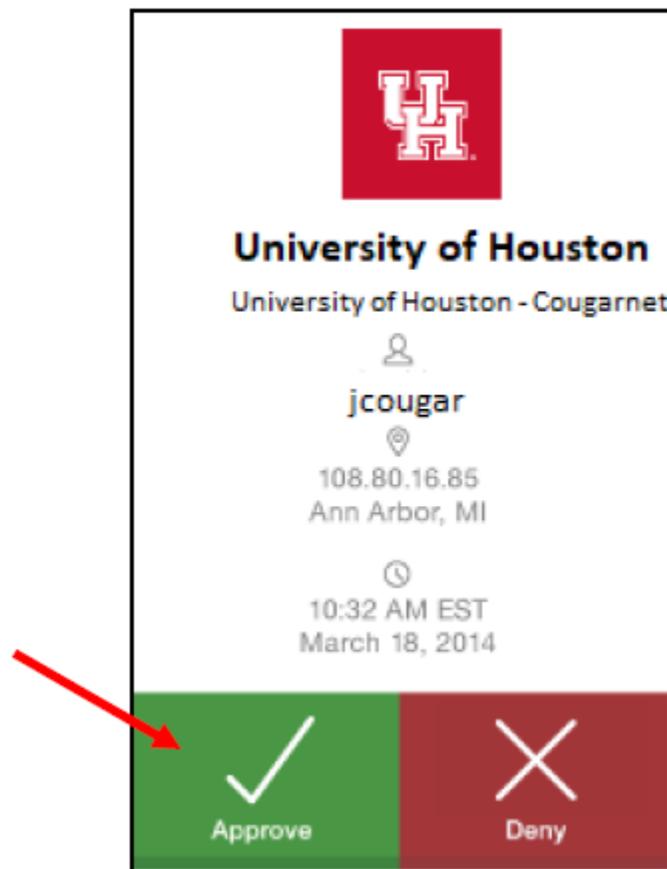
4. Click **Remember me for 30 days** (on personally owned devices).
5. Select one of the following:
 - **Send Me a Push**
 - **Call Me**
 - **Enter a Passcode**



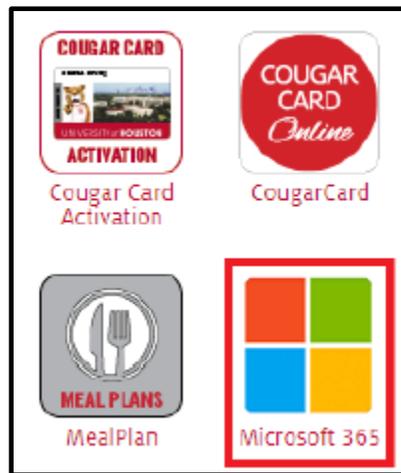
6. On your mobile device press **Tap To View Actions...** Or go directly to the **DUO mobile app** on your phone.



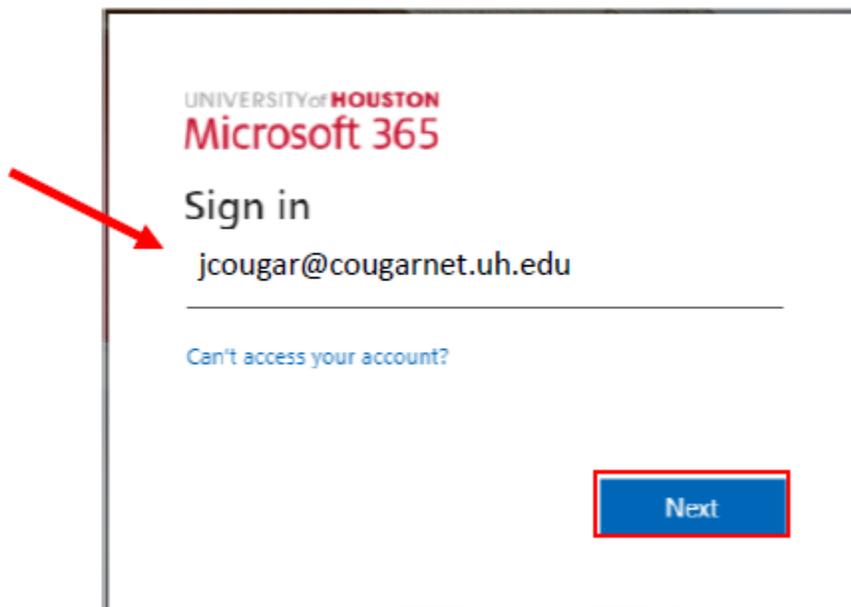
7. Press **Approve**.



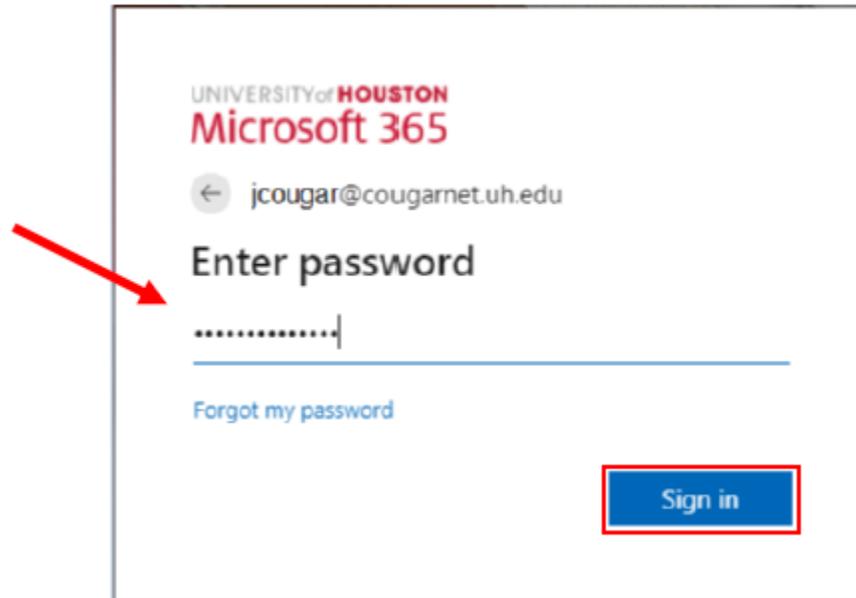
8. Click on the **Microsoft 365** icon.



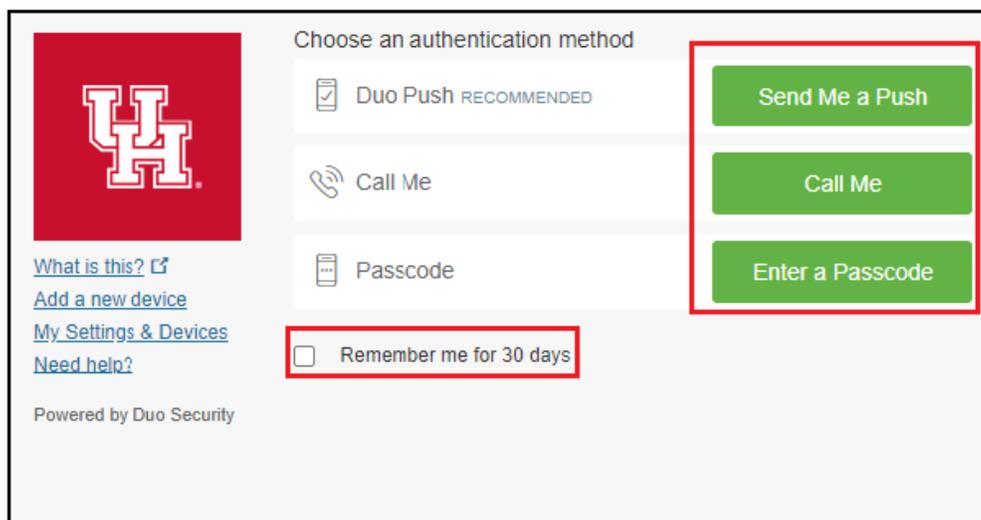
9. Go to <https://login.microsoft.com>.
10. Enter your **Microsoft 365** email.
11. Click **Next**.



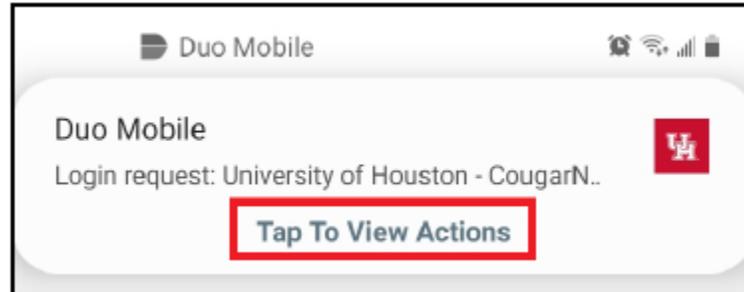
12. Enter your **Microsoft 365** password.
13. Click **Sign in**.



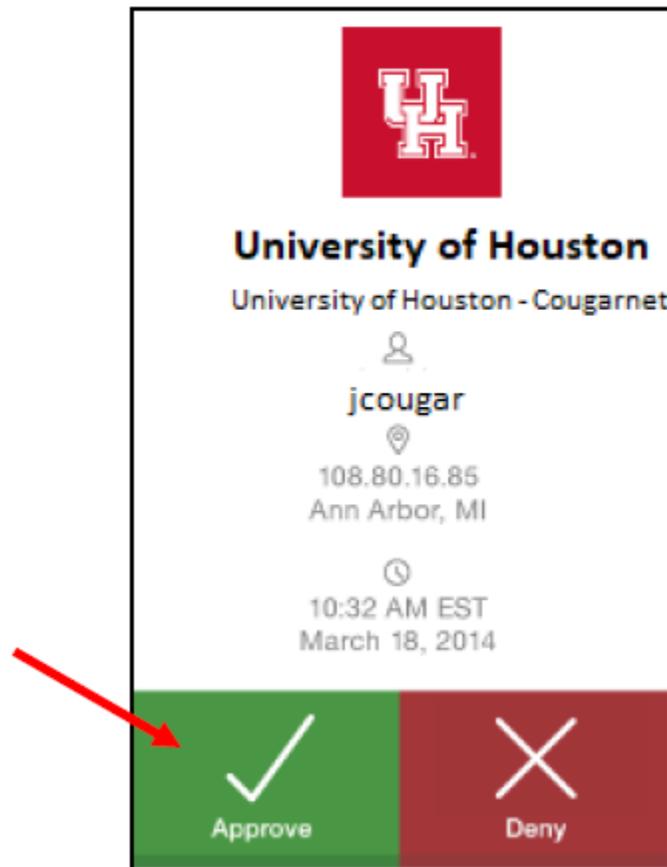
14. Click **Remember me for 30 days** (on personally owned devices).
15. Select one of the following:
 - **Send Me a Push**
 - **Call Me**
 - **Enter a Passcode**



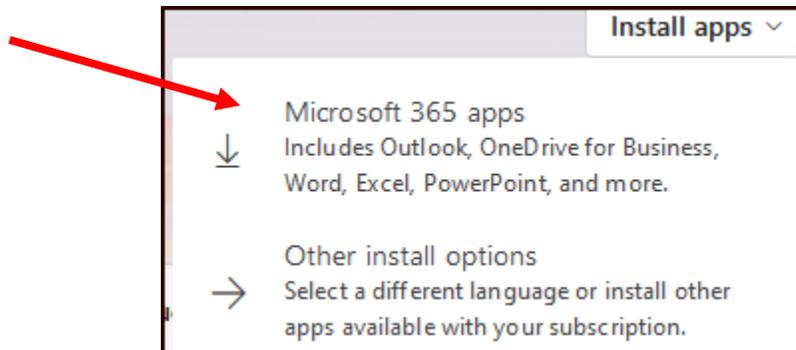
16. On your mobile device press **Tap To View Actions...** Or go directly to the **DUO mobile app** on your phone.



17. Press **Approve**.



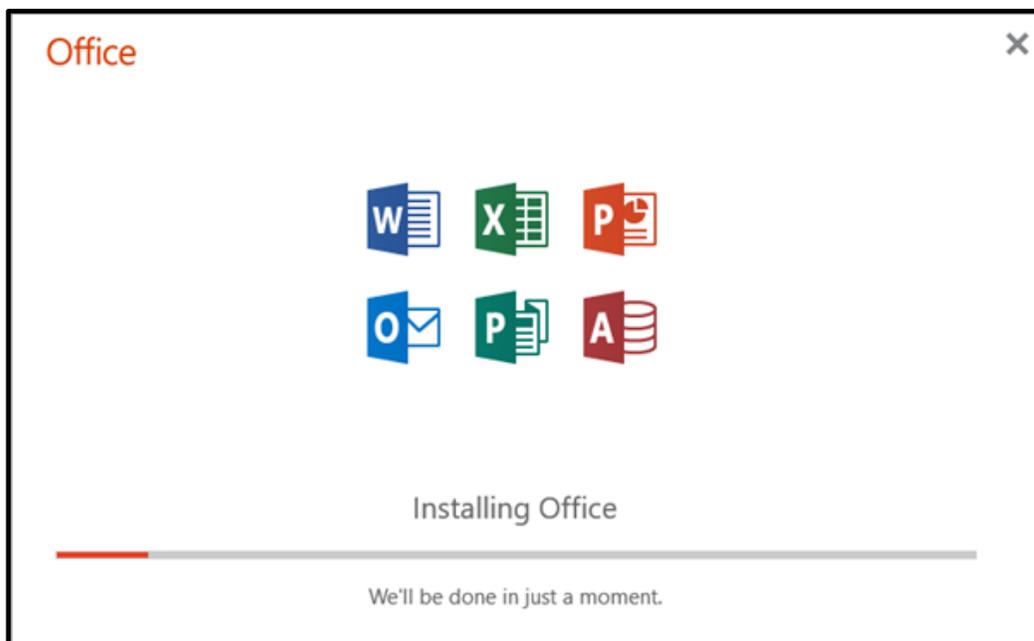
18. Select **Microsoft 365 apps**.

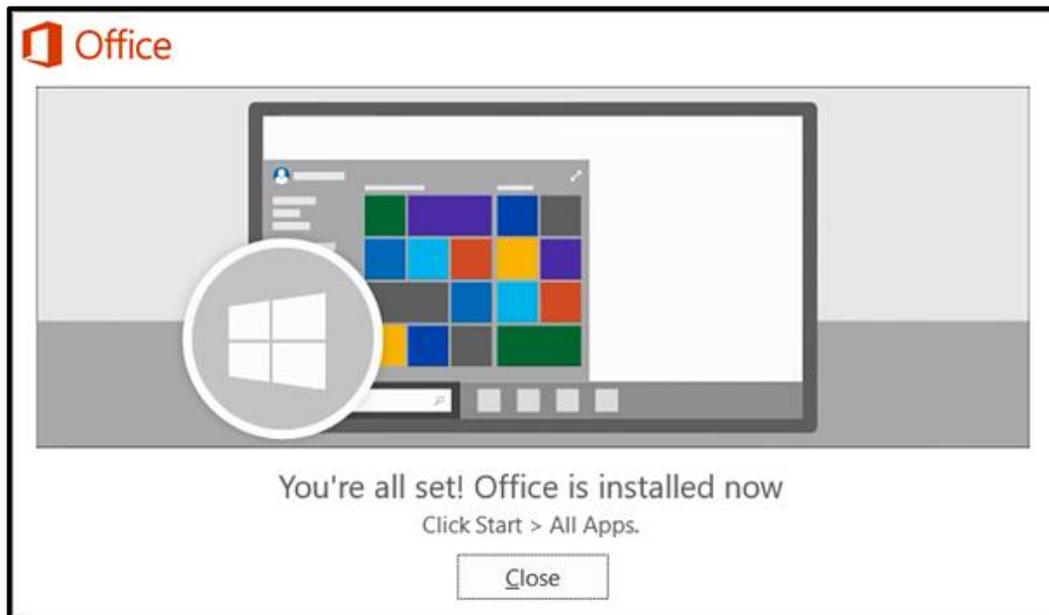


19. Depending on your browser, select **Run** (in Edge or Internet Explorer), **Setup** (in Chrome), or **Save File** (in Firefox).

20. If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?** select **Yes**.

Note: The install begins.





21. Your install is finished when you see the phrase, "**You're all set! Office is installed now**" and an animation plays to show you where to find Office applications on your computer.
22. Select **Close**.