

Installing Microsoft Office from OWA

- 1. Go to http://staff.jcu.edu.au for Staff Go to https://my.jcu.edu.au/- for Student
- 2. Login using your JCU Email and Password.

Sign in	
to continue to Outlook	
emailaddress@jcu.edu.au	
Can't access your account?	
Sign in with a security key 🕥	
	Next

3. Click on the 9 dots on the upper left of the screen \rightarrow Click Office 365



- 4. Click "Install Office" \rightarrow then Office 365 apps.
- 5. It will then download the MS Office installer. Install office. Done.
- 6. Please take note that each user have a maximum 5 license across devices.

