Step 1:
- For Office 365, if you go to the **top right** of the [OntheHub download page](#) (let me know if this link doesn't work for you) you should see a button that says "Sign In," which will redirect you to your CWL login page.
- Once you've logged in, it will bring you back to the original page, except now your first name appears where the "Sign In" button used to be. If you click it, there should be the option to see "Your Account/Orders." Click that.
- Once there, navigate to the "Subscriptions" tab (I've attached an image for your reference). You should see the Office 365 that you purchased. Click "View Invoice."
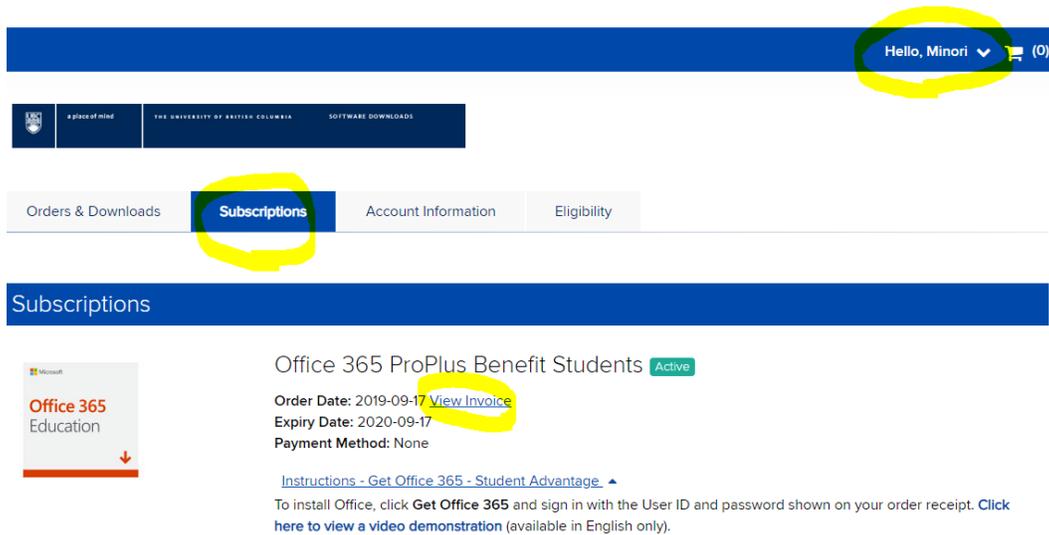
Step 2:
- Once you're viewing your invoice, click the "details" button at the top left.
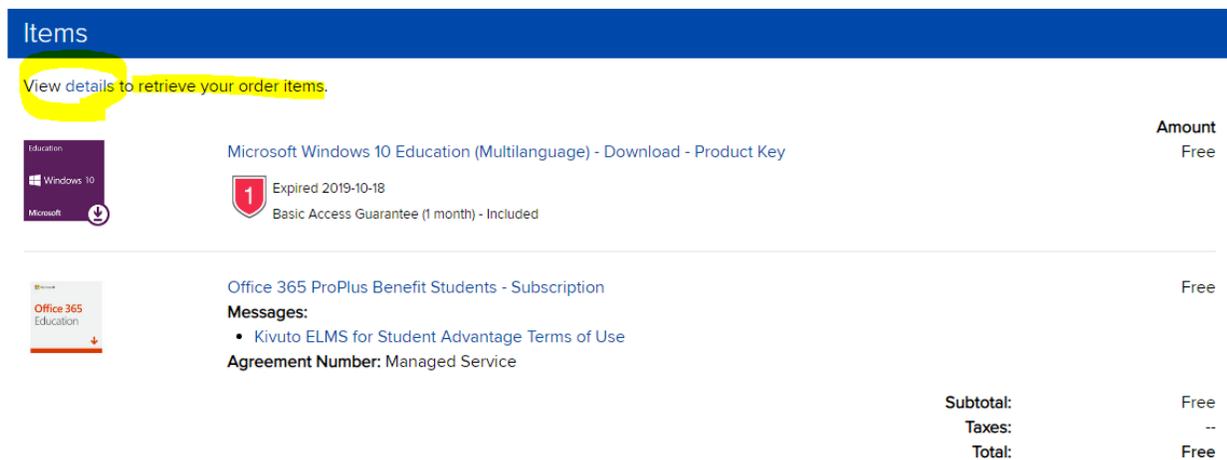
Step 3:
- ● Next, you want to click on "Go to Office 365."
- ● It will ask you to log into your Microsoft 365 account. Use the username that they provide (I've hidden mine here in a pink-brown colour, but it will probably be [yourCWLusername@ubc365.onmicrosoft.com]), and the password that you set up during your purchase.

Step 4: Once you're in your Office 365 portal, go to the top right and access "My account."

Step 5: On the left ribbon, there should be an option for "Office apps." Click that.
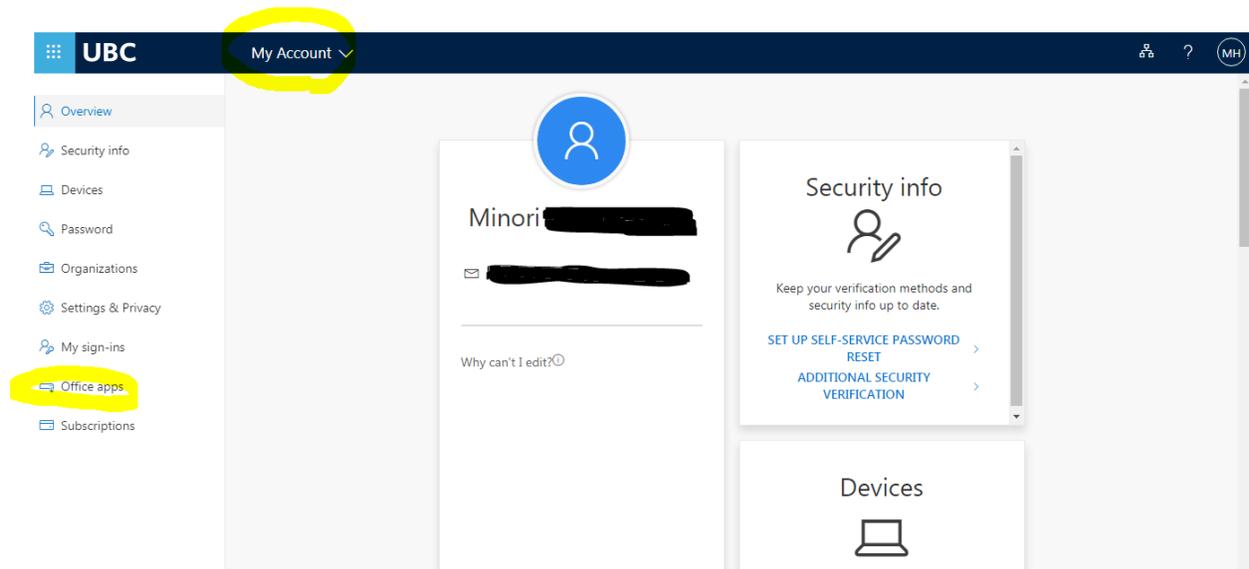
Step 6: It should redirect you to the following screen, which will allow you to download Office 365, at last!