

## Installing Microsoft Office On A Windows PC

The full suite of Microsoft Office Professional is available to students, faculty, and staff for up to 5 personal devices including, PC's, Macs, and mobile devices.

**Note:** If you have an old version of Microsoft office, or if your free version has ended, you will need to remove the original before installing.

1. Using any web browser, go to <https://login.microsoftonline.com>
2. To install the Microsoft Office (Word, Power Point, Excel, etc.) on your Windows PC's, start by clicking the App launcher (hamburger icon, (looks like a Rubic square) located on the upper left corner of the navigation bar.



3. Click Office 365



Office 365 →

4. Click on Install Status on the left and then select “Install desktop applications.”



5. Select Office 365 apps (Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more).



### Office 365 apps

Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.

6. Click the Save button to save the Office setup file to your computer.

