

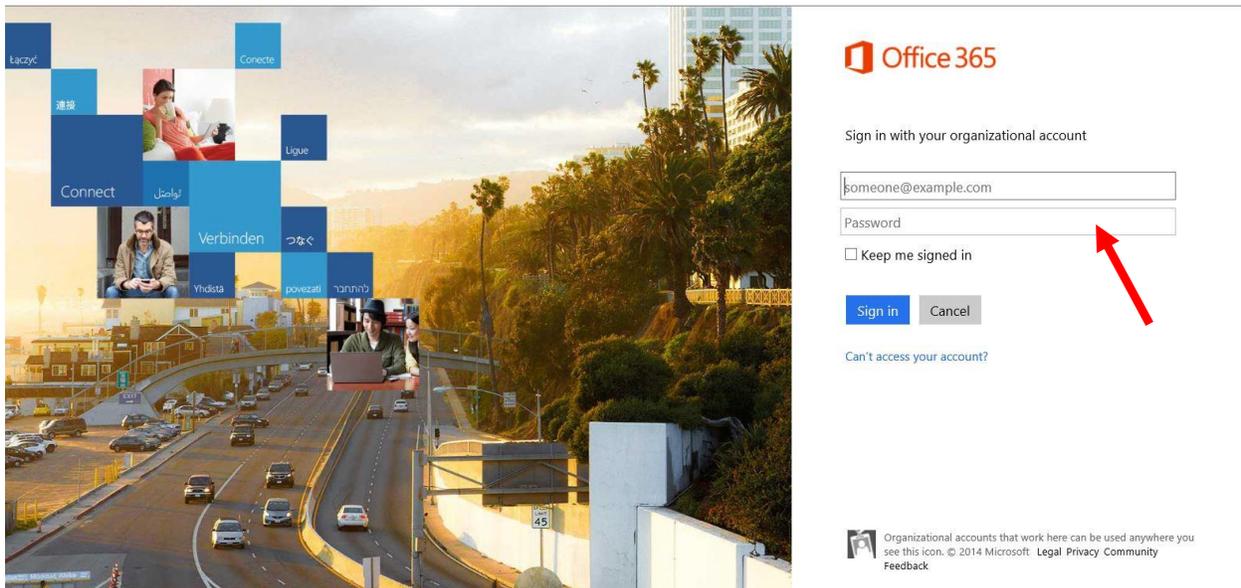
# How to install Microsoft® Office 365

on your Mac or PC

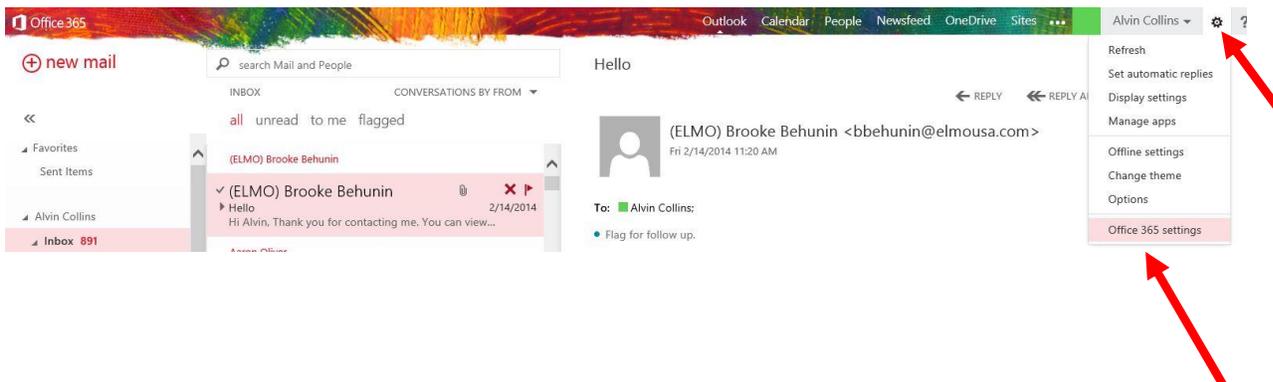
Word PowerPoint Excel

OneNote Outlook

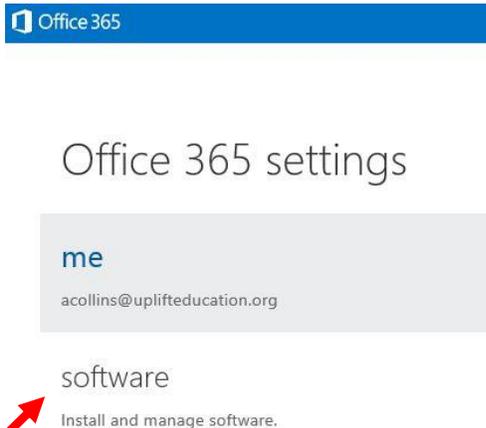
Step 1: Sign in to Office 365 with your school credentials.



Step 2: At the top right of the page, click **Settings** > **Office 365 Settings**.



**Step 3: Click on Software.**



Office 365

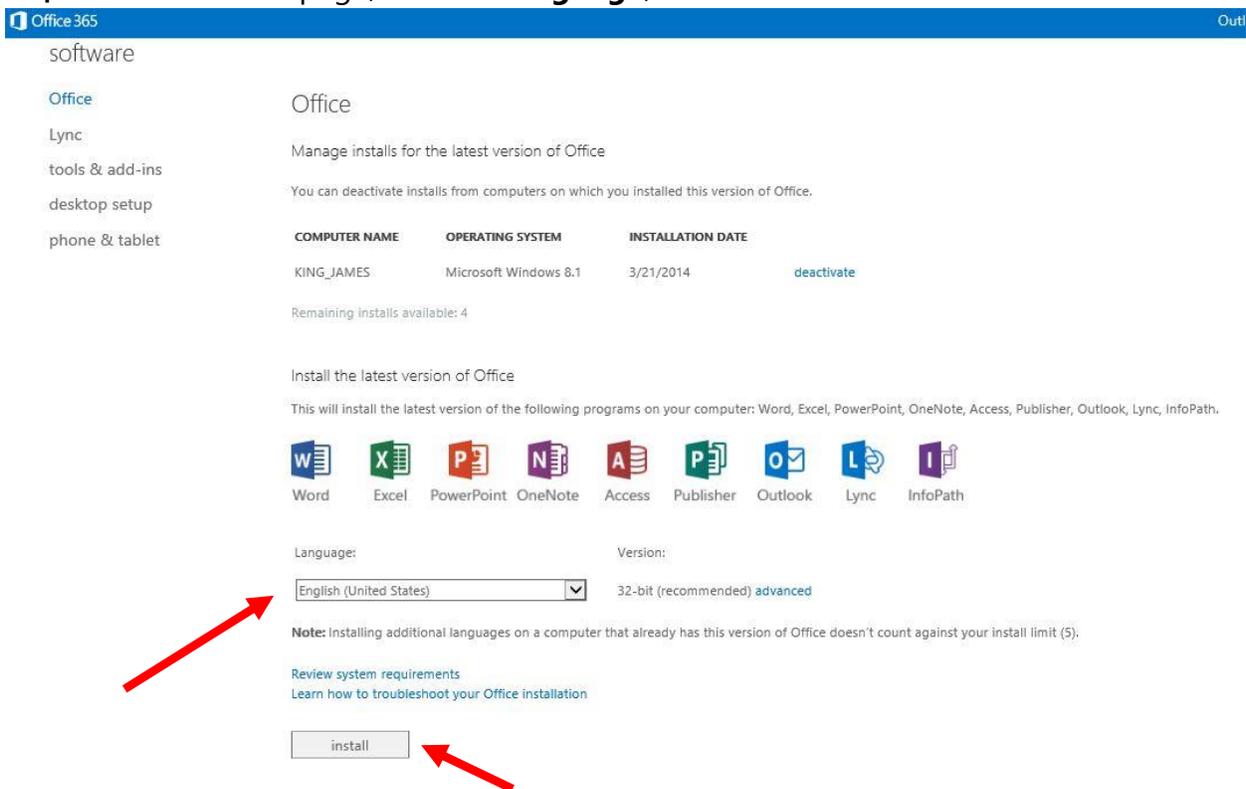
## Office 365 settings

me  
acollins@uplifteducation.org

software  
Install and manage software.

A red arrow points to the 'software' link.

**Step 4: On the Office page, select a Language, and then click Install.**



Office 365

software

- Office
- Lync
- tools & add-ins
- desktop setup
- phone & tablet

### Office

Manage installs for the latest version of Office.

You can deactivate installs from computers on which you installed this version of Office.

COMPUTER NAME	OPERATING SYSTEM	INSTALLATION DATE	
KING_JAMES	Microsoft Windows 8.1	3/21/2014	deactivate

Remaining installs available: 4

Install the latest version of Office

This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.

Word Excel PowerPoint OneNote Access Publisher Outlook Lync InfoPath

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](#)  
[Learn how to troubleshoot your Office installation](#)

install

Two red arrows point to the language dropdown and the 'install' button.

**Step 5: At the bottom of the screen select RUN to install Office 365.**



Do you want to run or save Setup.X86.en-us\_O365ProPlusRetail\_e6783de1-3744-4cc8-a705-08c7b077d422\_TX\_PR\_exe (935 KB) from c2rsetup.officeapps.live.com?

Run Save Cancel

A red arrow points to the 'Run' button.

**Step 6:** The office installation wizard opens, chose next on the bottom then accept the agreement.



Welcome to your new Office.

We think you'll love it. Let's get started.

**Step 7:** You will see a video while office 365 installs. It will take a several to install. Be patient!



**Step 8:** Once office is ready you will find **Office 2013** on your **computer start menu** or on your **Windows 8 start screen**.



## Deactivate an installation on either a PC or a Mac

If you've already installed the latest version of Office with Office 365 on five computers that you use and you want to install Office on a sixth computer, you can do that by first deactivating an installation on one of your current computers.

Go to **Software > Office**. Click **Deactivate** next to the computer you want to deactivate the installation from.

Office

Manage installs for the latest version of Office

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COMPUTER NAME	OPERATING SYSTEM	INSTALLATION DATE	
KING_JAMES	Microsoft Windows 8.1	3/21/2014	<a href="#">deactivate</a>

Remaining installs available: 4

Install the latest version of Office

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Word Excel PowerPoint OneNote Access Publisher Outlook Lync InfoPath

**Congratulations!!! You are done.**

**If you have any other devices and you would like help setting it up see your campus tech person.**