Installing Microsoft 365 Apps

1. Go to <u>https://www.office.com/</u> and click Sign in if you're not signed in already.



- 2. Sign in with the account you associated with this version of office.
- 3. The following steps will differ based on your Microsoft account type.

For a personal account: from the homepage select Install Office and select Install (or Install Office>)



For a work or school account: from the homepage select Install Office and click Office 365 Apps.

		Install Office ~
$\underline{\downarrow}$	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.	
\rightarrow	Other install options Select a different language or install other apps available with your subscription.	

- 4. This completes the Office download for your device. To finish the install, select Run (in Microsoft Edge or Internet Explorer), Setup (in Chrome), or Save File (in Firefox).
- 5. If prompted, "Do you want to allow this app to make changes to your device?" select Yes.
- 6. When you see "You're all set! Office is installed now," your install is finished, and you can close the window.



advanceditpros.com

(855) 491-1911