

INSTALL MICROSOFT OFFICE

How to Install Microsoft Office on your PC with Office 365

Installation for Windows Users:

1. Navigate to <https://portal.office.com/OLS/MySoftware.aspx> .
2. Sign in with your TSC email address and password.
3. On the **Office** page
 - a) Select a Language, then click Install to Install Office 365 ProPlus with the new 2016 apps

Office 365

Software

Office

Tools & add-ins

Skype for Business

Phone & tablet

Office

resources

Manage installs

How do I locate my computer name?

Want to deactivate Office on one computer and install it on another? Go to [My account](#) > [Install status](#).

Install Office 365 ProPlus with the new 2016 apps (Recommended)

Note: Your admin has enabled First Release, so you get early access to the latest Office features. If you have feedback or problems, please contact your admin.

Word Excel PowerPoint OneNote Access Publisher Outlook Skype for Business OneDrive for Business

Language: English (United States)

Version: 32-bit (Recommended) [Advanced](#)

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

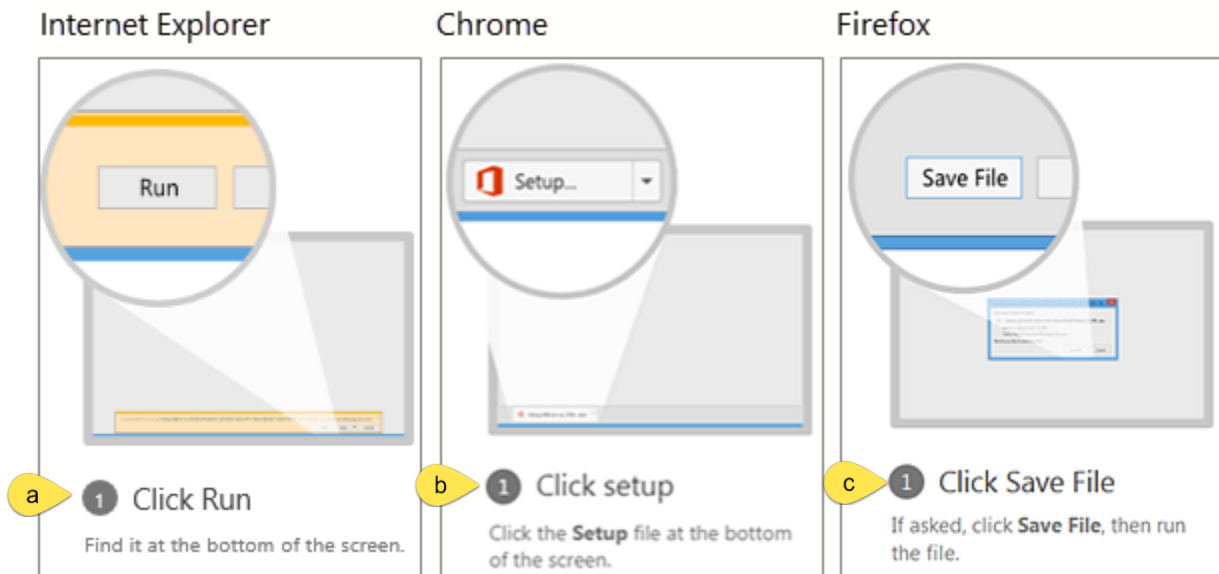
[Review system requirements](#)
[Troubleshoot installation](#)

[Install](#)

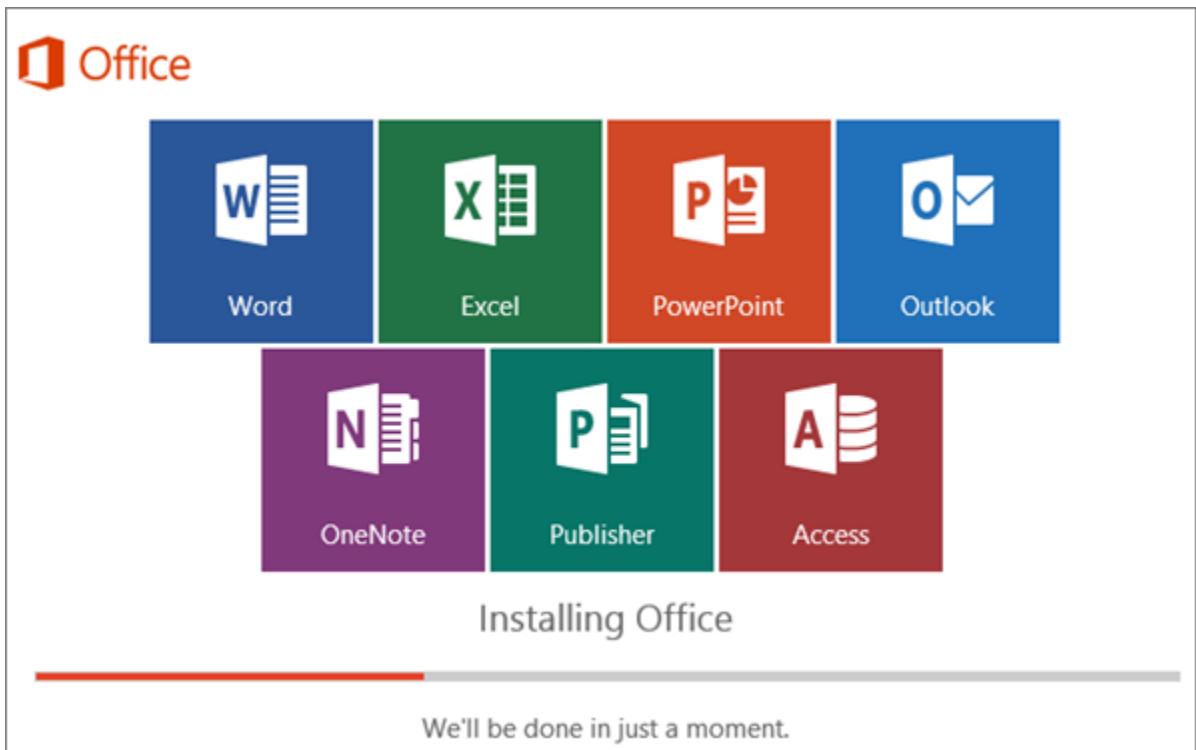
▼ Install Office 365 ProPlus with the 2013 apps [Why would I install Office 2013?](#)

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4. Depending on your browser, go to the install pop-up that appears and click
 - a) Run (in Internet Explorer)
 - b) Setup (in Chrome), or
 - c) Save File (in Firefox).

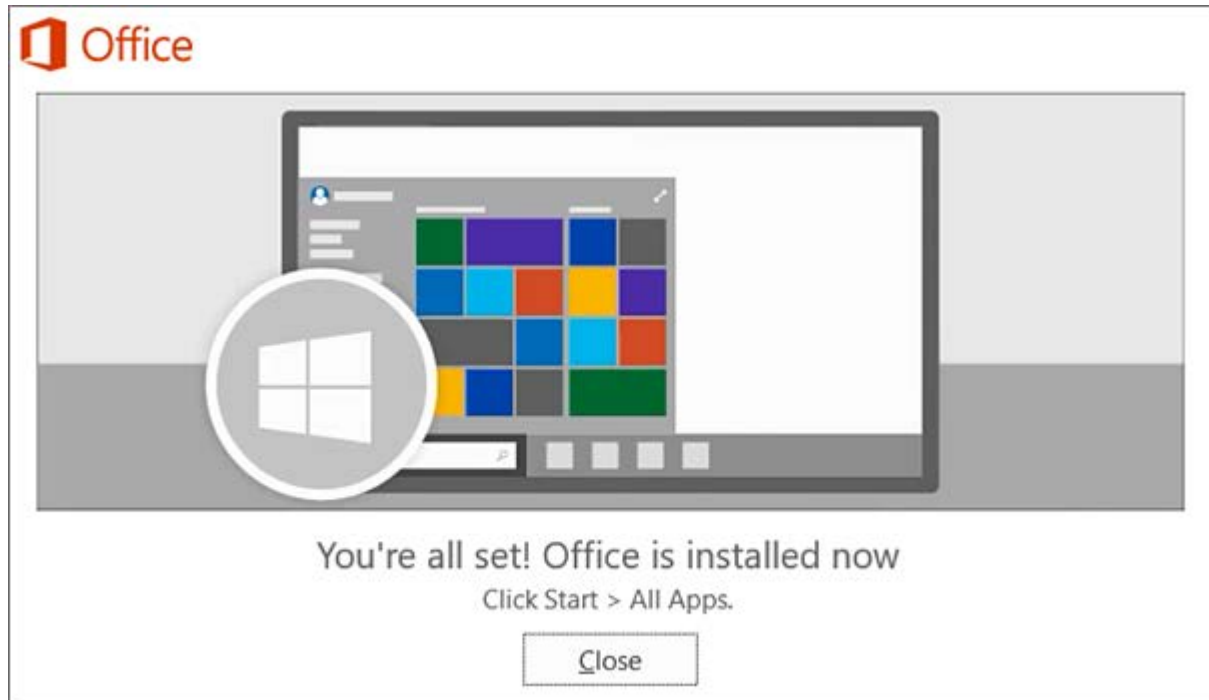


5. The installation will begin.



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6. Your install of Office 2016 is finished when you see the phrase, You're all set! Office is installed now and an animation plays to show you where to find Office applications on your computer. Follow the instructions in the window, for example Click Start > All Apps to see where your apps are, and select Close.



Deactivation of an Installation for PC and Mac Users:

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.

Navigate to <https://portal.office.com/account/#installs>. Click **Deactivate** next to the computer from which you wish to deactivate the installation. A menu will appear asking you to verify your choice to deactivate the installation. Click **yes**.