

Installing Microsoft Office 365 on a Windows PC

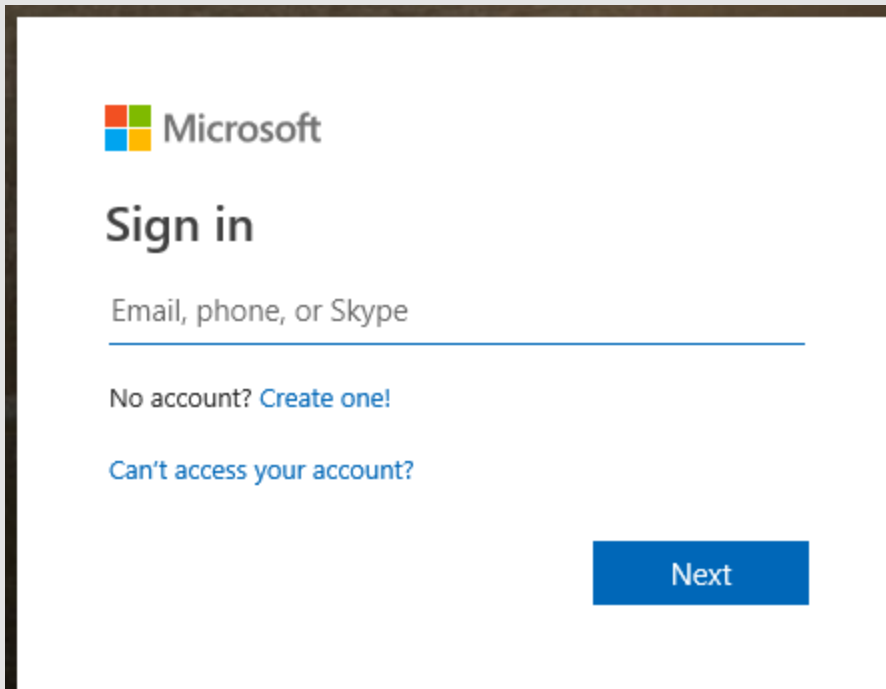
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Should you have any questions or concerns with the instructions, please notify the [Technology Service Center](#) for assistance.

If an older version of Microsoft Office is currently installed on your PC, you'll need to remove it before you install the new 365 version. It is recommended that you backup your files before you proceed with uninstalling the old version.

Step 1

Using a browser, go to <https://portal.office.com>.

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field with the placeholder text "Email, phone, or Skype". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom right of the page, there is a blue button with the text "Next".

Microsoft

Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

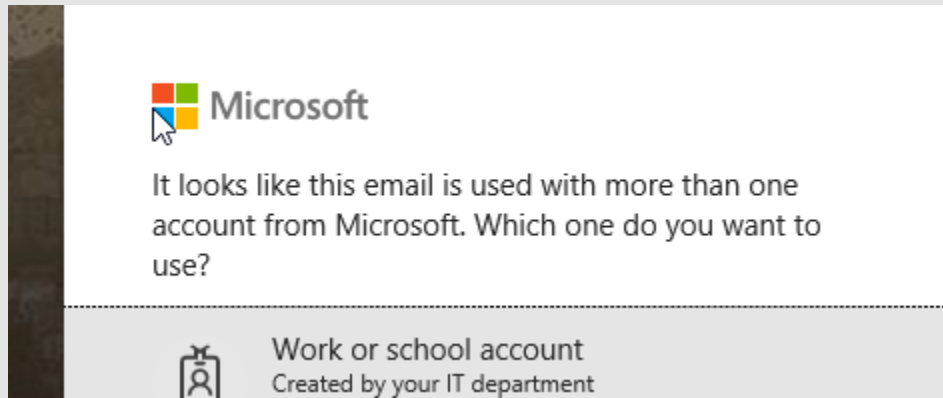
Next

Step 2

Login using your HCC e-mail address and email password.

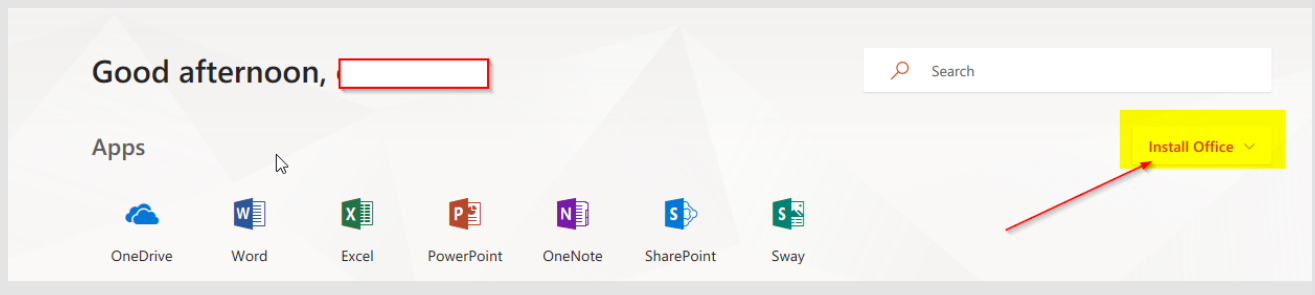
Step 3

Select Work or School.



Step 4

Once logged in, click on Install office.



Step 5

Select first option (Office 365 apps).

Step 6

The install stub will be downloaded, make sure to click on "RUN".

The image shows a OneDrive window with an overlay titled "Just a few more steps...". The overlay contains three numbered steps:

- 1 Click Run**
Find it at the bottom of the screen or press Alt+N.
- 2 Say "yes"**
Click Yes to start installing.
- 3 Stay online**
After installation, start Office and sign in with the account you use for Office 365: otstudent@howardcc.edu.

At the bottom of the overlay, there is a "Close" button and the text "Need help installing?".

Below the overlay, the OneDrive interface shows "No recent online Office documents" and buttons for "Upload and open..." and "New".

At the bottom of the screen, a Windows file dialog box is open, asking "What do you want to do with Setup.X86.en-us....exe (5.0 MB)? From: c2rsetup.officeapps.live.com". The "Run" button is highlighted in yellow.