How to Download and Install Office 365

1. Click on "Install Office \lor " button and choose installation type

 Office 365		⊖ Search					🖓 🕸 ? Robert McKay 🕅
Good mo	rning						Install Office ~
+	o -	•	w	x	P	$\underline{\downarrow}$	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.
Start new ~	Outlook	OneDrive	Word	Excel	PowerPoi	\rightarrow	Other install options Select a different language or install other apps available with your subscription
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Teams	Class Notebook	Sway	Forms	Admin	All apps		
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2. Save the downloaded file.

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

3. Click Run to start installation.

	Office 3	Just a few more steps					
	Gu	Run	Yes	Atture Offer Instantionary			
		1 Click Run	2 Say "yes"	Stay online			
N	Re	Find it at the bottom of the screen or press Alt+N.	Click Yes to start installing.	After installation, start Office and sign in with the account you use for Office 365: rmckay@collegecthedesert.edu.			
	The S	Setup.Def.en-us_O365ProPlusRetail_0928374d-1e1d-45	if5-b1ec-a8f44ddbc335_TX_PR_Platform_def_b_64_ex	e download has completed. × Run Open folder View downloads	~		

Note: If you get this error, you must Uninstall existing Office products prior to proceeding



- To uninstall existing Office Product
 - o Click the Window icon in left bottom corner or touch Window key on keyboard
 - o Type Control Panel and Enter
 - Scroll to Microsoft Office and select
 - o Click on Uninstall
 - Answer Yes if asked to "allow this app to make changes to this device?"
 - Click Yes if asked to confirm
- After uninstall completes repeat steps 1-3 or go to Downloads folder and double-click "Setup.Def.enus_O365ProPlusRetail_...exe to begin installation
- 4. After installation products will be listed by name in the menu, i.e., Outlook, Word, Excel, Powerpoint, etc. with the word New below them
- 5. Click on any of the newly installed apps and the License page will open

Microsoft
Accept the license agreement
These Microsoft Office 365 ProPlus apps are installed:
This product also comes with Office Automatic Updates. Learn more
By selecting Accept, you agree to the Microsoft Office License Agreement <u>View Agreement</u>
Accept

- 6. Click Accept to license the installation.
- 7. After accepting the license for any one of the apps they will all be licensed.
- 8. Run apps from the Start Menu, pin to the Taskbar, or make a shortcut for your desktop.