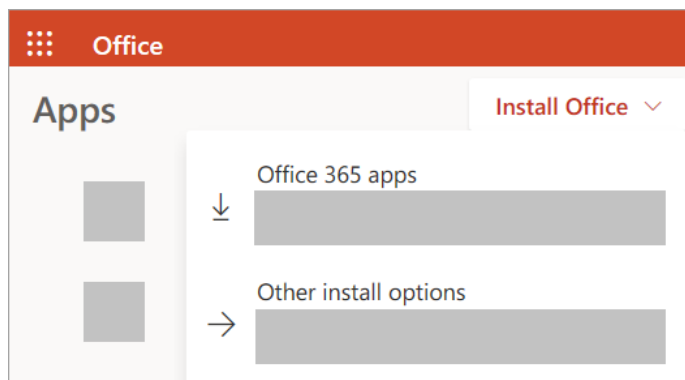


DOWNLOAD AND INSTALL OR REINSTALL OFFICE 365 ON A PC OR MAC

Before you begin, make sure your PC or Mac meets the system requirements.

SIGN IN TO DOWNLOAD OFFICE

1. Go to <https://www.office.com> and select Sign in.
2. Sign in with your school email address and password.
 - a. From the home page select Install Office (If you set a different start page, go to <aka.ms/office-install>.)



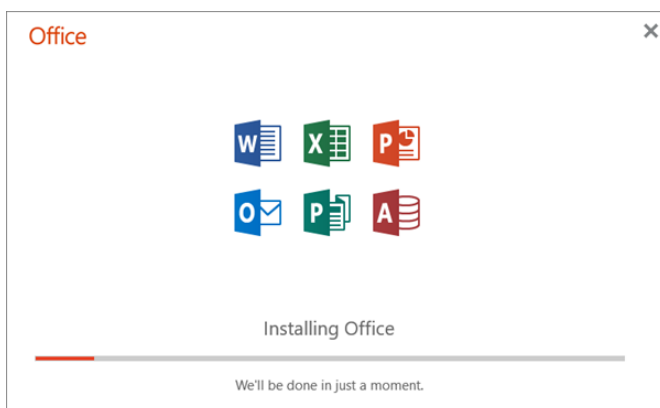
- b. Select Office 365 apps to begin the installation.
3. This completes the download of Office to your device. To complete the installation, follow the prompts in the "Install Office" section below.

INSTALL OFFICE

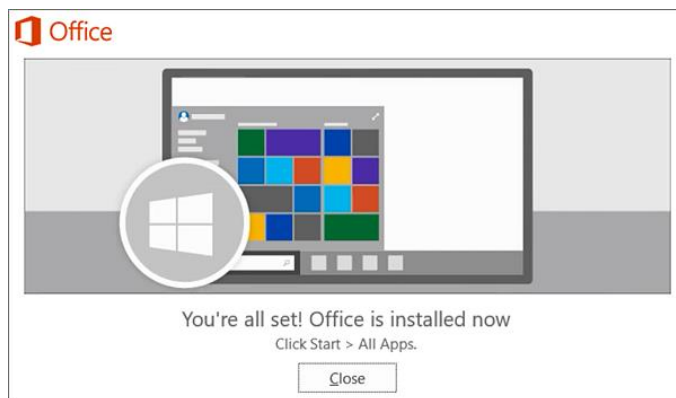
1. Depending on your browser, select Run (in Edge or Internet Explorer), Setup (in Chrome), or Save File (in Firefox).

If you see the User Account Control prompt that says, Do you want to allow this app to make changes to your device? select Yes.

The install begins.



2. Your install 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. Select Close.



Installation or sign in issues?

If you're having an installation issue such as Office taking long to install, try [Need help?](#) for a list of common issues.