

Install Office 365

- Sign in with your work or school account at <https://portal.office.com/OLS/MySoftware.aspx>.

Note: If you're unable to sign in you may be signing in to the wrong Office 365 service, see [Sign in to Office or Office 365](#).

If you don't see Office listed, your plan probably doesn't include Office applications. If you know your plan includes Office, you may not have a license assigned, see [What Office 365 product or license do I have?](#) If Office is not listed ask your Office 365 administrator to assign a license to you.

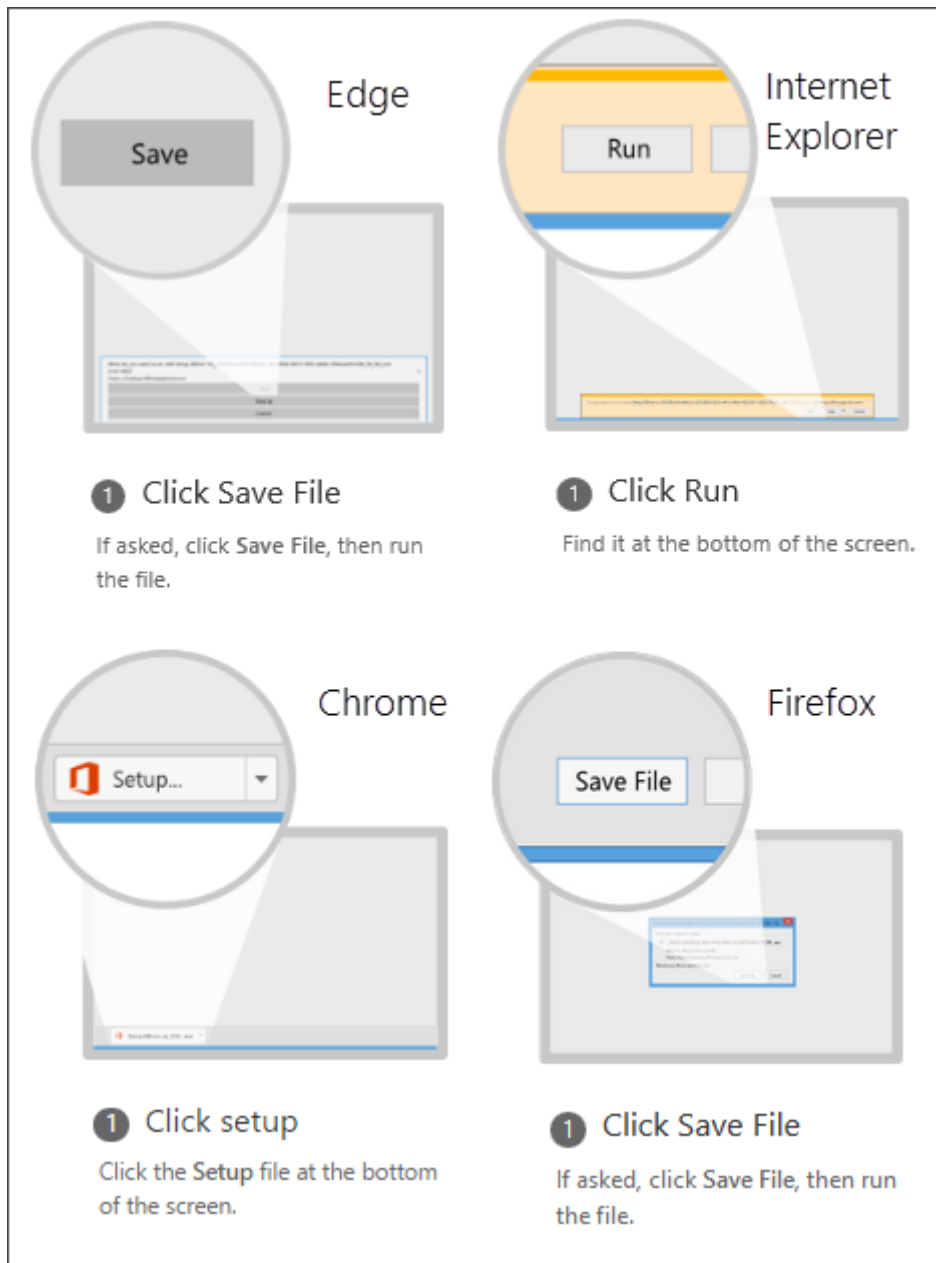
- Select a **Language**, and accept the default to install 32-bit, or select **Advanced** and choose 64-bit from the drop-down list. If you're not sure which version to install, see [Choose the 64-bit or 32-bit version of Office 2016](#).

Important: If you currently have the 32-bit version of Office installed on your PC, you'll need to [uninstall](#) that version before you can proceed with installing the 64-bit version and vice versa.

Language:	Version:
English (United States) ▼	32-bit Advanced

Version: Which version is right for me?
64-bit ▼

- Select **Install**.
- Depending on your browser, go to the install pop-up that appears and click **Save** (in Edge), **Run** (in 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?** Click **Yes**.

- The install begins.
- 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**.



You're all set! Office is installed now

Click Start > All Apps.

[Close](#)

- Start using an Office application right away by opening any app such as Word or Excel. In most cases, Office is activated once you start an application and after you agree to the License terms by clicking **Accept**.

First things first.

This product also comes with Office Automatic Updates.

[learn more](#)

By clicking "Accept" you agree to the Microsoft Office License Agreement.

[View Agreement](#)

[Accept](#)