

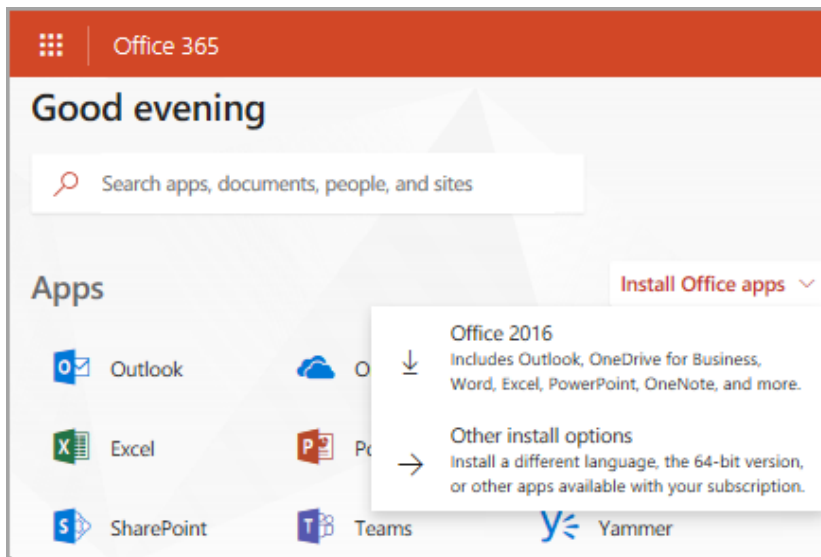
Install Office 365 on a PC (in windows)

Step 1 - Sign in to download Office

1. Go to www.office.com and if you're not already signed in, select **Sign in**.
2. Sign in with INTL ID. (If you don't get your INTL ID or forget your password, please contact [ITS](#))
3. On the Office home page, select **Install Office apps** > **Office 2016**

Tip: To install Office in a different **language**, or install the **64-bit** version, from the Office 365 home page, select **Install Office apps**>**Other install options** > **Advanced**. Choose the language and bit version you want and then select **Install**.

Don't see an install option after signing in? There could be an issue with your account, please contact [ITS](#).

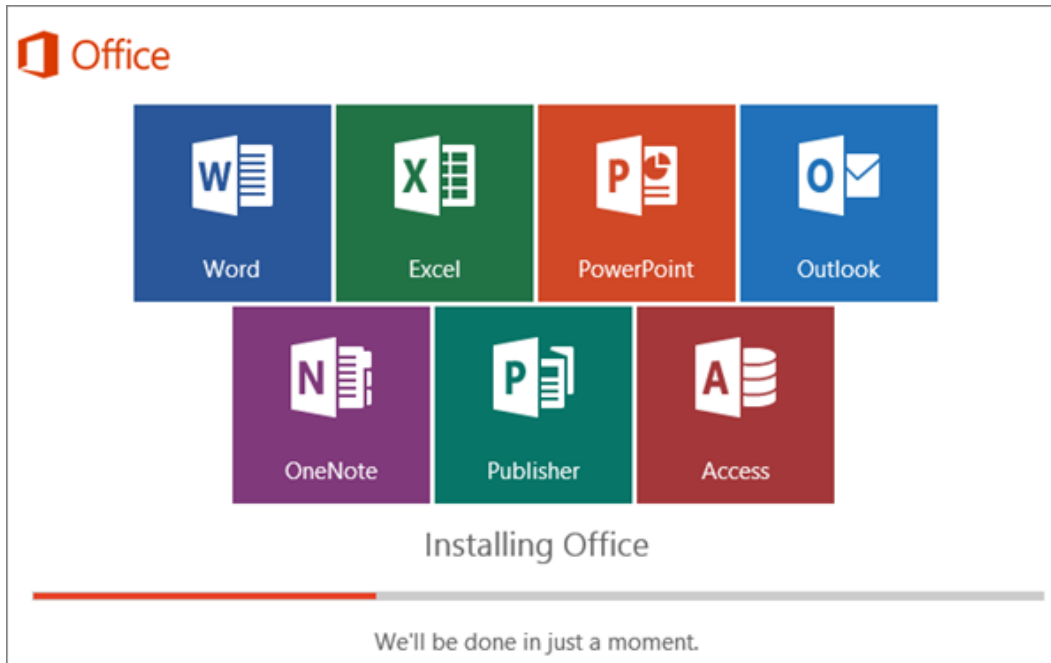


Step 2 - Install Office

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

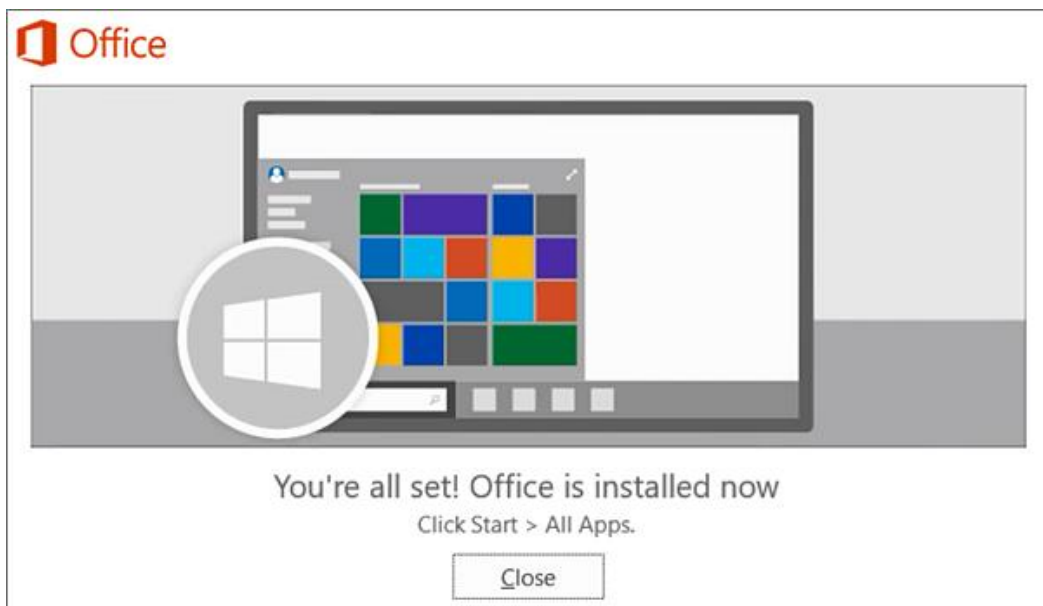
If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?** Click **Yes**.

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.

Follow the instructions in the window, for example **Click Start > All Apps** to see where your apps are, and select **Close**.



Step 3: Activate Office

1. Start using an Office application right away by opening any app such as Word or Excel.
2. In most cases, Office is activated once you **Sign in** with your **INTL ID** and click **Accept and start**.

