

**College of Medicine Tutorial Series** 

Installing Office 365

- 1. Log in to Office 365 in your web browser
- 2. Click your name in the upper, right corner to view account options
- 3. Select the My Account link



4. On the left vertical menu, select the option Install Status



5. On the Install Status page, you will see your installations of Office 365. You will also be able to begin a new installation of Office 365. Select the Install desktop applications link.



6. The download Office application page will appear, and you will be able to select the Install button to begin the installation of Office 365 on your computer.

Office									
Install Office	365 ProPlu	is with the new	2016 apps	What happ	ened to Office 2	2013?			
This will install	the following	g apps on your c	omputer: Wor	d, Excel, Powe	rPoint, OneNot	e, Access, Pub	lisher, Outlool	k, Skype for Business, OneDriv	e for Business
w]	x	P	N	A	P	0	S	<b>~</b>	
Word	Excel	PowerPoint	OneNote	Access	Publisher	Outlook	Skype for Business	OneDrive for Business	
Language:			Ve	ersion:					
Language: English (Unite	ed States)		▼ 32	ersion: 2-bit Advance	d				
Language: English (Unite Don't see the la Review system Troubleshoot in	ed States) anguage you requirement nstallation	ı want? İnstall on	ve of the langu	ersion: P-bit Advance ages in the lis	d it above and the	en install a lan	guage accesso	ory pack. Additional language	s and language a

7. You will then be prompted to save the executable file for the installation on your computer. A good place to save the file is generally somewhere it can be found easily (such as your Desktop).

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This DC	Adobe	3/30/2018 8:08 AM	File folder			
	📙 Adobe Captivate Cached Projects	2/22/2018 3:19 PM	File folder			
3D Objects	📙 Camtasia Studio	4/9/2018 7:28 AM	File folder			
Desktop	Custom Office Templates	2/12/2018 3:35 PM	File folder			
Documents	My Adobe Captivate Projects	2/22/2018 3:04 PM	File folder			
🕹 Downloads	My Articulate Projects	4/16/2018 10:10 AM	File folder			
Music	Snaglt	4/9/2018 7:26 AM	File folder			
Pictures		3/29/2018 4:10 PM	File folder			
Videos	Utilities	3/13/2018 7:39 AM	File folder			
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Save as type: Appli	ication			-		
Save as type. Appli	leation			- 0		

8. Microsoft will also display directions to help guide you through the installation process.

Just a few more steps		
Setup	Yes	Office
1 Click Open	2 Say "yes"	3 Stay online
Click the <b>Setup</b> file at the bottom of the screen.	Click Yes to start installing.	Downloading all of Office might take a while.
Close Need help installing?		

9. Open the executable and stay online while Office 365 installs.

	1 Office	×
	Please stay online while Office downloads We'll be done in just a moment.	
Setup.X86.e		

10. A confirmation will be displayed after the installation is complete



11. Restart your computer after installing Office 365



12. You have now installed Office 365!