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## Resource

### Installing Office 365 Software

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Certain subscriptions of Office 365 will include application installs as well as email hosting. If you are licensed to install software, use the below instructions to do so. Do note that if you have Office 2013 software on your computer, Office 2016 will replace them. In the case of software such as Visio and Project 2013, which are NOT included in most cases, they will simply be removed.

1. Begin by opening a web browser and opening the Office 365 page, <https://portal.microsoftonline.com>. Log in with your email address and current password.



Sign in with your organizational account

Keep me signed in

[Can't access your account?](#)



- On the main portal page, you should see a large prompt to install the software. Uncheck the boxes for Bing and MSN, then press the orange “Install now” button.

Install Office 2016 on your PC

Make Bing your search engine  
 Make MSN your browser homepage  
Applies to Internet Explorer, Firefox, Chrome, and Safari

Word Excel PowerPoint Outlook OneNote

Install now

Other installs  
Troubleshoot installation

Got a Mac? Sign in to Office 365 on your Mac to install.

[How do I get Office 2013?](#)  
[Smartphone or tablet? Get Office on your devices](#)  
[Learn how to set up email and Office 365 apps on your device](#)

- If you receive a prompt to Run or Save the installer, select Run. If it saves automatically, run it once it saves. The software will show a window similar to the following, and indicate its progress in downloading and installing.

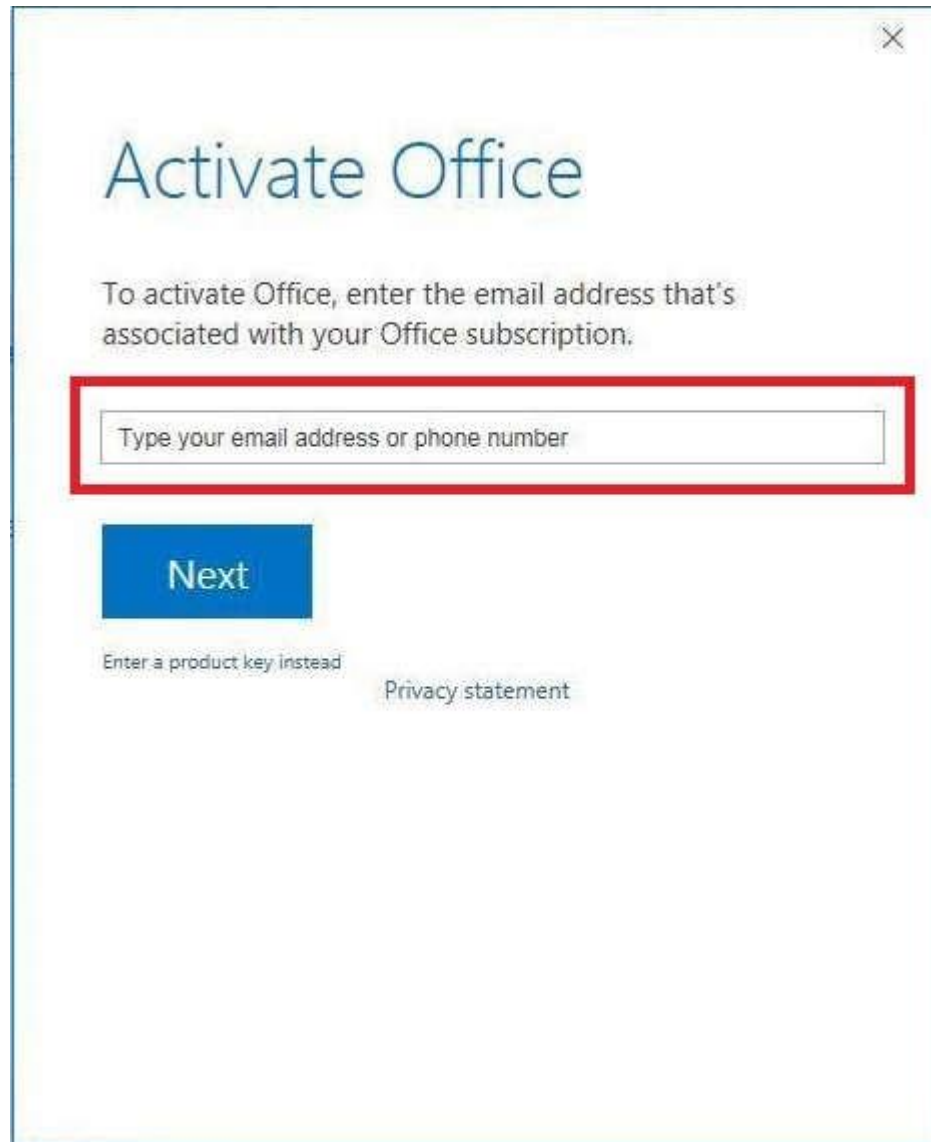
Office

Welcome to your new Office.  
We think you'll love it. Let's get started.

Next



4. The software will take a while to download and install depending on your internet speed. When it is finished, it will let you know.
5. If the software prompts for activation, the easiest way is to enter your email address (Office 365 username).



6. On the next screen, enter your email (Office 365) password. Once “Sign In” is pressed, the activation screen should disappear, indicating success. You should then see your name on the top right corner of the program (name blurred for privacy).





If you have any questions or require assistance, submit a ticket with SmartPath via client portal, email, or calling 270-205-4709.

270-205-4709



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