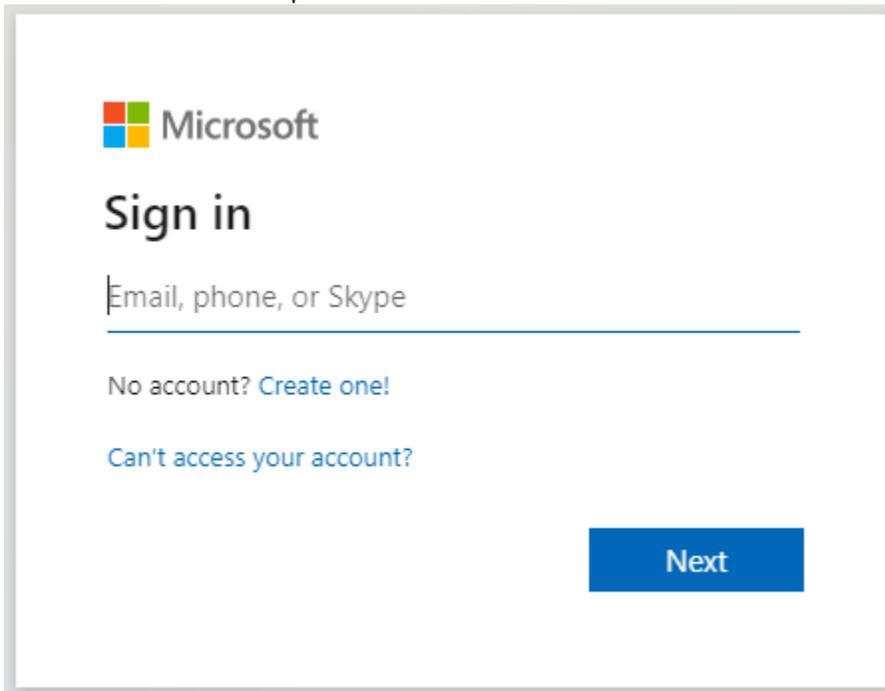


## Installing Microsoft 365 Apps

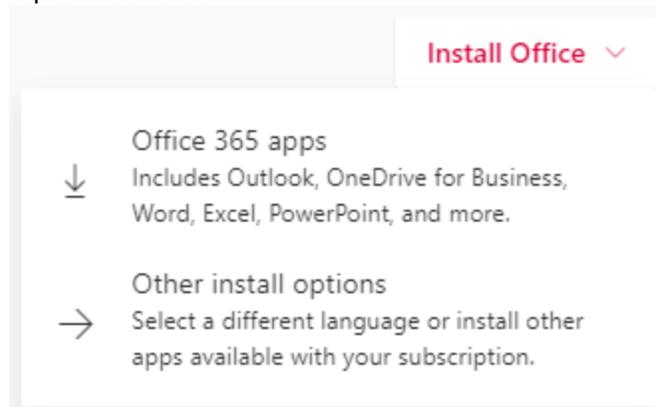
Certain subscriptions of Microsoft 365 will include application installs as well as email hosting. If you are licensed to install software, use the below instructions to do so. Do note that if you have existing Office software on your computer, the new version may replace them. In the case of software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



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right of the sign-in area is a blue button labeled "Next".

2. On the main portal page, you should see a button on the top right to Install Office. Select the Office 365 Apps option, unless you have a special use case.



The screenshot shows a dropdown menu for "Install Office". The menu is open, showing two options. The first option is "Office 365 apps" with a downward arrow icon. Below this option is the text "Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more." The second option is "Other install options" with a rightward arrow icon. Below this option is the text "Select a different language or install other apps available with your subscription."



3. 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.



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 (or Office 365 username, if different).



6. Once the software is signed into, the activation screen should complete, indicating success. You should then see your name on the top right corner of the program (name blurred for privacy).



Reach out to SmartPath Technologies if you experience any issues.

