



## **Microsoft Office 365**

### **End User Installation Guide**

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## What is Microsoft Office 365?

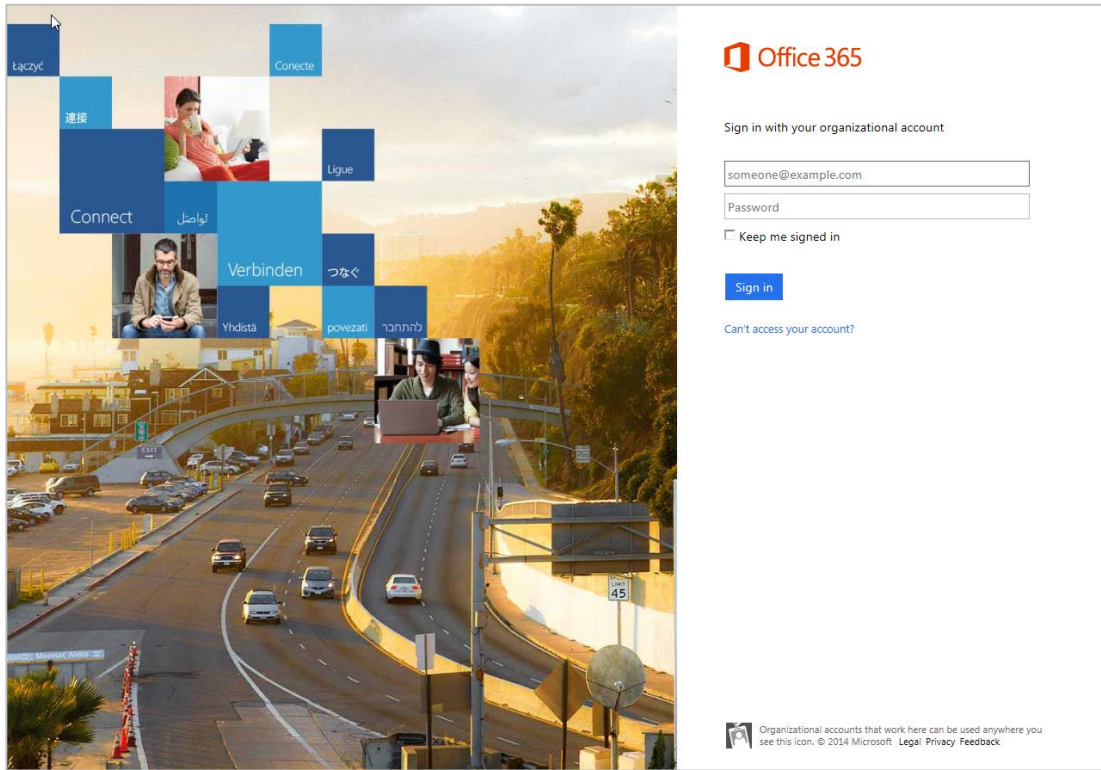
Microsoft Office 365 (O365) is one of the subscription service plans in the new Office. It is productivity software (including Word, PowerPoint, Excel, Outlook, OneNote, Publisher, Access, and Lync) that is installed on your desktop or laptop computer. O365 is a user-based service that allows people to access Office experiences on up to five PCs or Macs and on their mobile devices. Traditional Office installations were tied to the computers they were installed on; O365 enables flexible new deployment options from which IT and/or individual users can choose to install.

## How to Access Microsoft Office 365

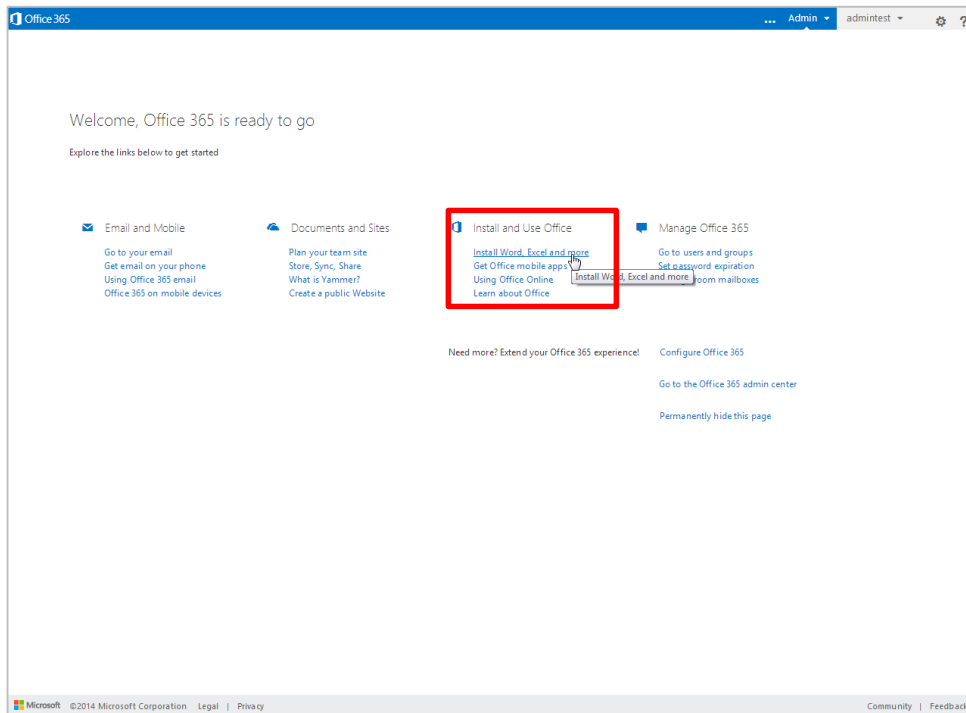
- Install O365 directly from the Microsoft Office portal – details on the next page.

## Install Microsoft Office 365 Directly from the Portal

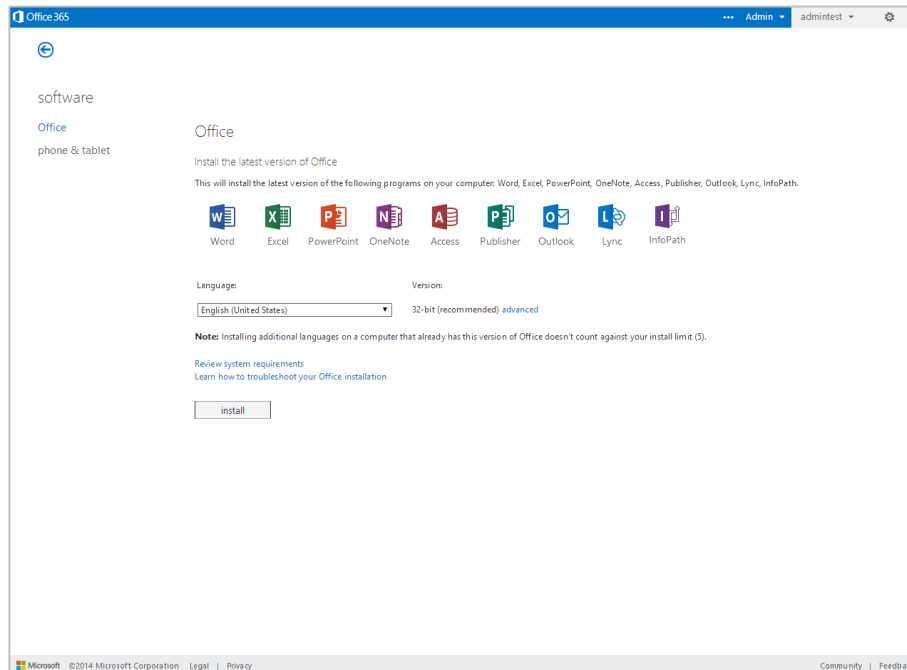
1. Log into the portal (<https://portal.microsoftonline.com/>) using the credentials your IT administrator has sent you by email.



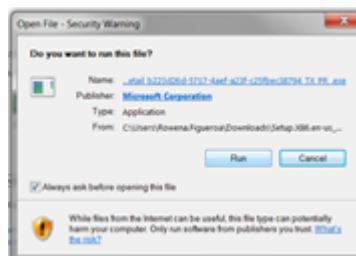
The **Welcome** page displays:



2. Select **Install Word, Excel and more** from the **Install and Use Office** group.  
The **Software** page displays:



3. As shown in the above illustration, you can select whether to install the 32-bit version (recommended) or 64-bit version of Hosted Microsoft Office, as well as which language you want to install.
4. Click the **[Install]** button.  
A **Save As** dialog displays.
5. Save the file to your desktop, and then double-click the file to launch it.  
A **Run** dialog displays:



6. Click the **[Run]** button.  
Hosted Microsoft Office will stream down from the Internet and install on your local computer.  
You must remain connected to the Internet during the installation.

Once the installation is complete, you may disconnect from the Internet and sign out of the Microsoft Office portal. Open any of the programs as you need them.

## Additional Office 365 Information

If you would like to familiarize yourself with the functions and shortcuts of the new Microsoft Office 2013, try the training videos located here: <http://office.microsoft.com/en-us/training/>.