Install Office 365 on a Personal/Home Windows Computer

- 1. If you have a previous version of Office please uninstall it (instructions)
- 2. Log into the Microsoft online portal (see the How to get it section)
- 3. From the top right corner select Install Office and then Office 365 apps

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	+	D	•	w	x	•	N.	⊥	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.		
	Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	:	Other install options Select a different language or install other apps available with your subscription.		
	Sway	Forms	All apps								

- 4. Once the **Setup file** is downloaded please **run it**. **Office installation** will then start. Please note it may take several minutes to finish.
- 5. When the installation has finished, the **activation window** will appear. Use the same credentials that were used to connect to the Microsoft portal to log in.

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Concordia UNIVERSITY	
Sign in	
netname	
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Sign in	
Reset password Contact the IT Service Desk	

6. You now have full access to the desktop version of Office 365 for Windows