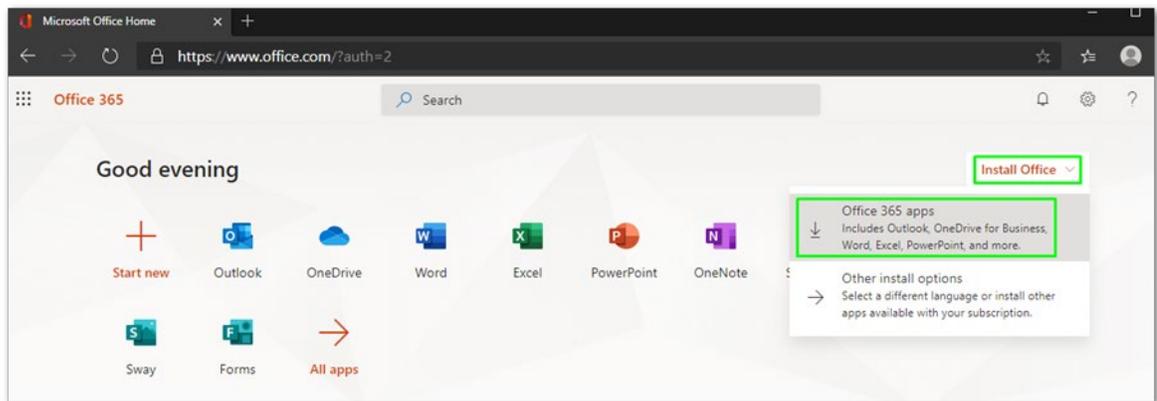# Install Office 365 on a Personal/Home Windows Computer

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**

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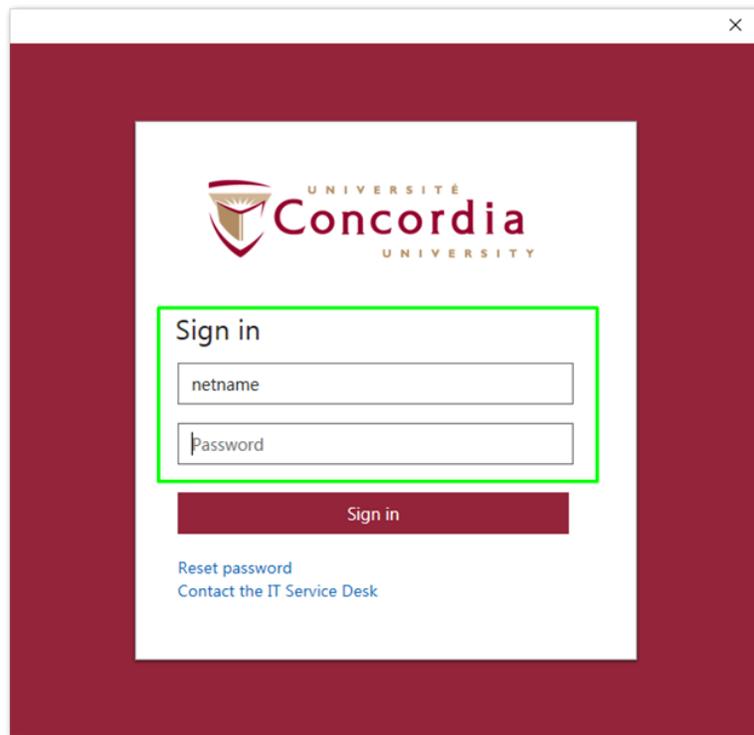
6. You now have full access to the desktop version of Office 365 for Windows