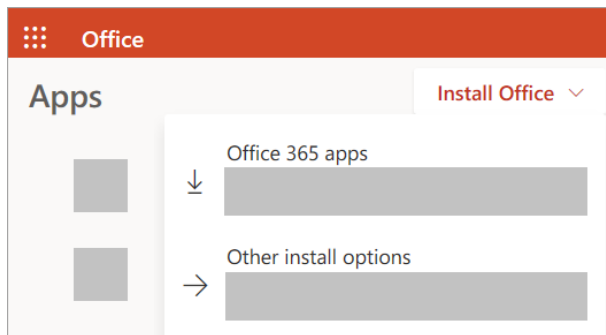


## Office 365 Download Guide for Windows PC (personal computers only)

\*\*Important Note – Prior to installing, please ensure Office products are uninstalled from your station completely. New Windows products often have a trial version installed, please remove prior to installing the 365 version. View uninstall instructions [here](#).\*\*

### Sign in to download Office

1. Go to [www.office.com](http://www.office.com) and if you're not already signed in, select **Sign in**.
2. Sign in with your ONUnet account.
3. From the home page select **Install Office** (If you set a different start page, go to [aka.ms/office-install](http://aka.ms/office-install).)



4. Select **Office 365 apps** to begin the installation.

The 64-bit version is installed by default unless Office detects you already have a 32-bit version of Office (or a stand-alone Office app such as Project or Visio) installed. In this case, the 32-bit version of Office will be installed instead.

To change from a [32-bit version to a 64-bit version](#) or vice versa, you need to [uninstall](#) Office first (including any stand-alone Office apps you have such as Project or Visio). Once the uninstall is complete, sign in again to [www.office.com](http://www.office.com) and select **Other install options**, choose the language and version you want (64 or 32-bit), and then select **Install**. (See [Install Visio](#) or [Install Project](#) if you need to reinstall those stand-alone apps.)

## Office 365 Download Guide for Windows PC (personal computers only)

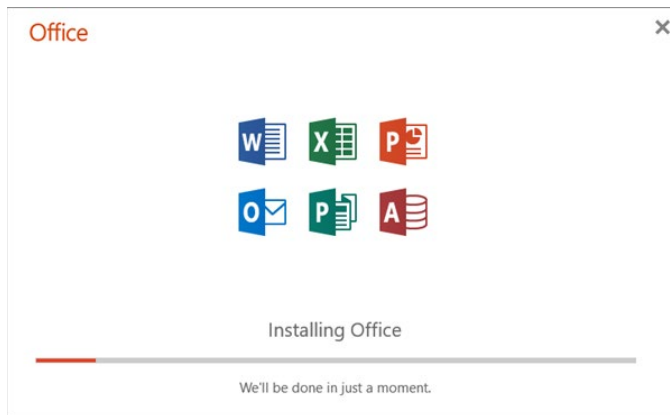
5. This completes the download of Office to your device. To complete the installation, follow the prompts in the "Install Office" section below.

### Install Office

1. Depending on your browser, select **Run** (in Microsoft Edge or Internet Explorer), **Setup** (in Chrome), or **Save File** (in Firefox).

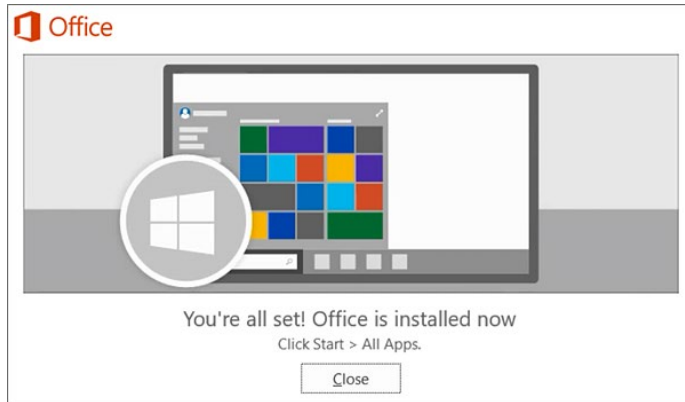
If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?** select **Yes**.

The install begins.



2. Your install is finished when you see the phrase, "**You're all set! Office is installed now**" and an animation plays to show you where to find Office applications on your computer. Select **Close**.

## Office 365 Download Guide for Windows PC (personal computers only)



### Installation or sign in issues?

**Tip:** You can download and install the [Microsoft Support and Recovery Assistant](#) to help with Microsoft 365 installation issues on a PC. For more information, see [About the Microsoft Support and Recovery Assistant](#).

If you're having an installation issue such as Office taking long to install, try [Need help?](#) for a list of common issues.

## Activate Office

1. To open an Office app, select the **Start** button (lower-left corner of your screen) and type the name of an Office app, like **Word**.

If you have Windows 8.1 or 8.0, type the name of an Office app on the **Start** screen. [Can't find your Office apps?](#)

2. To open the Office app, select its icon in the search results.
3. When the Office app opens, accept the license agreement. Office is activated and ready to use.

**Note:** The Activation Wizard appears if Office has trouble activating. Complete the steps in the wizard to finish activating Office.