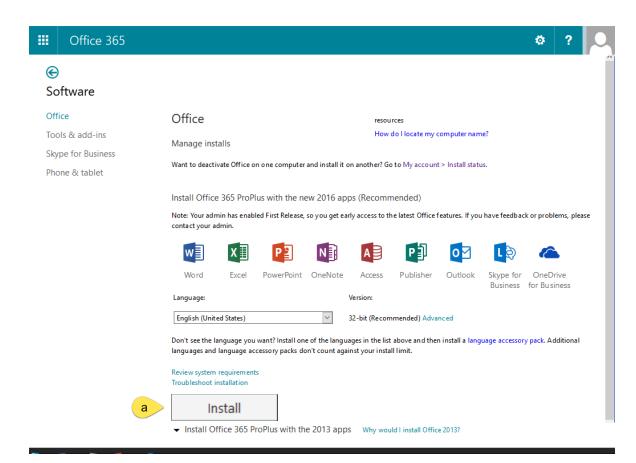# INSTALL MICROSOFT OFFICE

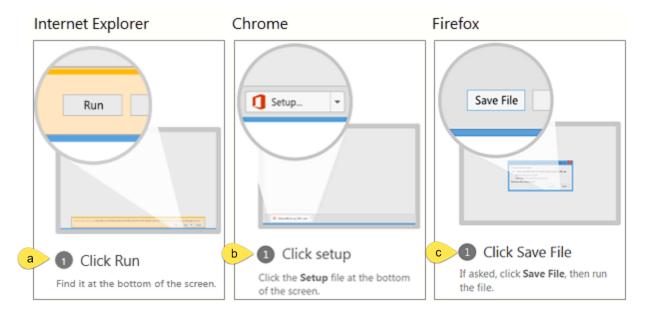## How to Install Microsoft Office on your PC with Office 365

## Installation for Windows Users:

1. Navigate to https://portal.office.com/OLS/MySoftware.aspx .

2. Sign in with your TCC email address and password.

3. On the **Office** page
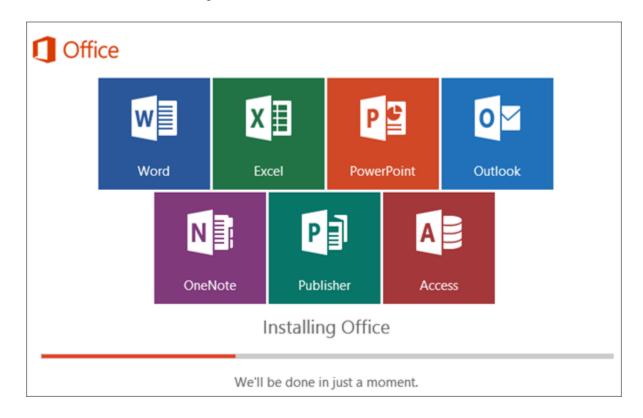   a) Select a Language, then click Install to Install Office 365 ProPlus with the new 2016 apps

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4. Depending on your browser, go to the install pop-up that appears and click
   a) Run (in Internet Explorer)
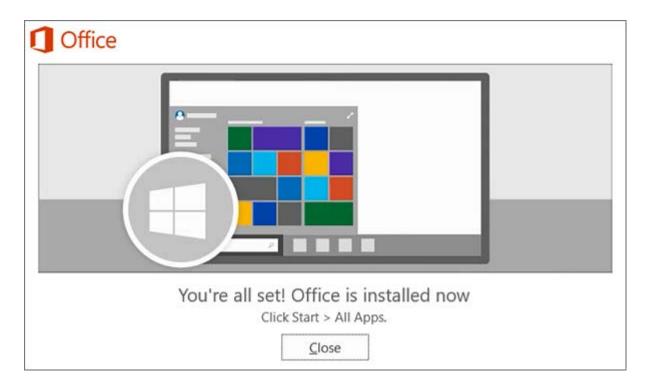   b) Setup (in Chrome), or
   c) Save File (in Firefox).

**Internet Explorer**

| Run |

a ① Click Run

Find it at the bottom of the screen.

**Chrome**

| Setup... |

b ① Click setup

Click the **Setup** file at the bottom of the screen.

**Firefox**

| Save File |

c ① Click Save File

If asked, click **Save File**, then run the file.

5. The installation will begin.



Office

Word    Excel    PowerPoint    Outlook

OneNote    Publisher    Access

Installing Office

We'll be done in just a moment.

6. Your install of Office 2016 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. Follow the instructions in the window, for example Click Start > All Apps to see where your apps are, and select Close.



## Deactivation of an Installation for PC and Mac Users:

If you've already installed the latest version of Office with Office 365 on five computers that you use and you want to install Office on a sixth computer, you can do that by first deactivating an installation on one of your current computers.

Navigate to https://portal.office.com/account/#installs. Click **Deactivate** next to the computer from which you wish to deactivate the installation. A menu will appear asking you to verify your choice to deactivate the installation. Click **yes**.