

Sign in to download and install Office 365

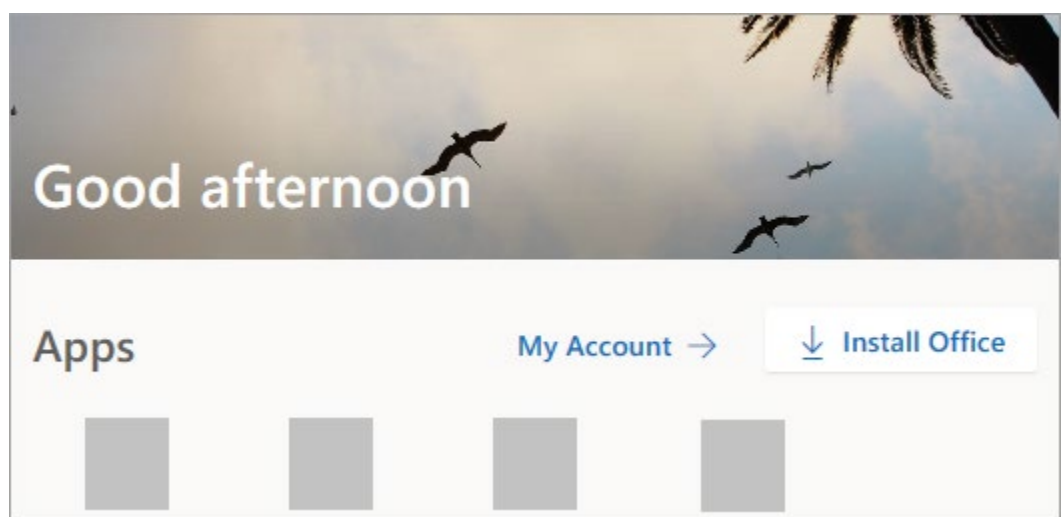
PC Install

Sign in to download Office

1. Go to www.office.com and if you're not already signed in, select **Sign in**.
2. Sign in with your school email account. (800xxxx@umpqua.edu)
3. After signing in, follow the steps that match the type of account you signed in with.

You signed in with a Microsoft account

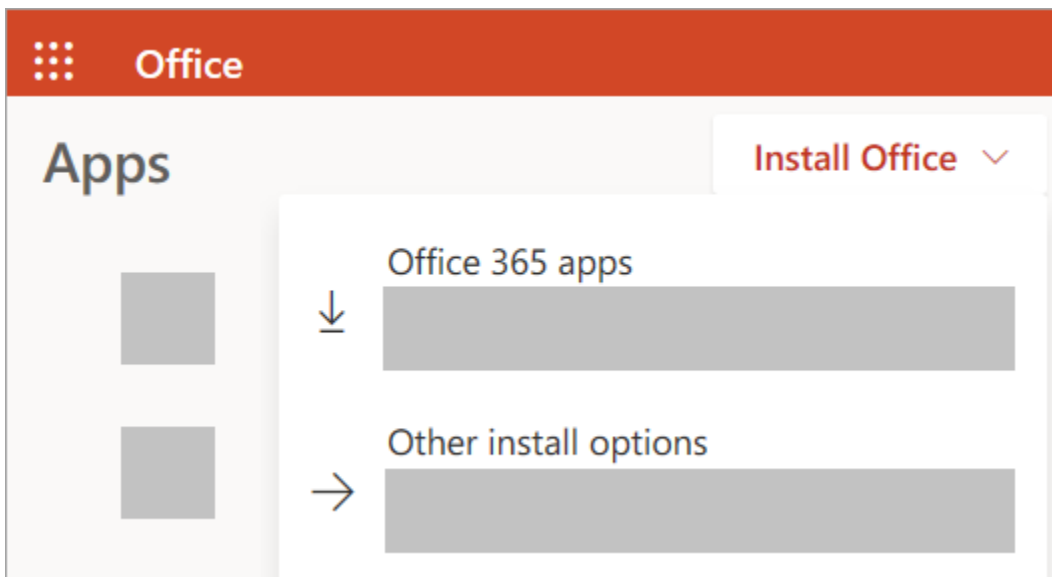
- a. From the Office home page select **Install Office**.



- b. Select **Install** (or depending on your version, **Install Office**>).

You signed in with a work or school account

- c. From the home page select **Install Office**



- d. 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 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.)

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

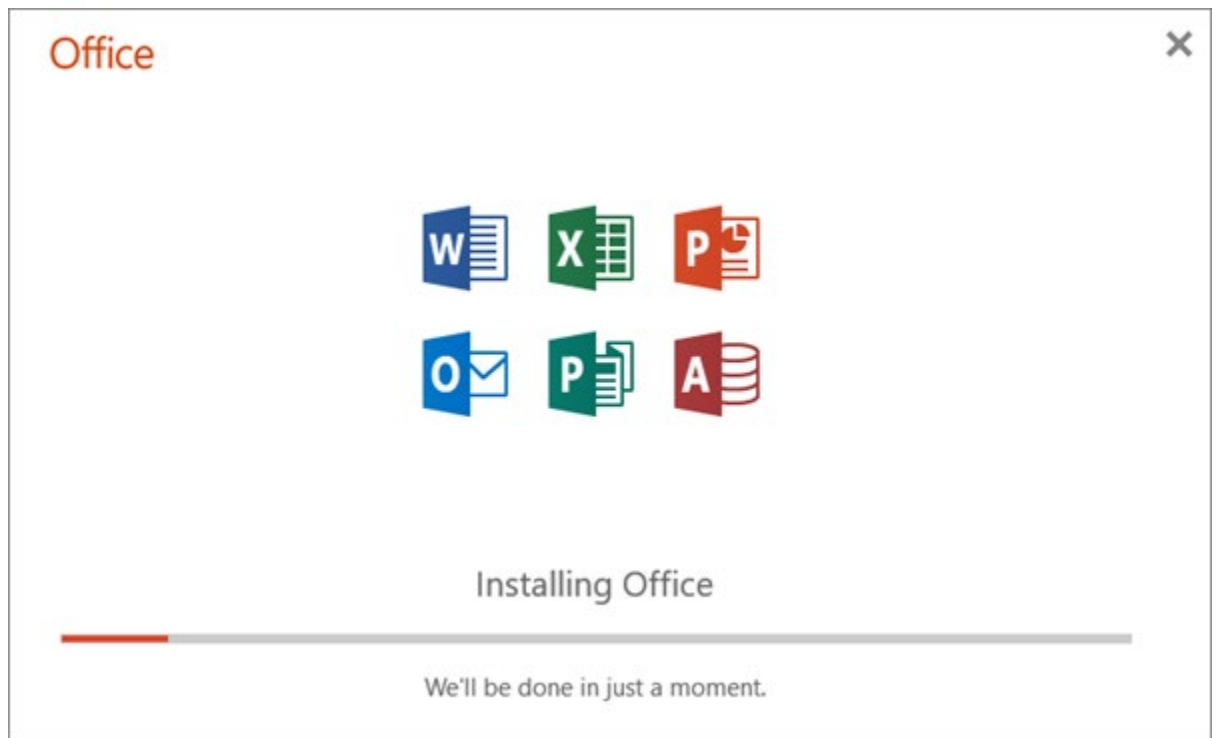
Tip: Don't see an install option after signing in? There could be an issue with your account. Select [Need help?](#) from above and review the solutions under **Account questions**.

Install Office

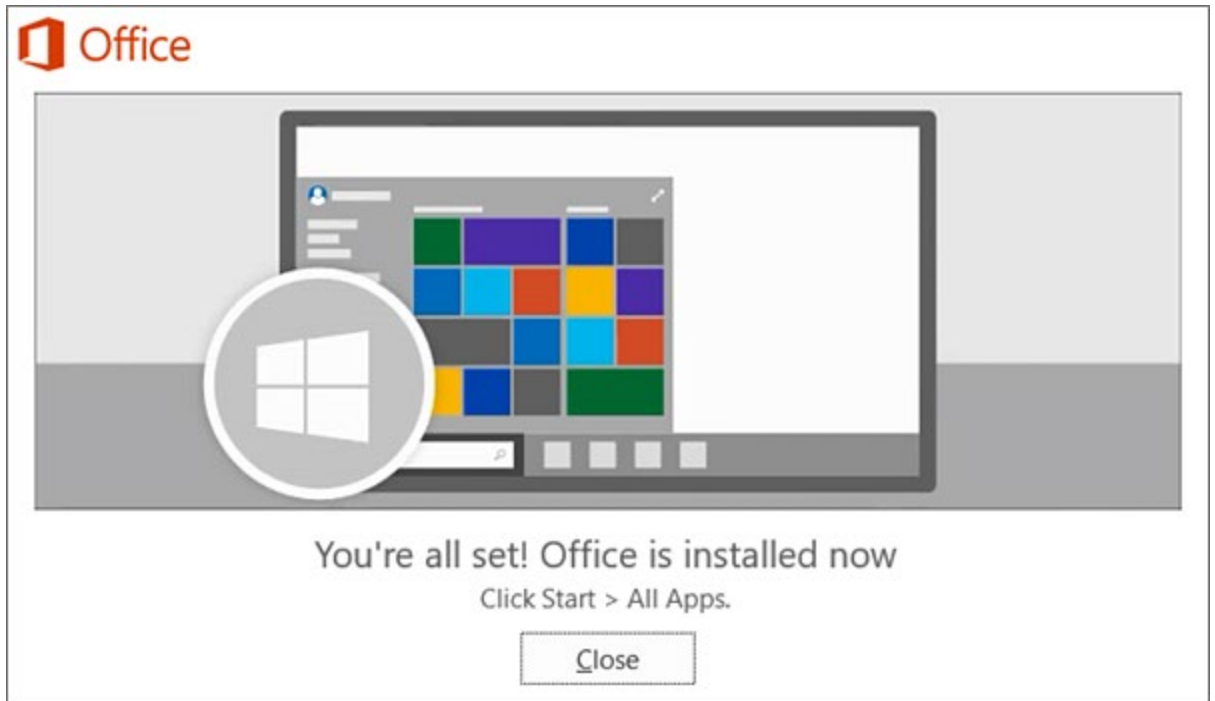
1. Depending on your browser, select **Run** (in Microsoft Edge or Internet Explorer), **Setup** (in Chrome), or **Save File** (in Firefox).

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**.



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?](#)

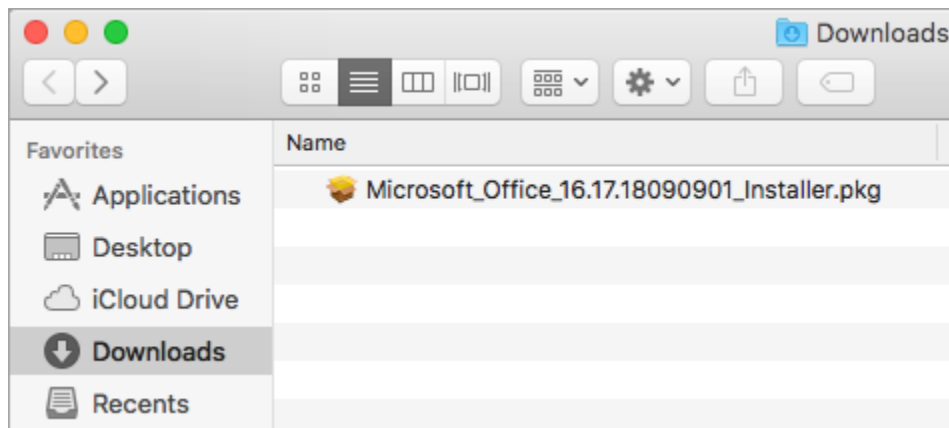
2. To open the Office app, select its icon in the search results.
3. When the Office app opens, accept the license agreement. Office is activated and ready to use.

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

Mac

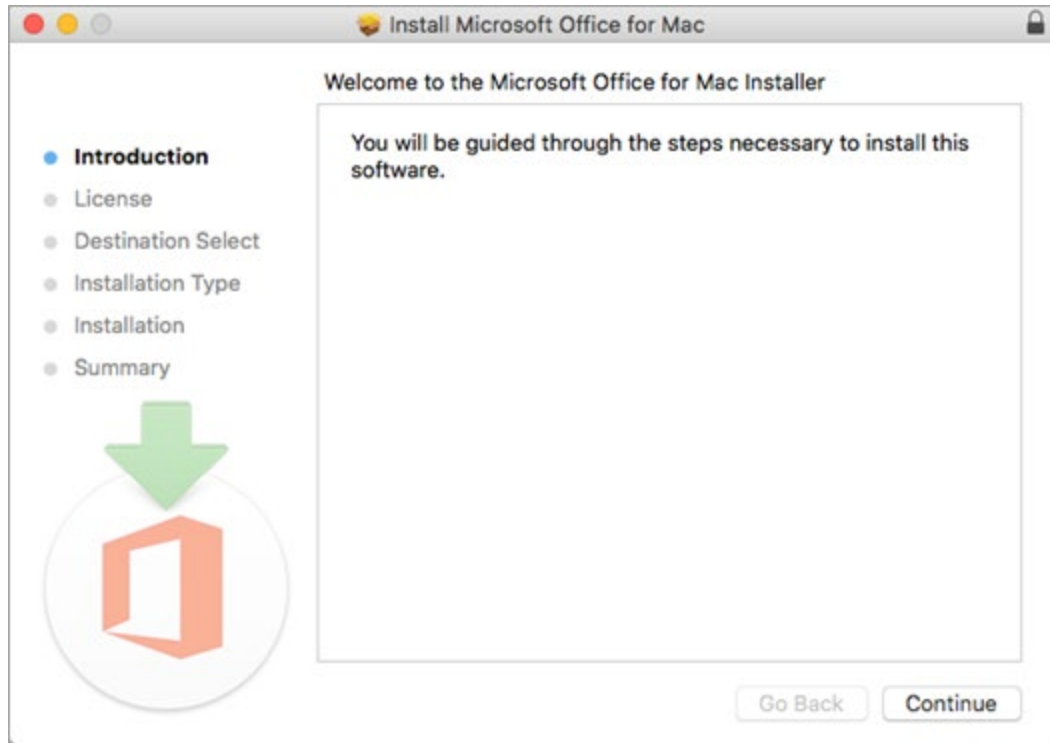
Install Office

1. Once the download has completed, open Finder, go to **Downloads**, and double-click **Microsoft Office installer.pkg** file (the name might vary slightly).



Tip: If you see an error that says the **Microsoft Office installer.pkg** can't be opened because it is from an unidentified developer, wait 10 seconds and move the downloaded file to your desktop. Hold **Control** + click the file to launch the installer.

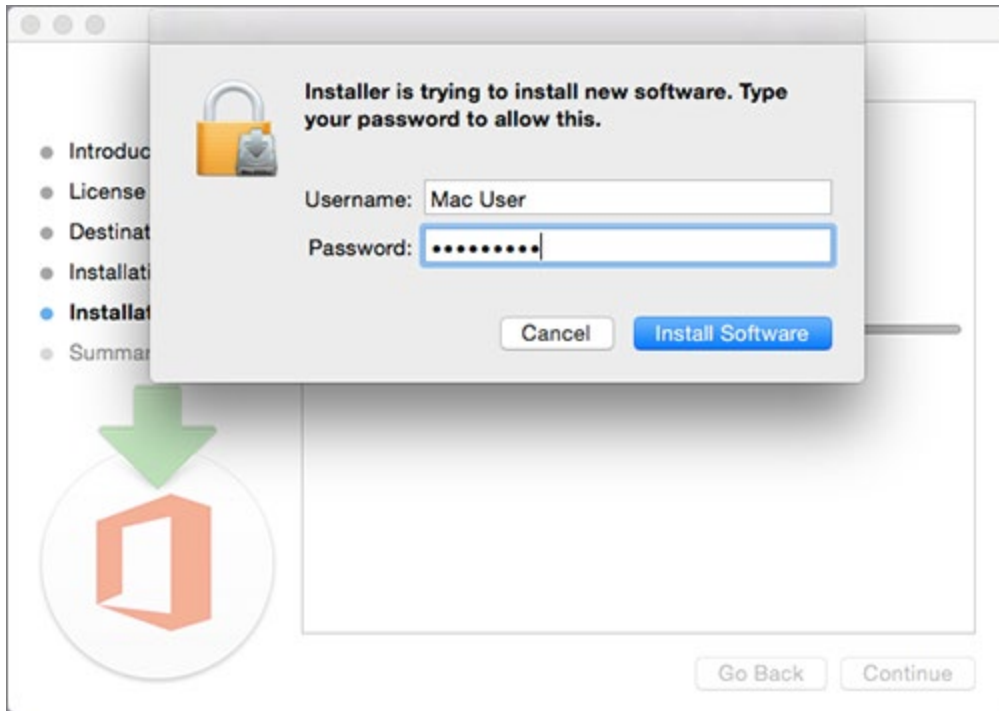
2. On the first installation screen, select **Continue** to begin the installation process.



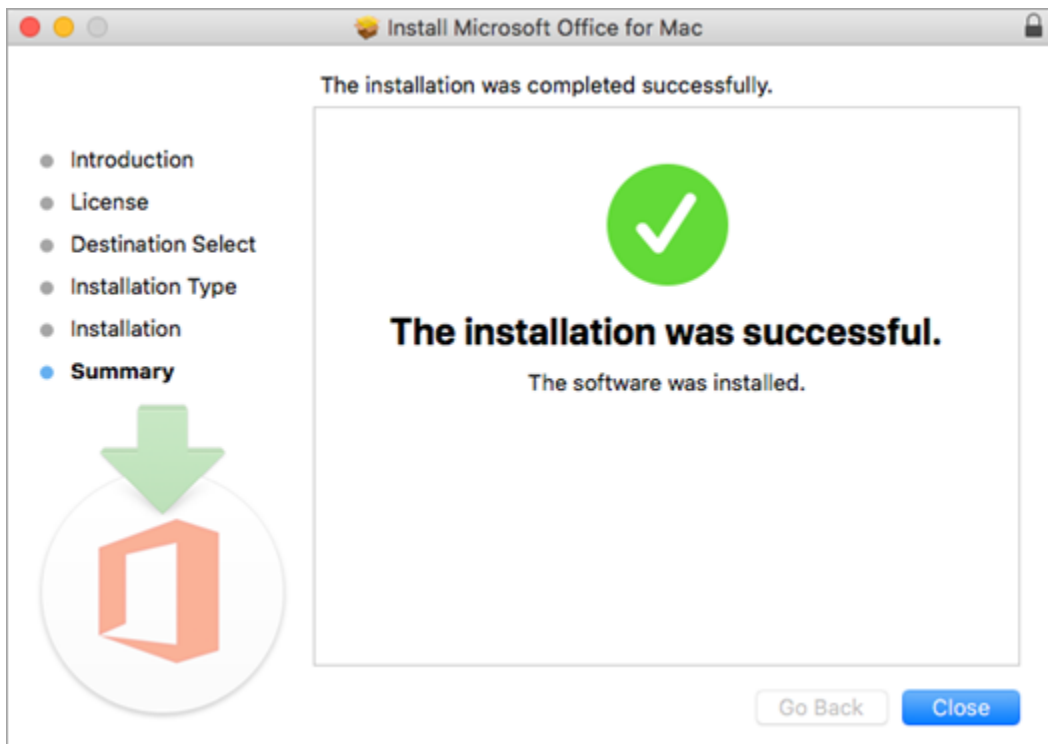
3. Review the software license agreement, and then click **Continue**.
4. Select **Agree** to agree to the terms of the software license agreement.
5. Choose how you want to install Office and click **Continue**.
6. Review the disk space requirements or change your install location, and then click **Install**.

Note: If you want to only install specific Office apps and not the entire suite, click the **Customize** button and uncheck the programs you don't want.

7. Enter your Mac login password, if prompted, and then click **Install Software**. (This is the password that you use to log in to your Mac.)



8. The software begins to install. Click **Close** when the installation is finished. If Office installation fails, see [What to try if you can't install or activate Office for Mac](#).

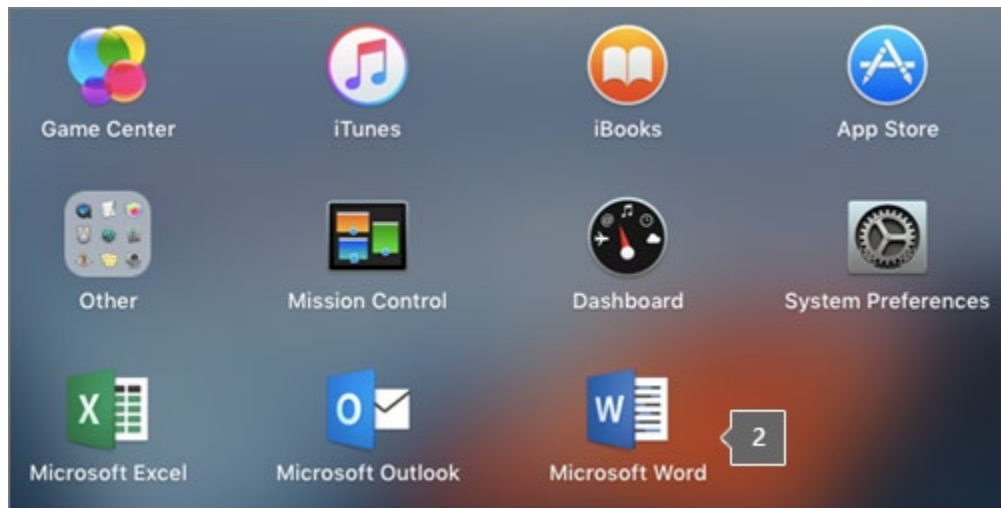


Launch an Microsoft 365 for Mac app and start the activation process

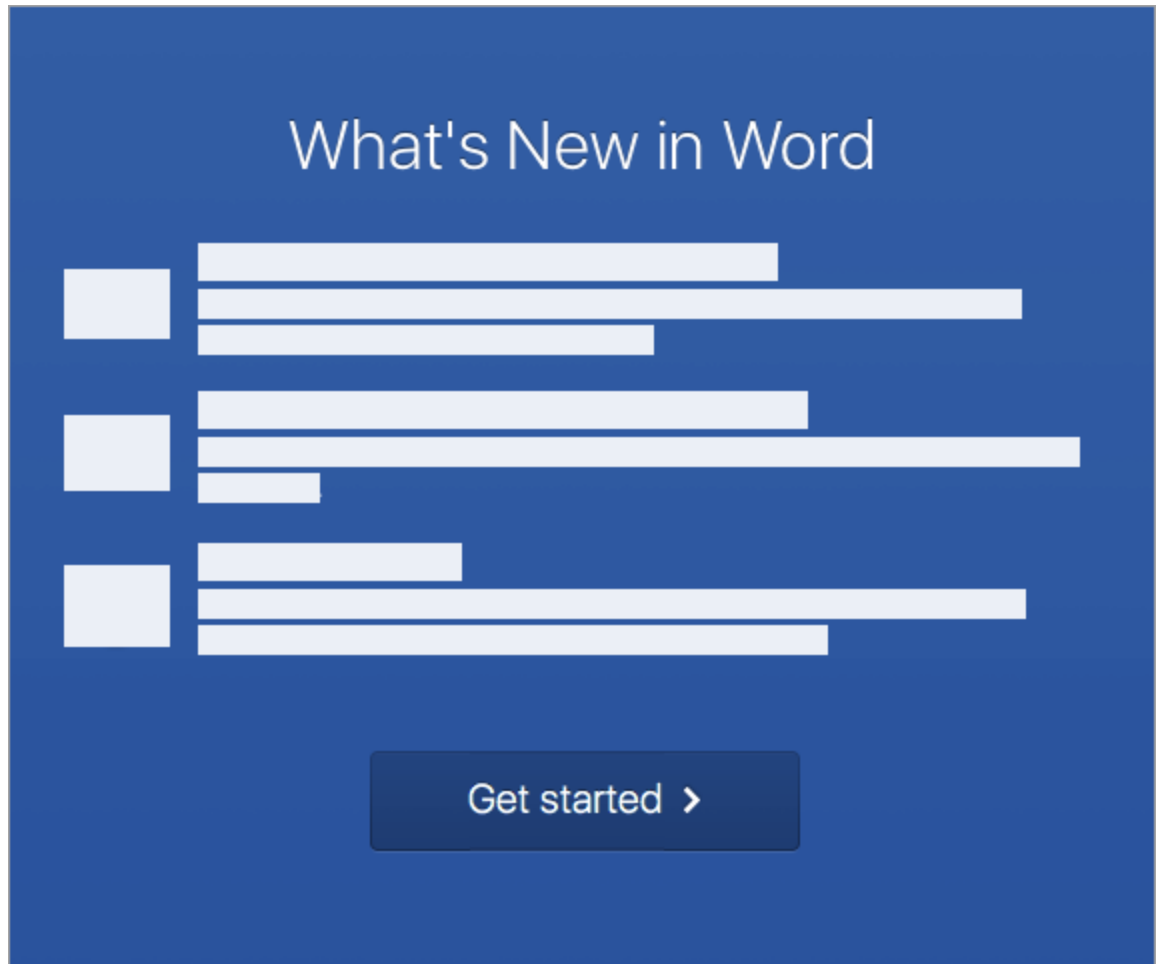
1. Click the **Launchpad** icon in the Dock to display all of your apps.



2. Click the **Microsoft Word** icon in the Launchpad.



3. The **What's New** window opens automatically when you launch Word. Click **Get Started** to start activating. If you need help activating Office, see [Activate Office for Mac](#). If Office activation fails, see [What to try if you can't install or activate Office for Mac](#).



Installation notes

How do I pin the Office app icons to the dock?

1. Go to **Finder > Applications** and open the Office app you want.
2. In the Dock, Control+click or right-click the app icon and choose **Options > Keep in Dock**.