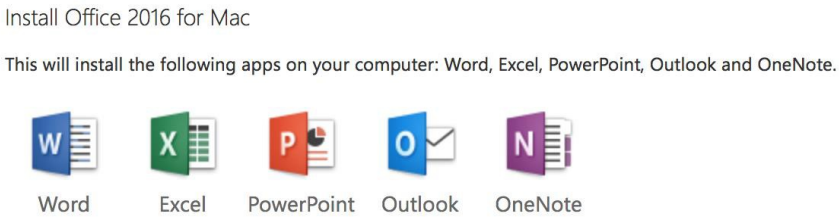
Downloading Microsoft Office

In Office 365, you have the advantage of downloading the latest version of Microsoft Office for free through your Patriots Mail. The applications include:

Mac Users: Only the 2016 versions of Word, Excel, PowerPoint, Outlook and OneNote are available for installation.



Windows Users: You will need at minimum Windows 7 to install Microsoft Office on a PC or laptop.

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Need Help?

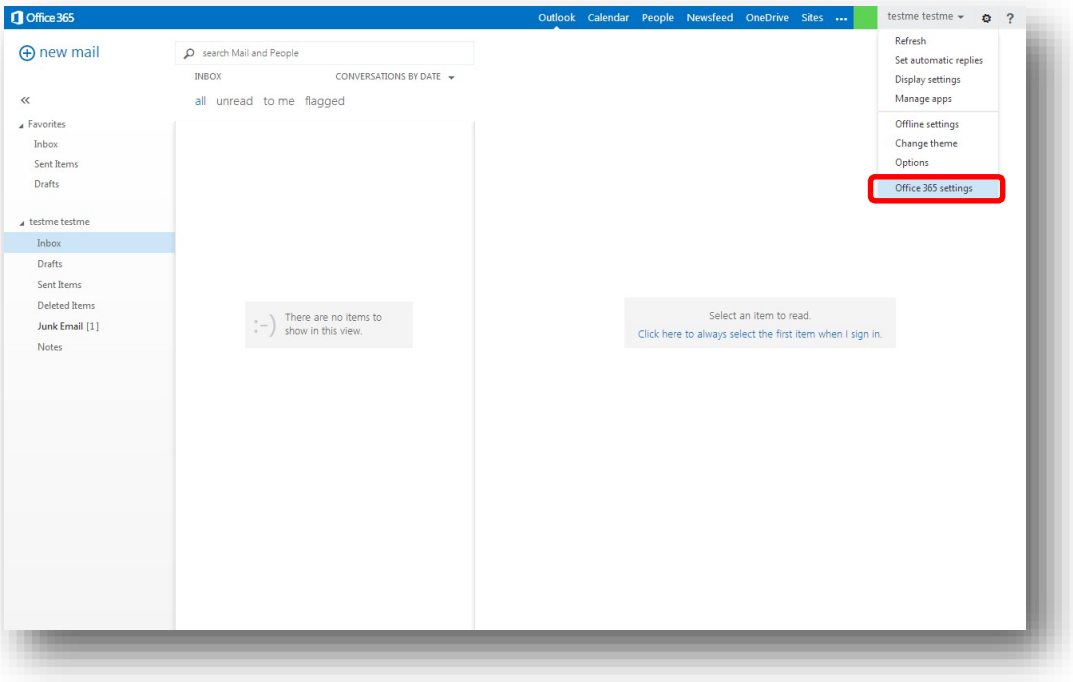
Visit this link and follow the instructions to download Office 365: Install Office 365

If you are having issues downloading, visit this link to help troubleshoot: Installing Office with Office 365

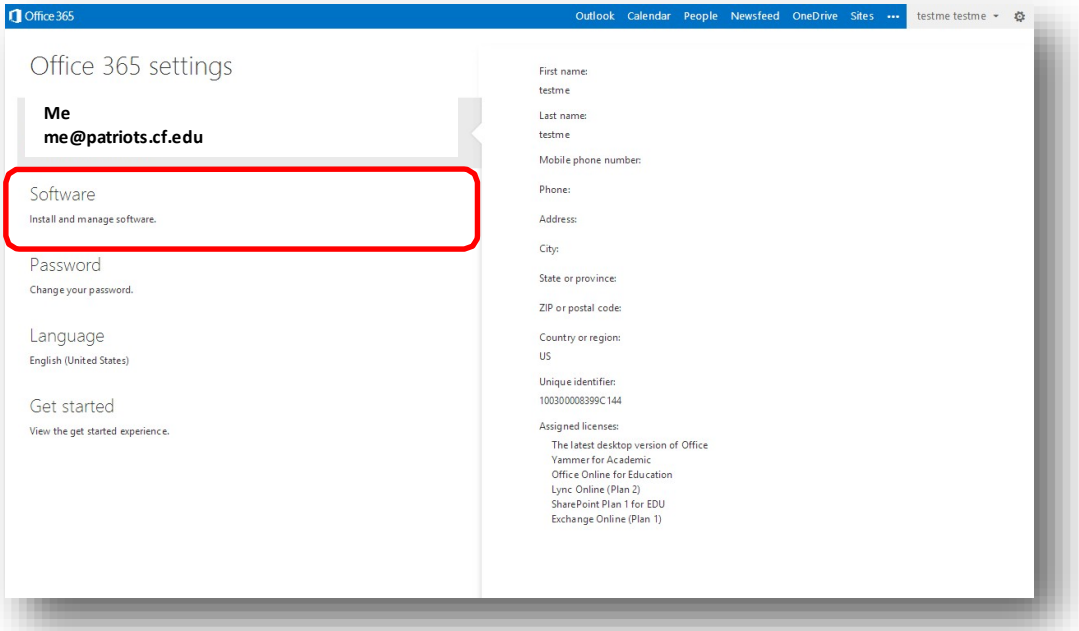
More troubleshooting solutions: General Troubleshooting for Office 365 Installation

Downloading Process

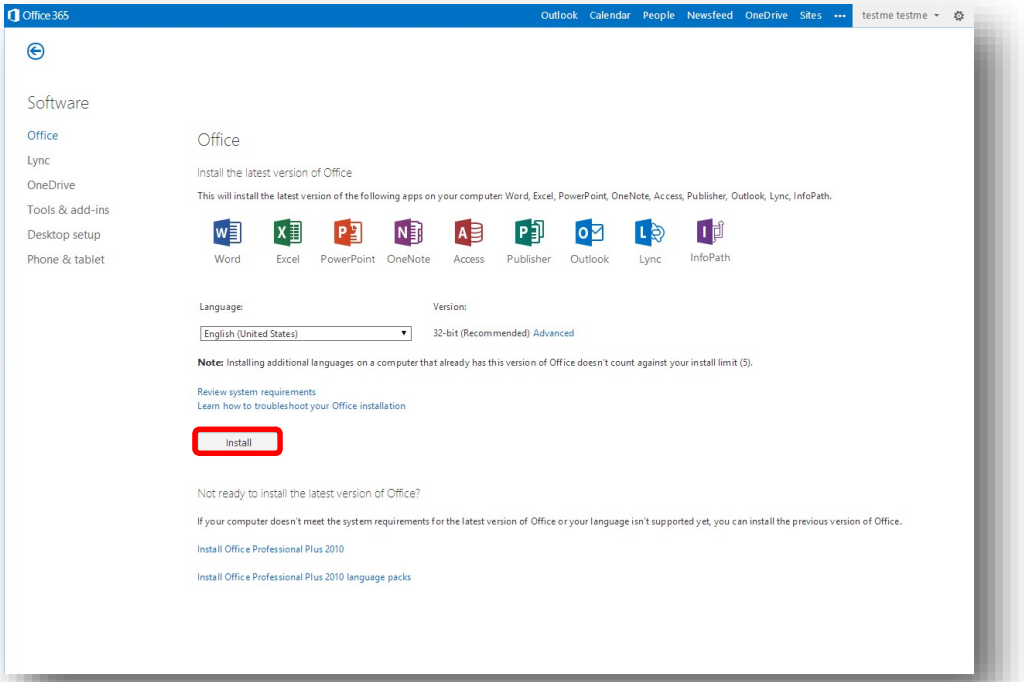
In Office 365, click on the settings icon, and then **Office 365 Settings**.



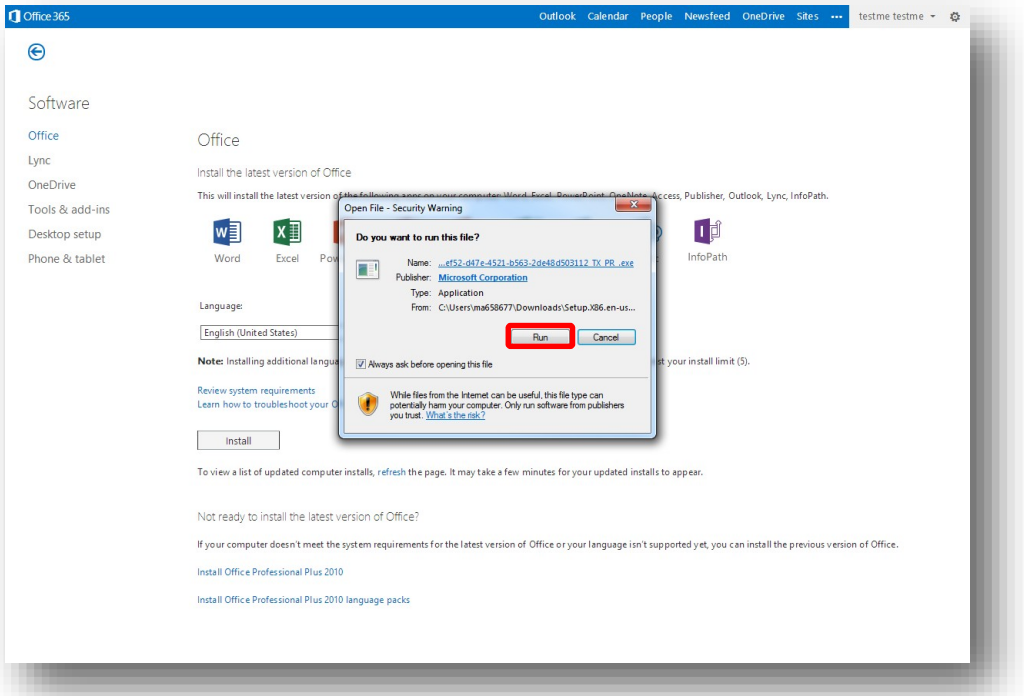
Click on **Software**.



Then click **Install**.

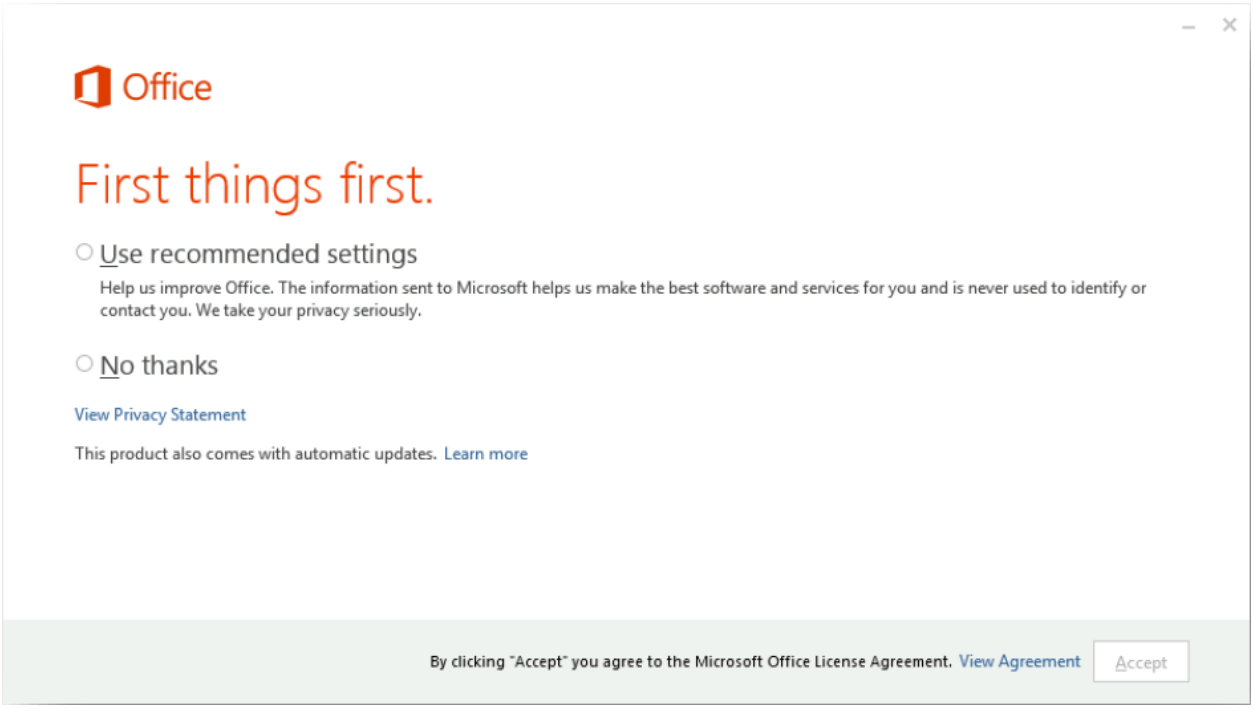


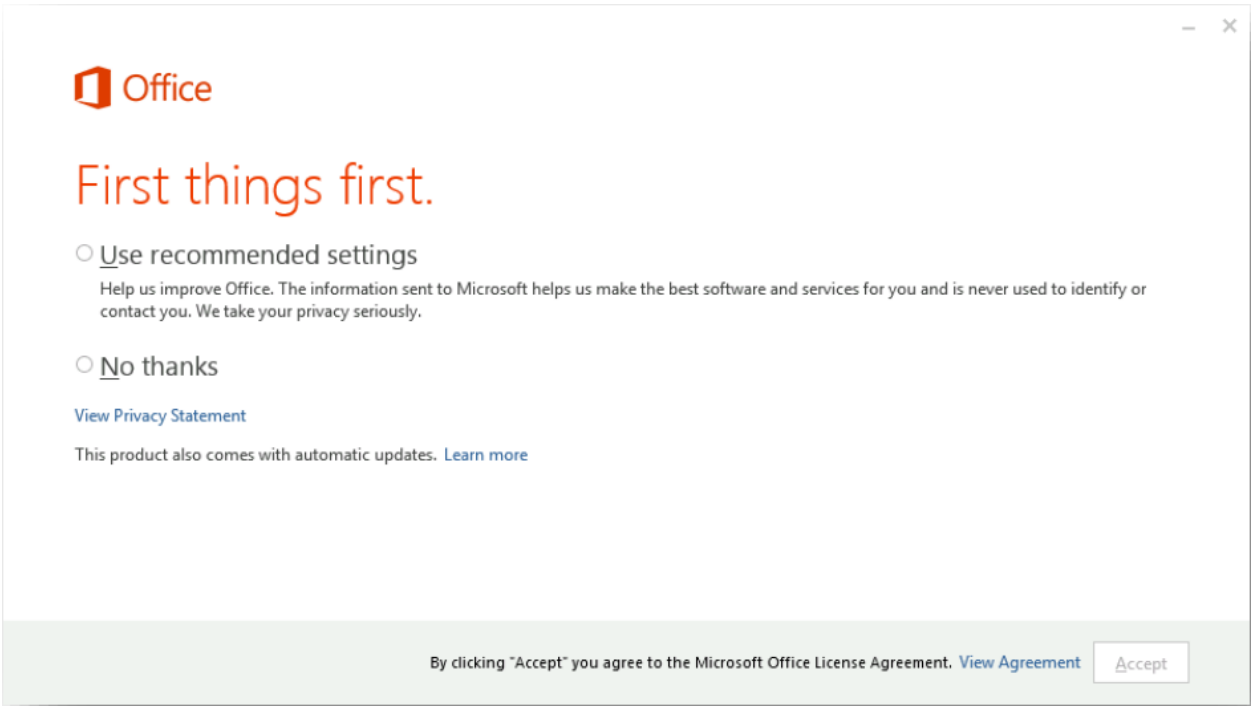
Selected the downloaded file and then click **Run.**

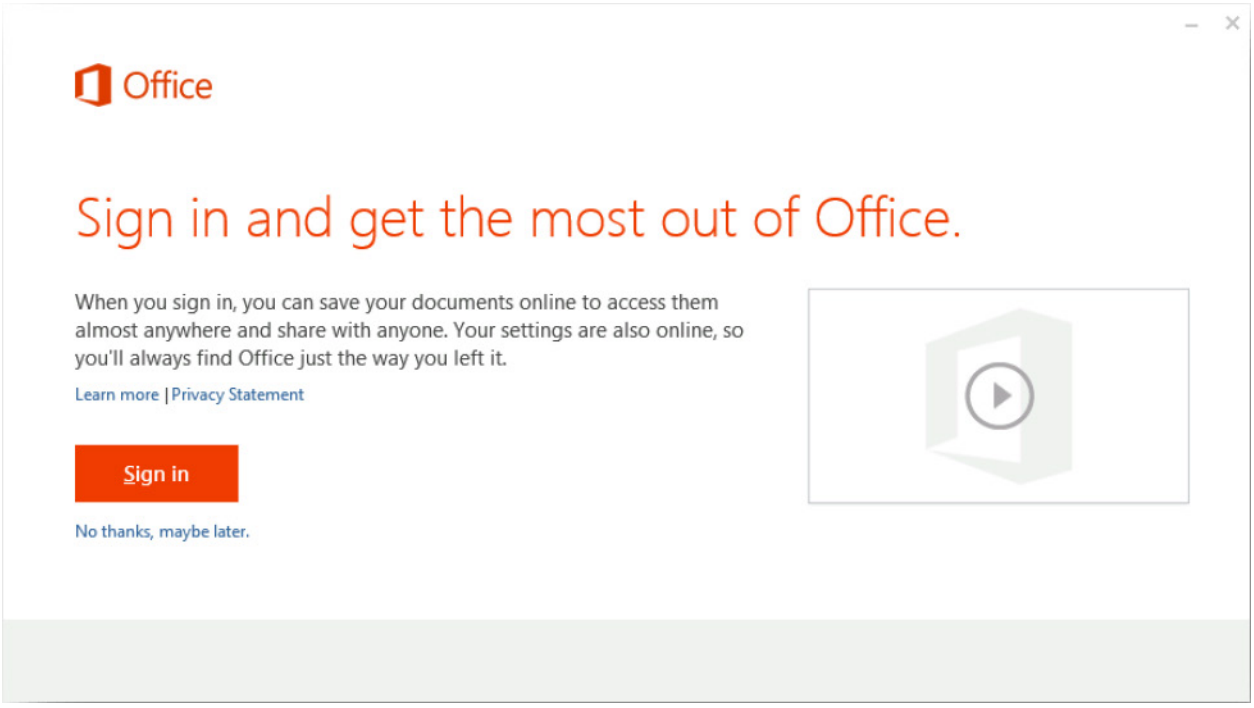


Getting Started Screens

Once you've downloaded Microsoft Office, here are some screens that will guide you through setting up the applications to your liking.

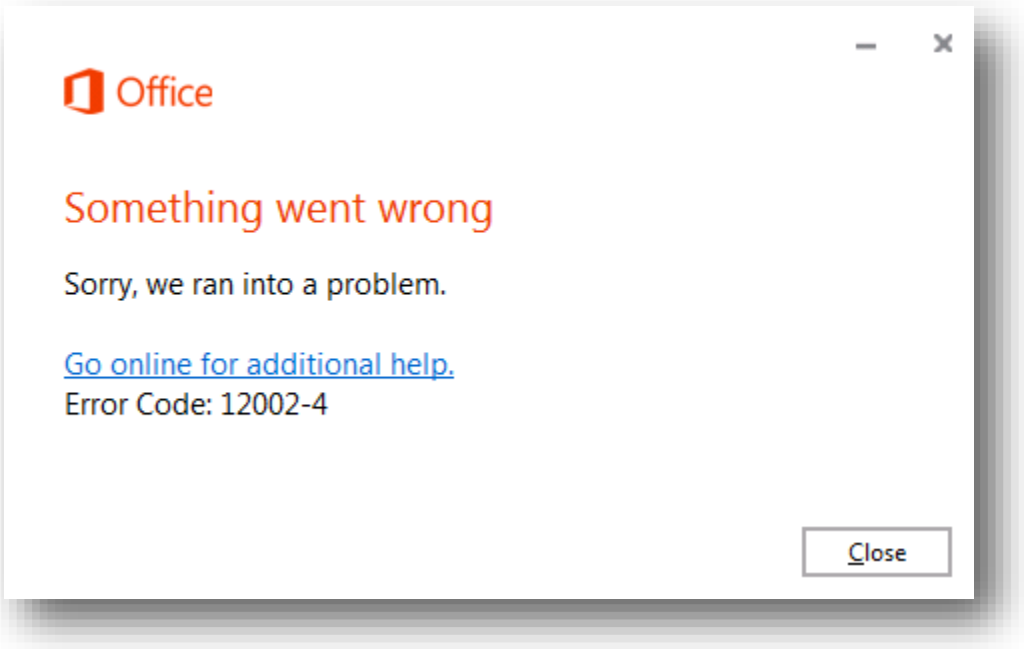



Office
First things first.
Use recommended settings
Help us improve Office. The information sent to Microsoft helps us make the best software and services for you and is never used to identify or contact you. We take your privacy seriously.
No thanks
View Privacy Statement
This product also comes with automatic updates. Learn more
By clicking "Accept" you agree to the Microsoft Office License Agreement. View Agreement
Accept


Office
Sign in and get the most out of Office.
When you sign in, you can save your documents online to access them almost anywhere and share with anyone. Your settings are also online, so you'll always find Office just the way you left it.
Learn more | Privacy Statement
Sign in
No thanks, maybe later.

Errors

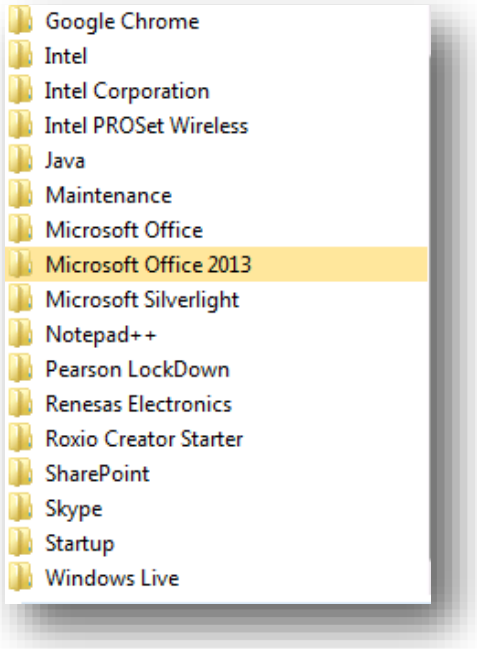
During the downloading process, you may experience an error message like this:



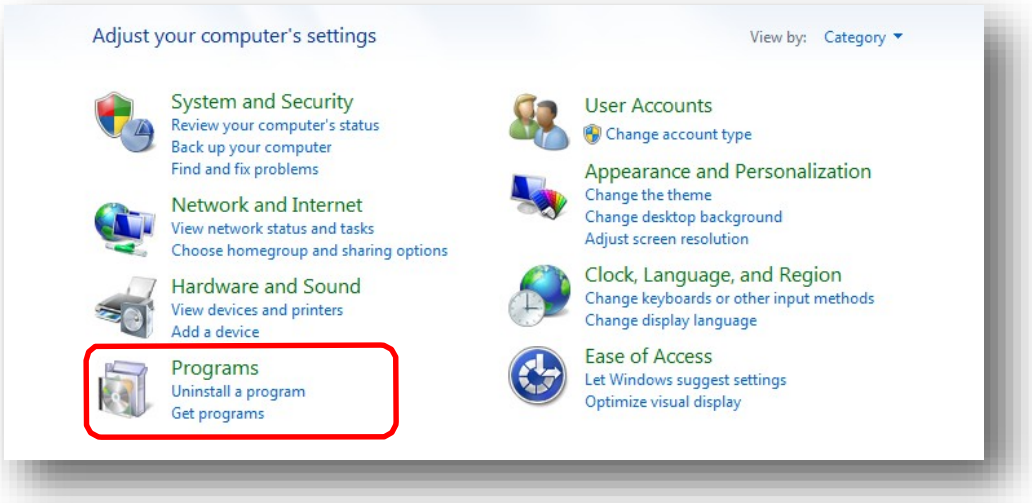
Visit this link for help on diagnosing and resolving the error you are experiencing: Click Here for Help

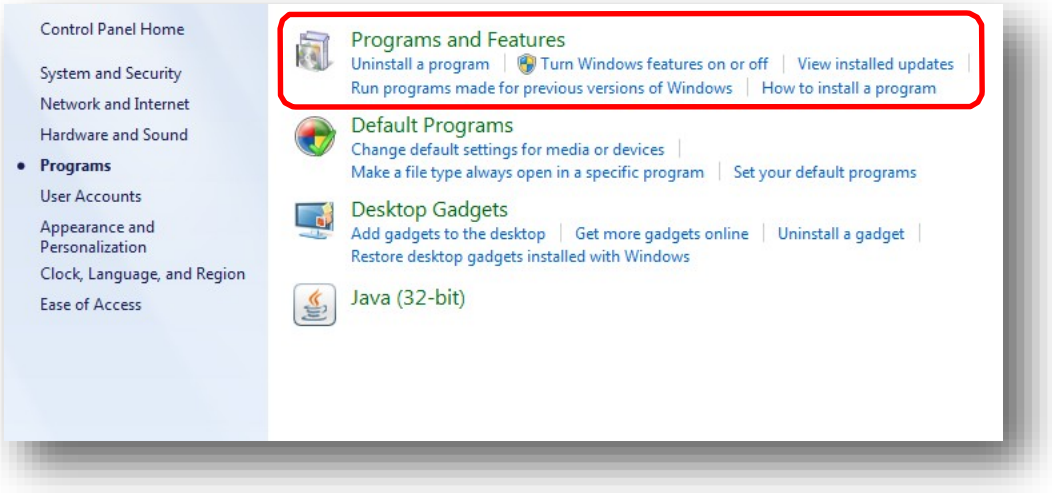
Accessing Office

The recent installation will be found under **All Programs** and under the newly created folder **Microsoft Office 2013**.



If you have a previous version of Microsoft Office already installed, you may need to remove the applications for the new installation to function properly. Click the **Start** button, search **Control Panel** and select the program. Click **Programs**, and then **Programs and Features**.





Select an application you wish to remove, and then click **Uninstall**.

Microsoft Office Training

If you need help navigating through your Microsoft Office applications, visit the link provided to learn more about new features: [Microsoft Office Training]