UNIVERSITY OF
South Carolina
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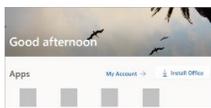
How To Install Office 365

1 – Go to portal.office.com and sign-in using your university email address and network password.

2 - Sign in with your university email address and network password.

You signed in with a Microsoft account

a. From the Microsoft 365 home page select **Install Office**.

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

4 - This completes the download of Microsoft 365 to your device. To complete the installation, follow the prompts in the "Install Microsoft 365" section below.

Install Office

1 - Depending on your browser, select **Run** (in Microsoft Edge), **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 Microsoft 365 applications on your computer. Select **Close**.