

1. Sign in with your work or school account at <http://portal.office.com/OLS/MySoftware.aspx>.
2. On the **Office** page, go to the version of Office you want to install. For example, your admin may have given you the option to install Office 2016 or Office 2013.

Office

Manage installs

Want to deactivate Office on one computer and install it on another? Go to [My account > Install status](#).

Install Office 365 ProPlus with the new 2016 apps (Recommended)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



Skype for
Business



OneDrive
for
Business

Language:

English (United States) ▼

Version:

32-bit (Recommended) [Advanced](#)

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Review system requirements](#)

[Troubleshoot installation](#)

Install

▼ Install Office 365 ProPlus with the 2013 apps [Why would I install Office 2013?](#)

Important: The process that installs Office 2016 also uninstalls all Office 2013 products.

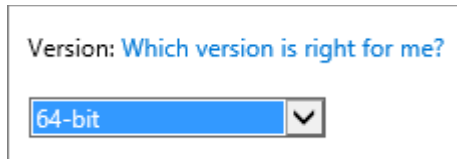
3. Select a **Language**, and accept the default to install 32-bit, or select **Advanced** and choose 64-bit from the drop-down list. If you're not sure which version to install, see [Choose the 64-bit or 32-bit version of Office 2016](#).

Language:

English (United States) ▼

Version:

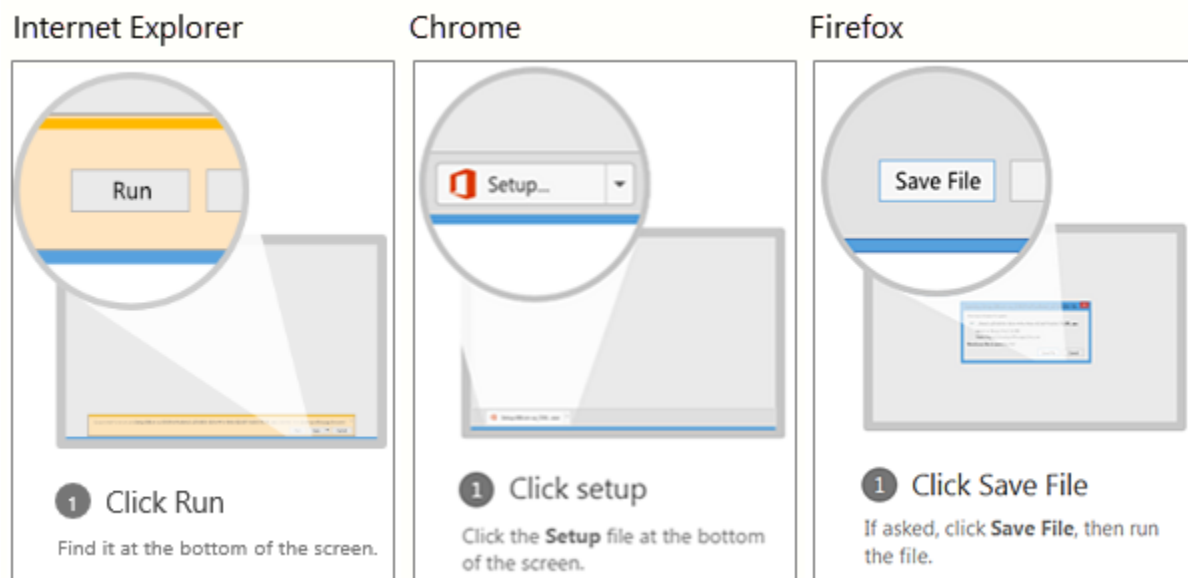
32-bit (Recommended) [Advanced](#)



4. Select **Install**.

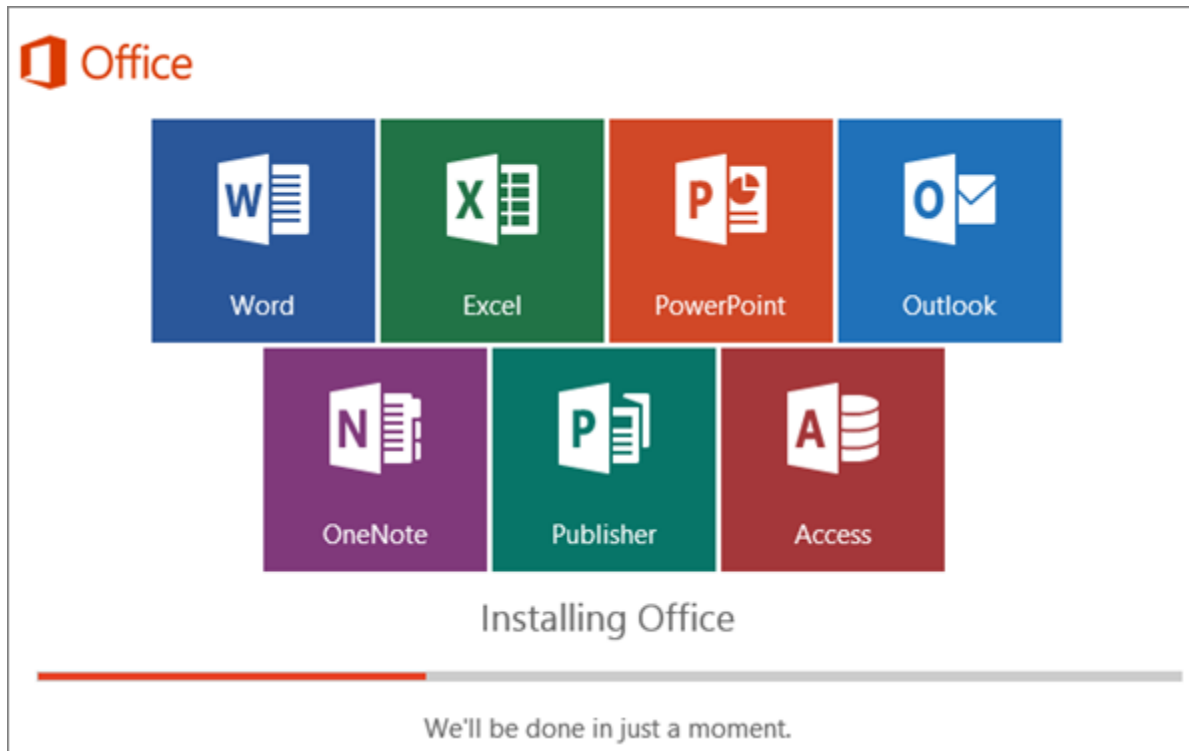
Depending on your browser, go to the install pop-up that appears and click **Run** (in Internet Explorer) **Setup** (in Chrome), or **Save File** (in Firefox).

Note: If you're using Edge, first click **Save**, and then click **Run**.

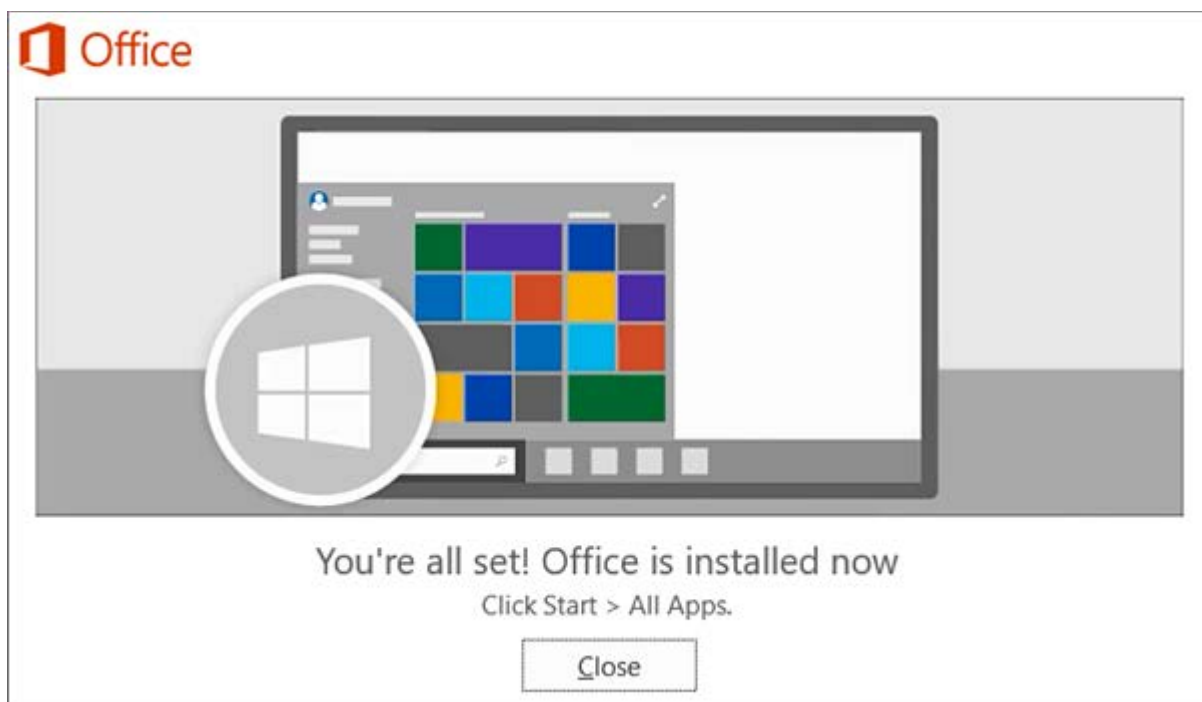


If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?**

5. Click **Yes** and the install should start.



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**.



Start using an Office application right away by opening any app such as Word or Excel. In most cases, Office is activated once you start an application and after you agree to the License terms by clicking **Accept**.

First things first.

This product also comes with Office Automatic Updates.

[Learn more](#)

By clicking "Accept" you agree to the Microsoft Office License Agreement.

[View Agreement](#)