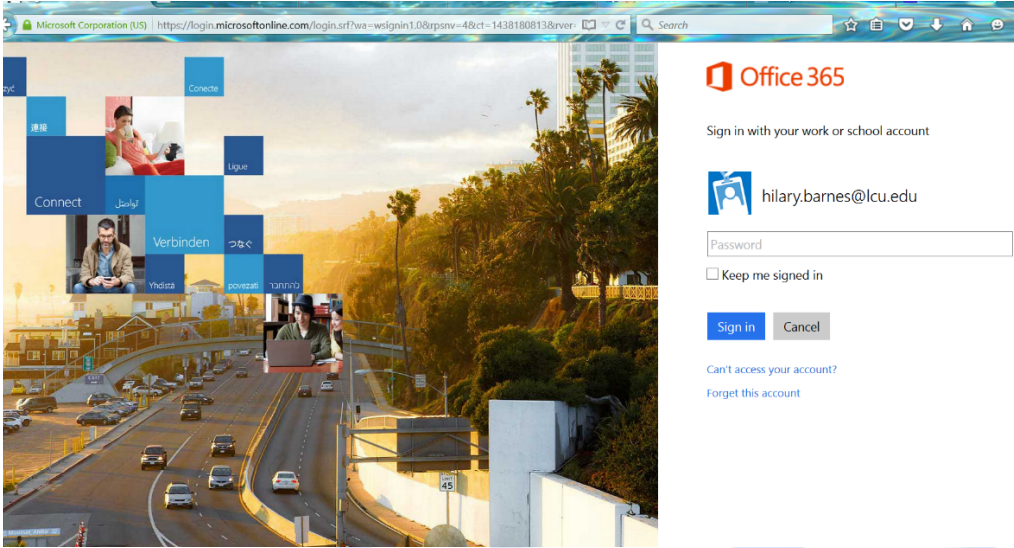
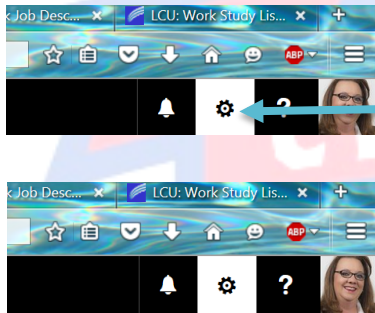


How to Download Office

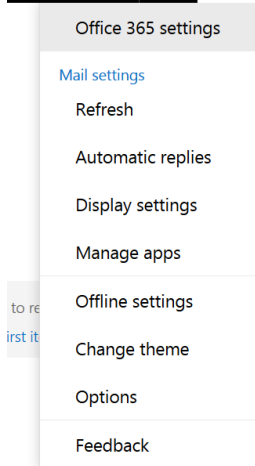



Log into your email



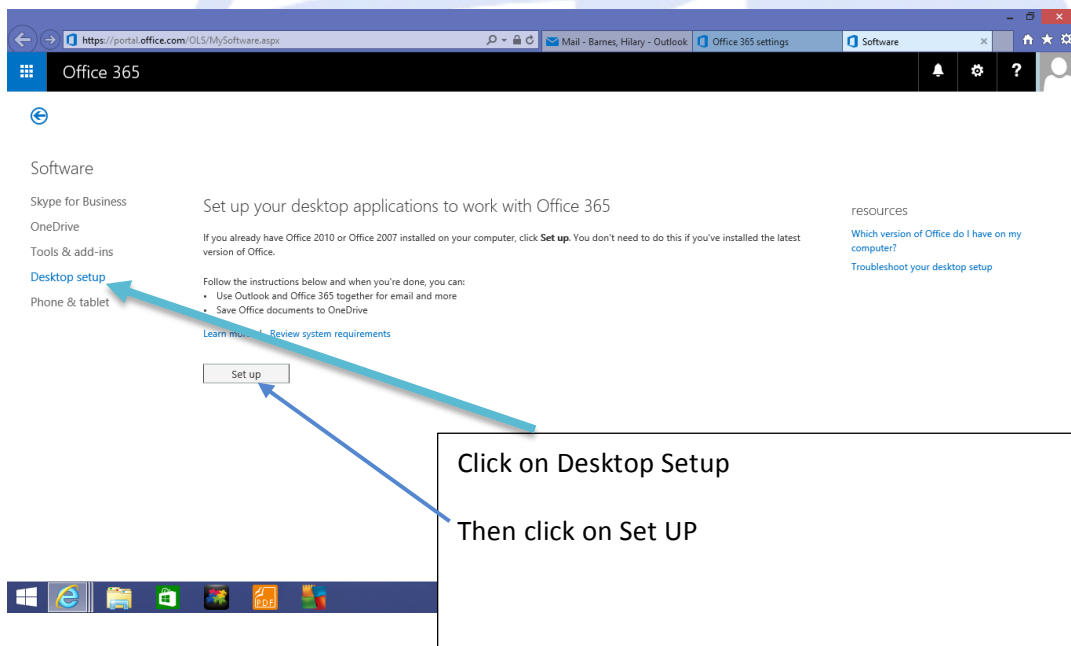
Click on the "gear" in the upper right hand corner

Click on the click on "Office 365 settings"



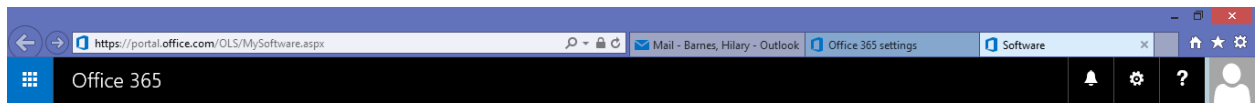
General	
Theme Choose your favorite theme.	 Default theme
Start page Change where you land when you sign in.	Set your start page
Notifications Decide which notifications you need.	On
Software Install and manage software	Install and manage software
Password	Change password
Contact preferences Manage how and why you are contacted.	On
Language Select your language for Office 365	English (United States)

Click on "install and manage software"



The screenshot shows the Office 365 Software page in a browser window. The browser's address bar shows the URL <https://portal.office.com/OLS/MySoftware.aspx>. The page title is "Office 365". The main content area is titled "Software" and includes a navigation menu on the left with options: "Skype for Business", "OneDrive", "Tools & add-ins", "Desktop setup", and "Phone & tablet". The "Desktop setup" option is highlighted with a blue arrow pointing to it from a text box below. The main content area is titled "Set up your desktop applications to work with Office 365" and contains instructions for users with existing Office 2010 or Office 2007 installations. A "Set up" button is visible in the content area, with a blue arrow pointing to it from the same text box below. The text box contains the instructions: "Click on Desktop Setup" and "Then click on Set UP".

Click on Desktop Setup
Then click on Set UP



Software

- Skype for Business
- OneDrive
- Tools & add-ins
- Desktop setup**
- Phone & tablet

Set up your desktop applications to work with Office 365

If you already have Office 2010 or Office 2007 installed on your computer, click **Set up**. You don't need to do this if you've installed the latest version of Office.

Follow the instructions below and when you're done, you can:

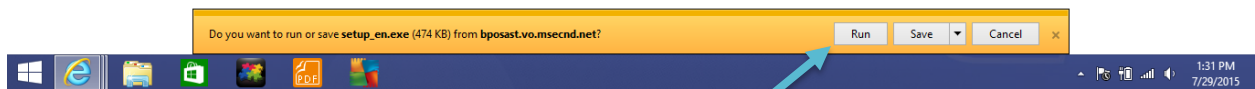
- Use Outlook and Office 365 together for email and more
- Save Office documents to OneDrive

[Learn more](#) | [Review system requirements](#)

Set up

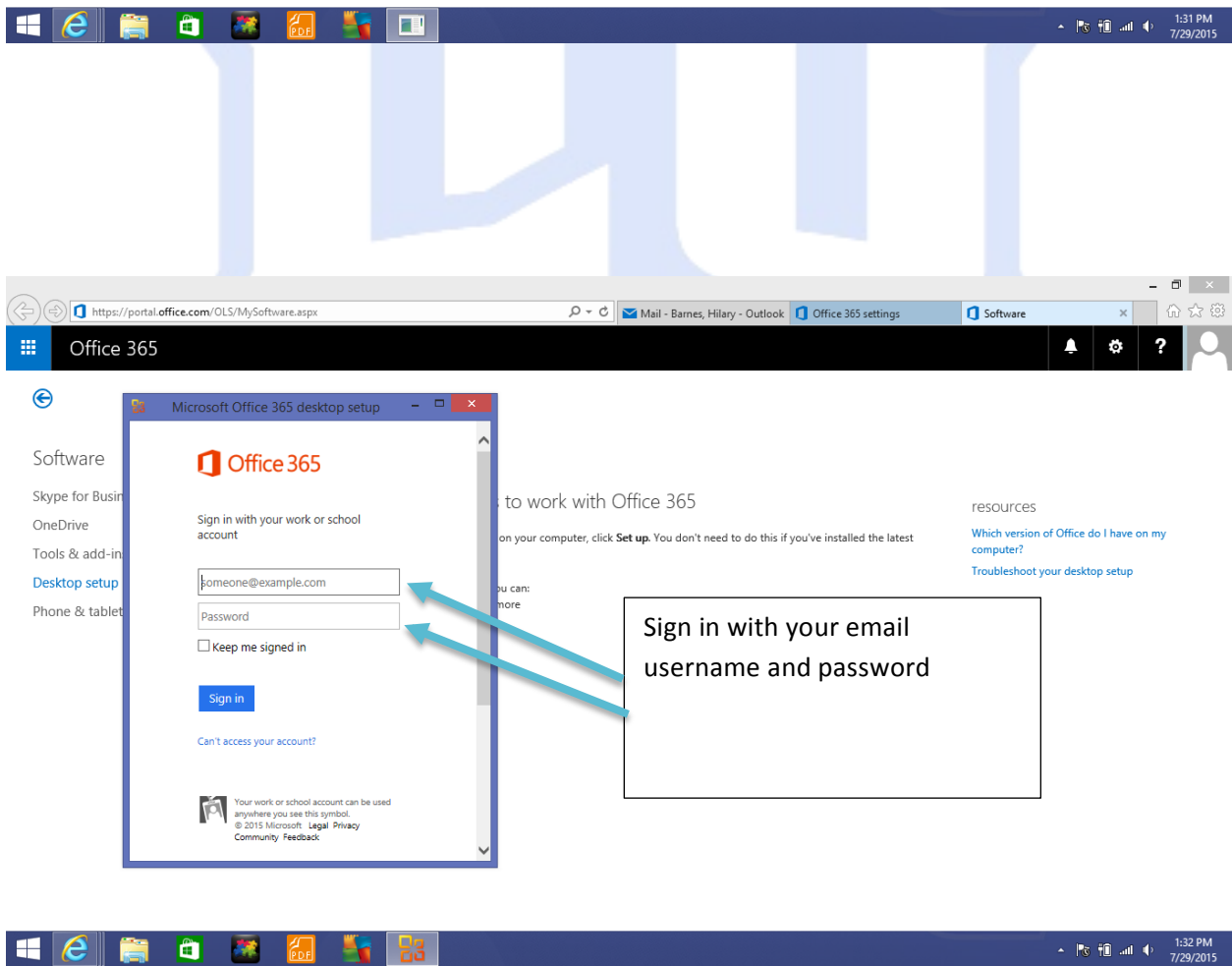
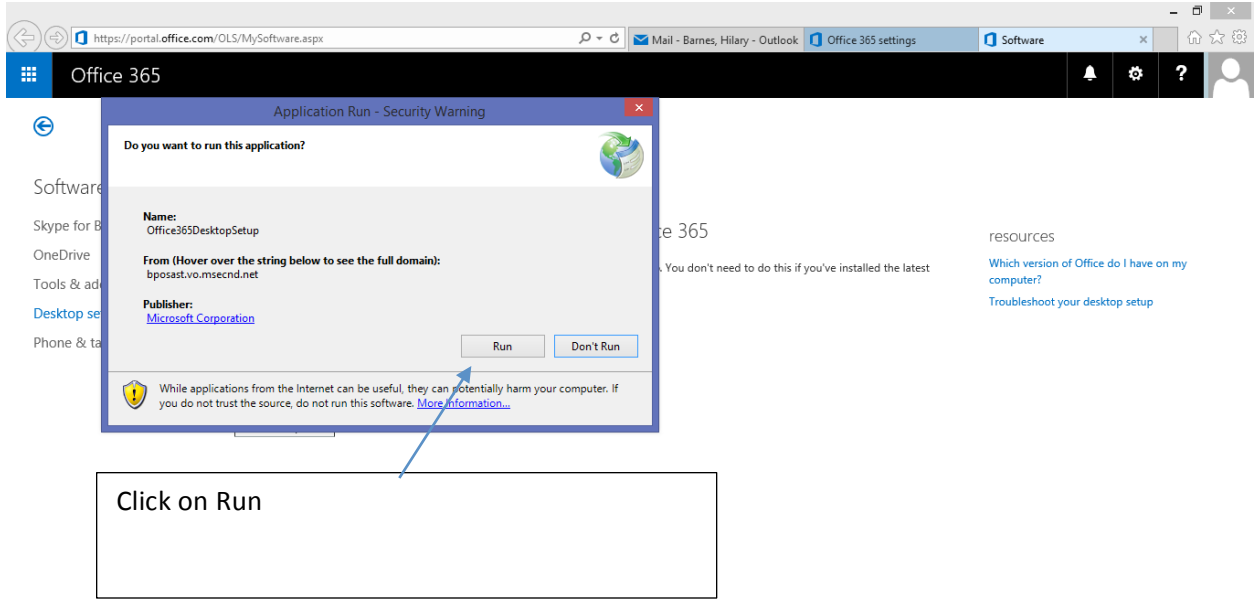
resources

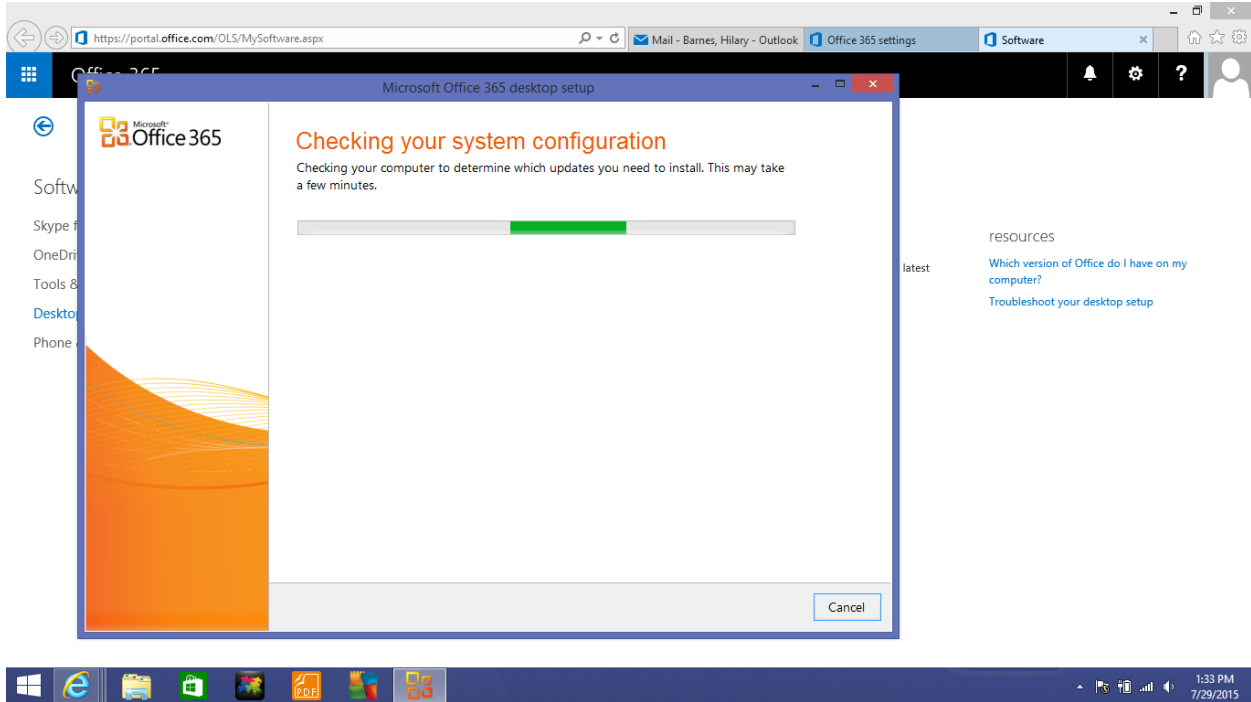
- [Which version of Office do I have on my computer?](#)
- [Troubleshoot your desktop setup](#)



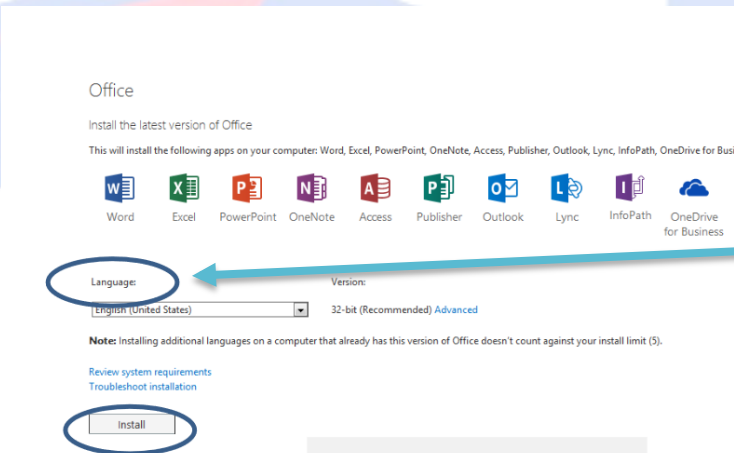
Click on Run





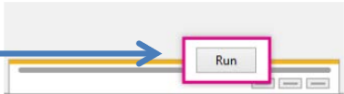


This may take a few minutes. When this screen is complete you will have a list of software that you are able to download to your machine.



You will see all the software that your computer is able to install. Select the one that you would like to install and click install.

Click Run on the next pop up box and then your computer will finish the installation.



If you have any questions please feel free to call the ChapDesk at 720-7100.