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”
Click on “install and manage software”

Click on Desktop Setup
Then click on Set UP
Software
Skype for Business
OneDrive
Tools & add-ins
Desktop app
Phone & tablet

Set up your desktop applications to work with Office 365
If you already have Office 2016 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

resources
Which version of Office do I have on my computer?
Troubleshoot your desktop setup

Do you want to run or save setup (474 KB) from https://www.microsoft.com/en-us/officestore?
Run | Save | Cancel

Click on Run
Click on Run

Sign in with your email username and password
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.