



Installing Office 365 Apps

Jenny Fletcher - 2024-08-10 - General Support

1. Access your Microsoft account by going to the website <https://portal.office.com>.
2. If prompted, you will need to setup Two Factor authentication. You can do this by following the instruction in the link below.

[Setting Up Authenticator for your Microsoft Account](#)

1. Uninstall any Microsoft office programs through Control Panel.
1. Once signed in to the portal, click on "Install and more" in the top right corner, then "Install Microsoft 365 apps" .
1. In the next window, click Install office.
1. This will begin the download of the Office applications.
2. If the Setup does not automatically start, click on the downloaded file.