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Installing Office 365 Apps

Jenny Fletcher - 2024-08-10 - General Support

- 1. Access your Microsoft account by going to the website <u>https://portal.office.com</u>.
- 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.

eq Office apps & devices

You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

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- 1. This will begin the download of the Office applications.
- 2. If the Setup does not automatically start, click on the downloaded file.