- Login to Outlook on the web 1.
- Go to Settings **2** > Office 365 settings 2. Ĵ ø ? Office 365 settings Mail settings Refresh Automatic replies
- 3. Under Software, click on Install and manage software

General
Theme Choose your favorite theme.
Start page Change where you land when you sign in.
Notifications Decide which notifications you need.
Software Install and manage software. գիդ
Password Change your password.

4. Under Install the latest version of Office, click Install

Install the latest version of Office

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



count against your install limit (5).

Review system requirements Troubleshoot installation



5. Run the installer that is downloaded.

Do you want to run or save Setup.X86.en-us_O365ProPlusRetail_466d44dd-579b-4cb4-a1dexe (1.05 MB) from c2rsetup.officeapps.live.com?							
			Run	Save	•	Cancel	
Click Yes if the User Account Control prompt ap	pears						
🛞 User Account Control							



7. The installation will begin...

6.



8. You will see the installation progress in the bottom right. It is important to stay online until the installation is complete as the install files are being streamed to your computer.



Click Next

9. Make your selection on whether you wish to send use and performance information to Microsoft

Office	_	×
First things first.		
○ <u>U</u> se recommended settings Send us information about your use and performance of Office software to help improve your Microsoft experience.		
○ <u>N</u> o thanks		
Learn more		
This product also comes with automatic updates. Learn more		
By clicking "Accept" you agree to the Microsoft Office License Agreement. View Agreement	pt	

Once you've made your selection, you need to click Accept in the bottom right, to agree to Microsoft's Office License Agreement.

10. You can sign in now or later with your Canton NetID to connect your Office install to your OneDrive for Business library.



11. You're done with the setup and the installation will complete in the background.

