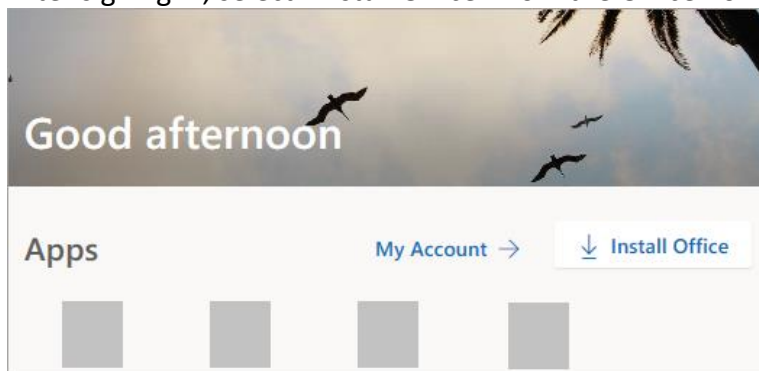# Download and install Office 365

Microsoft support

Office 365 is a line of subscription services offered by Microsoft, as part of the Microsoft Office product line. The brand encompasses plans that allow use of the Microsoft Office software suite over the life of the subscription, as well as cloud-based software as a service product for business environments, such as hosted Exchange Server, Skype for Business Server, and SharePoint among others. All Office 365 plans include automatic updates to their respective software at no additional charge, as opposed to conventional licenses for these programs.
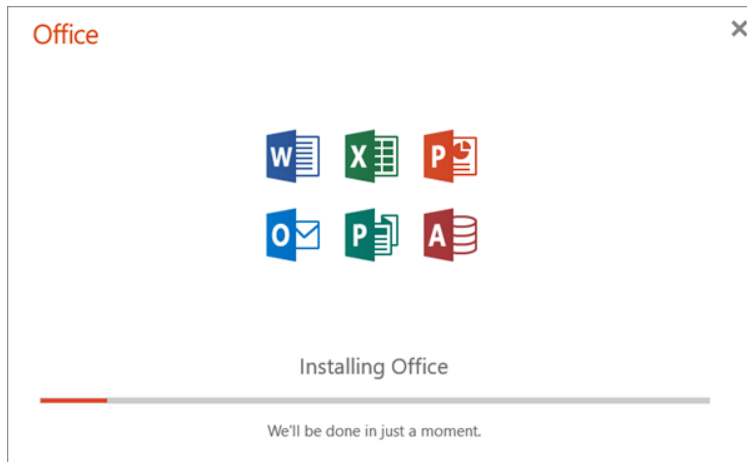
Download office

1. Go to www.office.com and if you're not already signed in, select Sign in.
2. Sign in with the account you associated with this version of Office. This account can be a Microsoft account, or work or school account. I forgot the account I use with Office
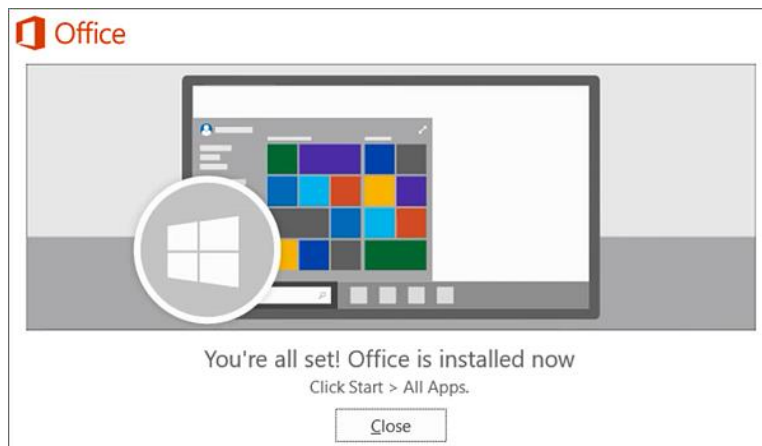3. After signing in, select "Install Office" from the Office home page.

Install Office 365

1. Depending on your browser, select **Run** (in Edge or Internet Explorer), **Setup** (in Chrome), or **Save File** (in Firefox). If you see the User Account Control prompt that says, "**Do you want to allow this app to make changes to your device?**" select "**Yes**".

2. Your install is finished when you see the phrase, **"You're all set! Office is installed now"** and an animation plays to show you where to find Office applications on your computer. Select "**Close**".

Activate Office 365

1. To open an Office app, select the **Start** button (lower-left corner of your screen) and type the name of an Office app, like **Word**.
2. To open the Office app, select its icon in the search results.
3. When the Office app opens, accept the license agreement. Office is activated and ready to use.