

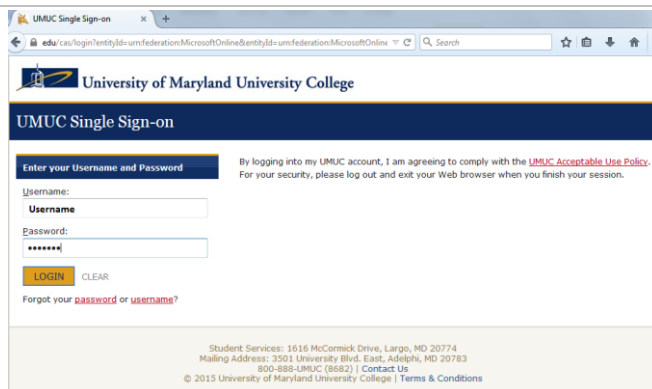
Office 365: How to install Microsoft Office with Access

Office 365 Pro Plus is the latest version of Microsoft's Office software available through Office 365. It is offered as a free download to students and can be installed on up to five devices.

The directions below detail the steps to download and install Office on a Windows PC.

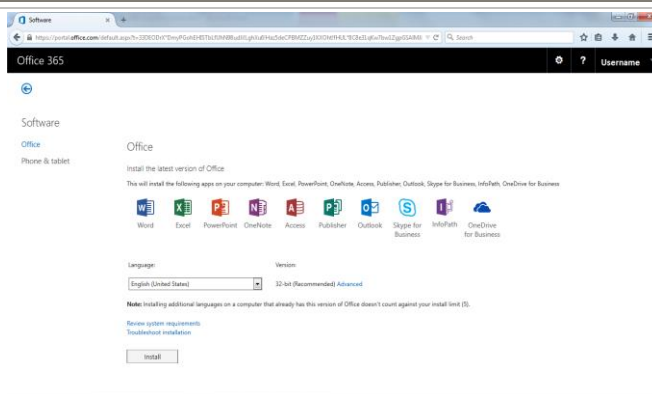
Step 1

Launch a web browser, and visit <http://office.umuc.edu>. Login with your UMUC UserID and Password.



Step 2

Upon login, the Office installation page will load with the list of available applications for installation.



Step 3

Select the **Language** and **Version**

Microsoft recommends the 32-bit option but 64-bit is available via the Advanced link.

Once you select what version to install, you want to click the **Install** button.

Language:

English (United States)

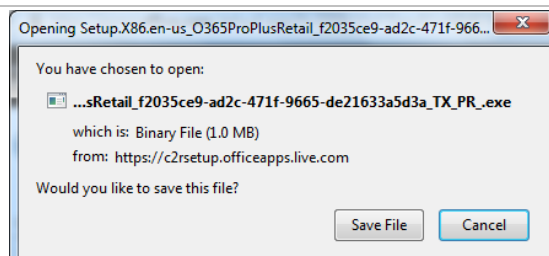
Version:

32-bit (Recommended) [Advanced](#)

Step 4

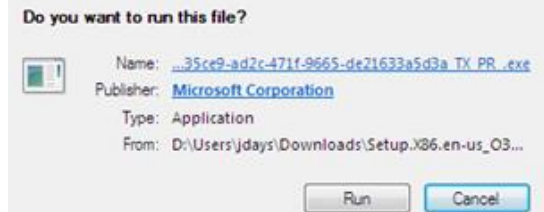
You will be prompted to save the installation file. Save and run the file then follow the prompts to complete the installation.

Note: Detailed instructions can be found at: [Install Office using Office 365 for business](#)



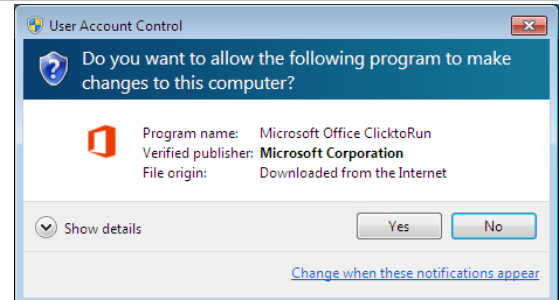
Step 6

Locate and **Run** the file from your download folder.



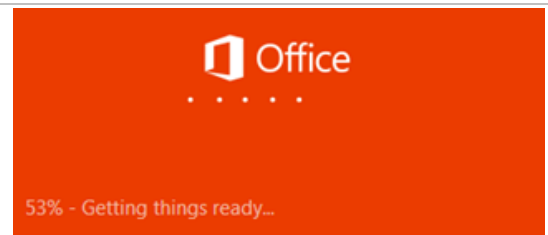
Step 7

If you are prompted to confirm that you want to make changes to your machine, click **Yes**



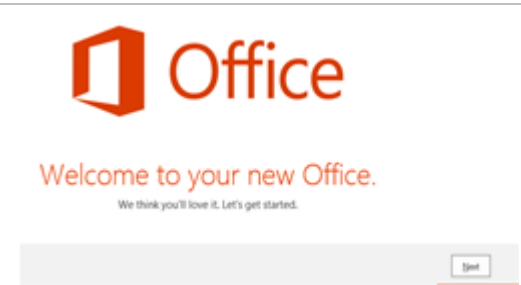
Step 8

Installation begins.



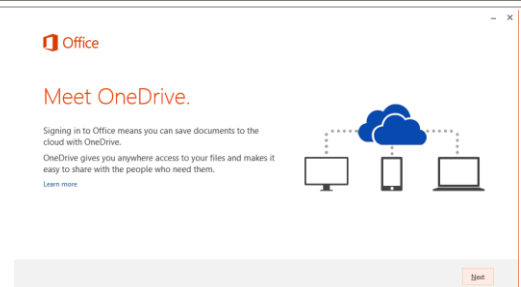
Step 9

Installation continues in the background while additional screens present information and options.



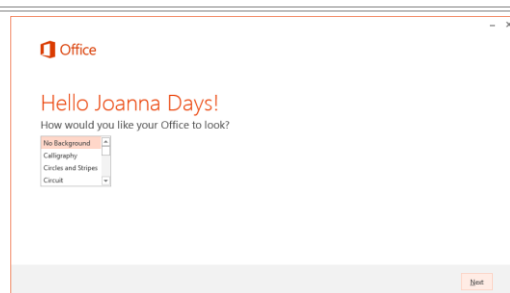
Step 10

Information screen. Click **Next**



Step 11

Optional selections. Make a selection and Click **Next**.



Step 12

Option to take a look at what is new with Office. **Take a Look** or *click No, thanks*



We're getting things ready.

Office has lots of great new stuff, and we'd love to show you around while we wrap things up. Here's a quick introduction on what's new.

Take a look

No, thanks

Step 13

A message indicating the successful installation will be presented.



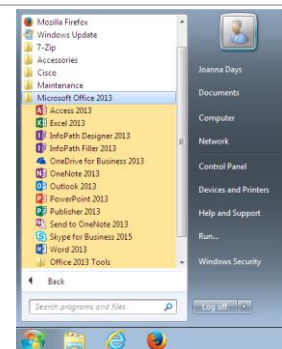
You're good to go.

We're all done, and you can now go offline if you need to. Enjoy!

Get started

Step 14

To open one of the Office applications, open your Start Menu and select the application under **Microsoft Office 2013**.



Items of Note

- Office programs can be used off-line.
- Your Office 365 programs will only work as long as you are a student with UMUC.
- You must **connect to the internet at least once every 30 days** to keep Office activated.