

HOW-TO GUIDE

Microsoft 365: Installing Microsoft 365 Apps on Windows

Step 1: Open your web browser

Use any modern web browser such as Microsoft Edge, Google Chrome, Mozilla Firefox, or Apple Safari.

Step 2: Go to the Microsoft 365 Portal

In the address bar, type <https://portal.office.com> and press **Enter**. This will take you to the Microsoft 365 sign-in page.

Step 3: Sign in to your Microsoft Account

A. Enter your email address associated with your Microsoft account (e.g., yourname@company.com). Click **Next**.

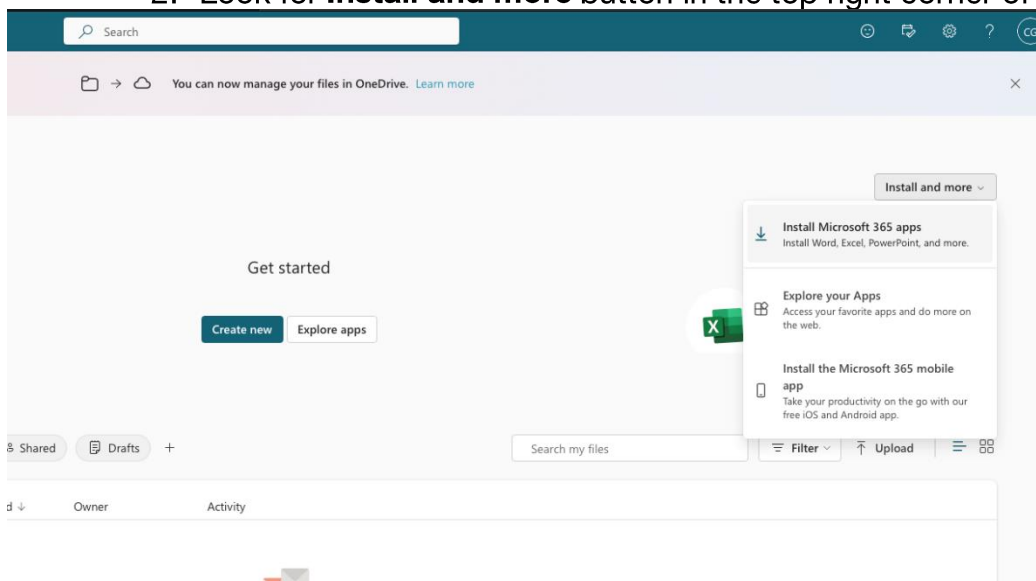
B. Enter your password and click Sign in.

If your organisation uses multi-factor authentication (MFA), you may be prompted to verify your identity using a secondary method (e.g., a code sent to your phone or an authentication app).

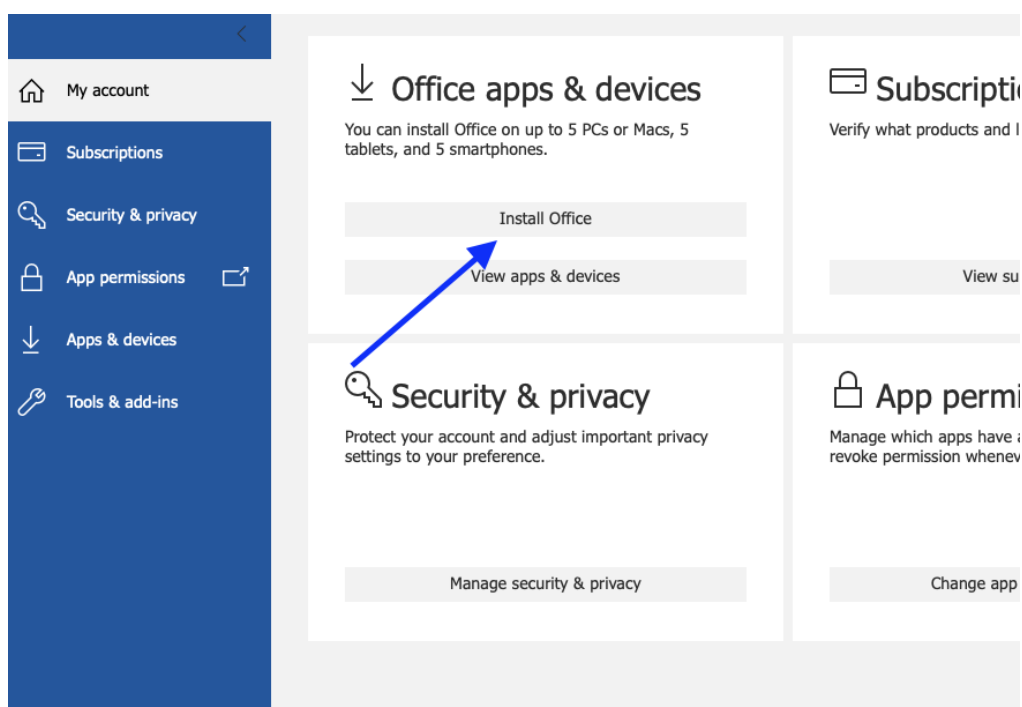
Step 4: Download Microsoft 365 Apps for Windows

A. Access the Microsoft 365 Apps page:

1. Once signed in, you'll be taken to the Microsoft 365 homepage.
2. Look for **Install and more** button in the top right corner of the page.



3. Click **Install Microsoft 365 Apps** and it will open a new window.
4. Click **Install Office**.



B. Download the Installer:

1. The Office installer package (.exe file) will begin downloading automatically.
2. Once the download is complete, locate the installer file in your **Downloads** folder.

Step 5: Install Microsoft 365 Apps

A. Run the Installer:

Double-click the downloaded .exe file to start the installation process.

B. Follow the Installation Wizard:

1. The Microsoft Office installer will open and begin preparing the installation.
2. You may see a prompt asking, "Do you want to allow this app to make changes to your device?" Click **Yes** to continue.

C. Wait for the Installation to Complete:

1. The installer will automatically download and install the Office apps. This process may take several minutes depending on your internet speed and system performance.

2. During the installation, you'll see a progress screen that shows which apps are being installed.

D. Installation Complete:

Once the installation is complete, you'll see a message saying, "You're all set! Office is installed now." Click **Close** to exit the installer.

Step 6: Activate Microsoft 365 Apps

A. Open an Office App:

After installation, open any Office app (e.g., Word, Excel, PowerPoint) from the **Start menu** or by searching for the app in the **Search bar**.

B. Sign In to Activate:

1. When you open the app for the first time, you'll be prompted to sign in with your Microsoft account.
2. Enter the email and password associated with your Microsoft 365 subscription and click **Sign in**.

C. Complete Activation:

Follow the on-screen instructions to complete the activation process. Once activated, you can start using the Office apps.

If CyberGuru can be of assistance in any way, please feel free to contact us on 0488 80 GURU (4878) or email cyberguru@cyberguru.com.au.