

Installing the Office 365 Applications

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If your client has one of the following licences available, you can install local versions of the Office applications on their computer. Each licence allows for 5 active activations per licenced account, with applications available for both Windows and Mac based devices.

- a. Office 365 Business – Also included in Office 365 Business Premium
- b. Office 365 ProPlus – Also included in Office 365 Enterprise E3 & E5

Before installing Office, you should ensure the device meets the [minimum requirements](#).

NOTE: Some applications are not available on Mac OSX operating systems. This includes both the Access and Publisher applications.

Project and Visio applications are not included in the Office 365 Business or Office 365 ProPlus licences. These require a separate subscription to be purchased.

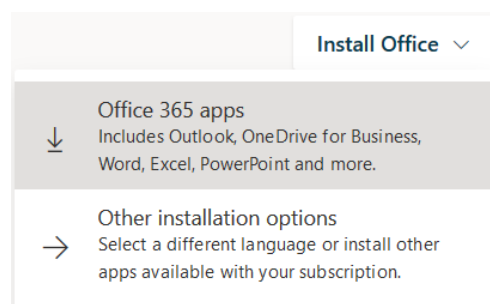
Before you can start the install, you must **Download the Installer**.

Download the Installer

To download the initial installer, you must be able to sign into Office 365 with an account which has the required licence.

This is not required to install Office for Mobile.

1. Log into the Office 365 account at <https://portal.office.com>
2. On the Dashboard, select **Install Office > Office 365 Apps**
3. When prompted by your browser, save the downloaded file



Please now select the tab for your required version for the next steps.

The installation files downloaded will be the recommended installer for your device as detected by Office 365. If you need to choose a different language or version (32/64 bit), you can select these on your [My Account](#) page. The download will always be for the operating system you are currently using.

Office for Windows

The installer for the Windows applications is a small executable (.exe) file. You will need to run this file to begin the installation.

1. Run the downloaded .exe file
2. If prompted with "Do you want to allow this app to make changes to your device?", press **Yes** or enter your local administrator login
3. Allow time for the Office installation to process (This can vary depending on your internet speed)
4. Once the installer confirms the install is complete, press **Close**

When you launch any of the Office Applications for the first time, you will be prompted for both accepting the licence agreement and product activation. For this, you will need to sign in as your licenced user account again.

If you need to customise your installation options for Windows, such as only deploying specific applications, you should look to install using the [Office Deployment Tool](#).

The installer will download Office as part of it's install process, so you will need to remain connected to the internet for the installation to complete.

Office for Mac

The install files on a Mac will be in the format of a .pkg file. This will launch the installer process for the Office for Mac applications.

1. Open the downloaded .pkg file
 - This will be located in your download locations, generally your Downloads folder
 - If you receive a warning about an unidentified developer, move the file to your Desktop, then hold Control and click onto the file to open it
2. Select **Continue**
3. Select **Continue** - You will need to **Agree** to the software licence agreement
4. Select **Install**
 - If you need to install the Office Applications in a separate location, you should instead choose **Change Install Location**
5. Enter your local Mac login when prompted
6. Allow time for the Office install to complete
7. Press **Close**

When you launch any of the Office applications for the first time, you will be prompted for activation. For this, sign into your licenced user account again.

Office for Mobile

To use Office on your phone or tablet, you will need to install the Office applications from your App Store.

[Install the Office Applications on iOS](#)

Click on the icon for the relevant application to be taken to the iOS App Store page to download the application.



When launching the apps, log in with your licenced user account.

Install the Office Applications on Android

Click on the icon for the relevant application to be taken to the Google Play Store page to download the application.



When launching the apps, log in with your licenced user account.