

# How to Download and Install Office

Office 365 offers both browser-based and desktop versions of Microsoft Word, PowerPoint, Excel, and OneNote. Office 365 Web Apps allow users to view and edit Microsoft Office documents on any device via a web browser, while the desktop versions allow for offline and more robust document creating and editing.

You can download the Office 365 desktop applications on up to 5 personal devices. For installs on your work devices, contact the Help Desk. See [How to Install Office 365 Education \(ProPlus\)](#) for more details.

The process that installs the new Office 365 also uninstalls all older Office products. As you might expect, the older Word, Excel, PowerPoint, and the rest of the Office suite are uninstalled to make room for the new applications. In addition, if a computer has InfoPath 2013, SharePoint Designer 2013, or certain versions of Visio 2013 or Project 2013 installed, installing Office 365 also uninstalls those programs. You won't be able to reinstall them.

For more information, see the ["Stop, you should wait to install Office 2016" error explanation](#).

## Related articles:

[Page:Microsoft Teams](#)

[Page:How to Log into Office 365 Education](#)

[Page:How to Request an Office 365 Account](#)

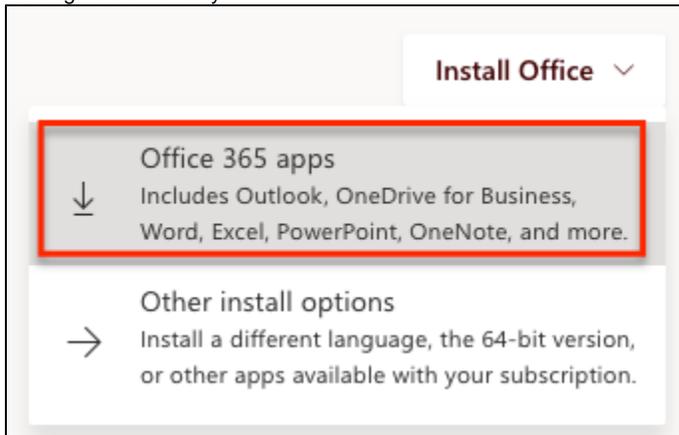
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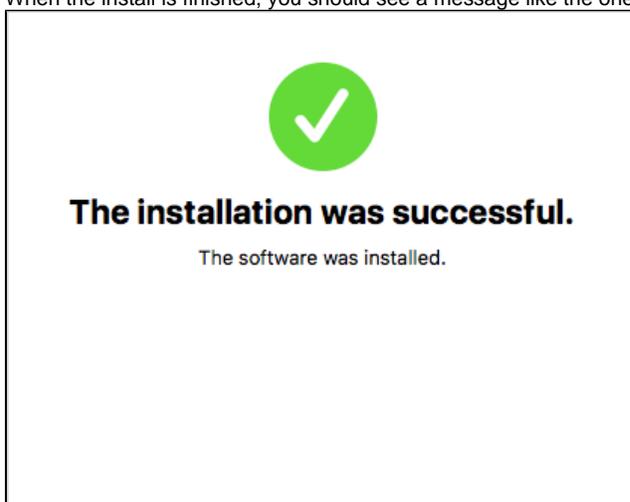
## Step-by-step guide

1. Sign in to the Office 365 Education portal at <http://portal.office.com>. See [How to Log into Office 365 Education](#) if you've never accessed your Office 365 account.
2. On the main page of your portal, select **Install Office** then **Office 365 apps** from the drop-down menu. The system will recognize your operating system and the correct download will begin automatically.



3. After the install has downloaded, click on the install file to run the application. This process will vary depending on your operating system.
4. Follow the on-screen prompts to complete the install (this usually takes several minutes).

5. When the install is finished, you should see a message like the one below.



After installing, you can start to use Word, Excel, and the other Office applications. If you can't find the applications, [learn how to find the Office applications](#) that you just installed.

## How do I create a shortcut on my desktop to Outlook Web App?

Mac and Windows users can create a convenient shortcut that will allow them to double click an icon on their desktop to open the Outlook Web App:

### Windows Users

1. Right click on an empty area of your Windows desktop.
2. Select **New**, then **Shortcut**.
3. In the "Type the location" space, enter the following: <https://outlook.office.com/owa/>.
4. Click **Next**, and enter the following in the "Type a name" space: *Outlook Web App*.
5. Click **Finish**.

### Mac Users

1. Open Safari.
2. Type in the following address in the address bar, but do not press the return key: <https://outlook.office.com/owa/>.
3. Highlight the address you just typed in your address bar.
4. Click and drag the address and drop it on your Mac desktop.

This method will also work in FireFox, but if Safari is your default web browser, it will launch when the shortcut is clicked.