

Microsoft Office 365 Installation Instruction

GSW provides Microsoft Office 365 to every student free of charge.

Office 365 includes the latest versions of Word, Excel, PowerPoint, Access, and more:

Install on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad)

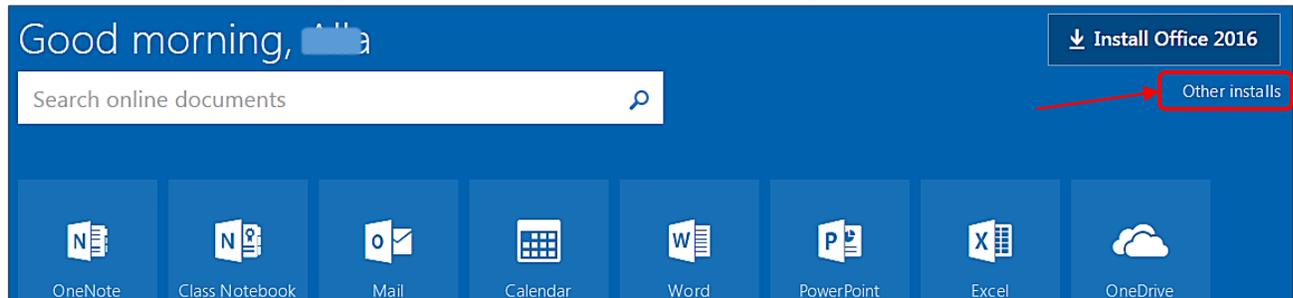
Use with OneDrive for automatic device syncing

Gain valuable skills on the world's most popular productivity software

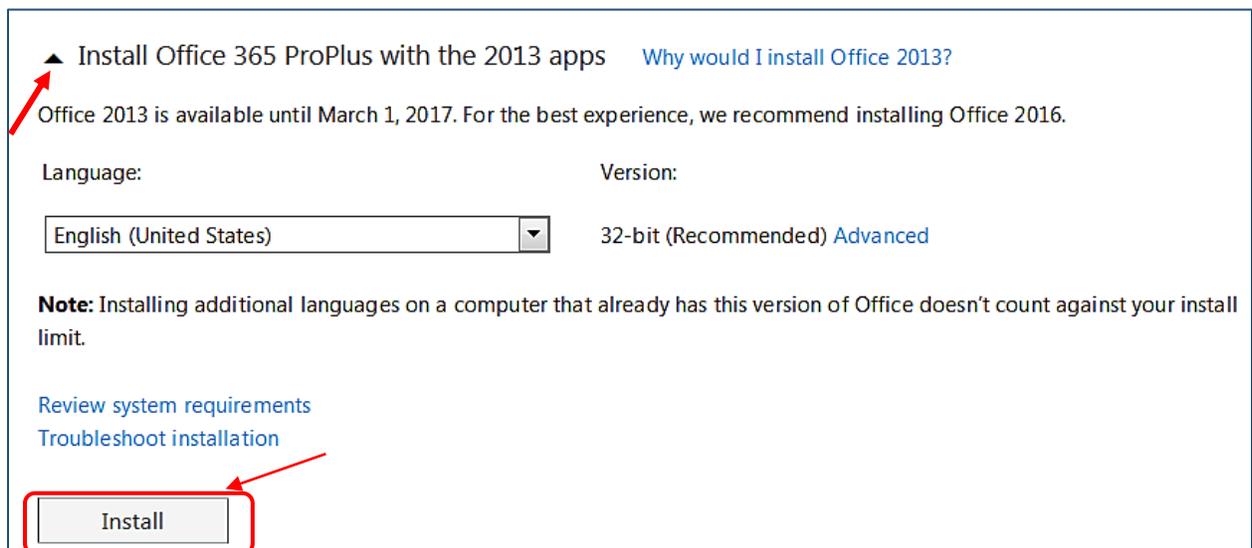
Use the same programs as the faculty to ensure full file fidelity

To get your Office, follow these simple steps:

- Visit <http://portal.office.com>
- Sign in with your Radar email address and your CanesNet password
- On the welcome page, click "Other installs" at the top far right side:



- On the next page, if you would like to install **Office 2013**, scroll down and click a small black down arrow next to "Install Office 365 ProPlus with the 2013 apps". It'll give you an installation option. Click the Install button:



- If you would like to install **Office 2016**, click the Install button down in the "Install Office 365 ProPlus with the new 2016 apps (Recommended)" area at the top of the page – see the screenshot below:

Office

Install Office 365 ProPlus with the new 2016 apps (Recommended)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



Skype for
Business



OneDrive
for Business

Language:

English (United States) ▼

Version:

32-bit [Advanced](#)

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Review system requirements](#)

[Troubleshoot installation](#)

Install