

How to Install Office 365 Desktop Version

There is a difference in features between web-based vs desktop versions of Microsoft Office. How do you access Word, Excel, PowerPoint, Outlook, etc?

- Web version – using any web-browser, such as Google Chrome, Firefox, Safari, Edge
- Desktop version – directly on your device accessed from the Start menu or Task Bar

The steps below are how to install the **desktop version** of Microsoft Office on your device. The images are examples from a Chrome browser, your browser and download location may be different.

1. Sign into office 365 online via this link <https://portal.office.com/account/?ref=MeControl>
2. Click button that says Install Office
3. Once that is clicked, your device will download office.
4. Navigate to your downloads folder.
 - a. Depending on the device you are using, this step will vary.
5. Find the file that you just downloaded. It should be named OfficeSetup
6. Double click the file to start the download to the device.
7. The installation will take several minutes, please be patient. Once installation is complete, open the needed application(s) directly from your device. You may be prompted to login with your SRU email/password.

The screenshot shows the Microsoft Office 365 portal. The address bar contains the URL portal.office.com/account/?ref=MeControl, which is circled in red with a red '1'. The main content area shows the 'Office apps & devices' section with an 'Install Office' button circled in red with a red '2'. A download history pop-up is visible in the top right corner, showing 'OfficeSetup.exe' (7.3 MB, 1 minute ago) circled in red with a red '3' and a red arrow pointing to it. The page also displays a sidebar with navigation options like 'My account', 'Subscriptions', 'Security & privacy', and 'App permissions'. At the bottom, there is a 'You're all set!' message and a 'Close' button.

If you have any questions or issues installing this, please reach out to the IATS Support Services Help Desk.

724-738-4357 or helpdesk@sruc.edu

We are located on the first floor of the Bailey Library as well!