**Download and Install Office 365**

These directions demonstrate how to both download and install Microsoft Office 365. The directions were created using the Google Chrome browser.

1. Go to [https://portal.office.com](https://portal.office.com/). If you're not already signed in, sign in with your SLPS account.
2. From the Office home page, select **Install Office**.



1. Select the Office 365 apps option.



1. Press the “Install Office” button on the right side of the page.



1. The Office installation file will download to your computer. You will see it on the lower-left hand side of your screen. Click the file.



1. Microsoft Office will now install. The following screenshots will show the process.



