

# Download and install or reinstall Office 365 on a PC and Mac

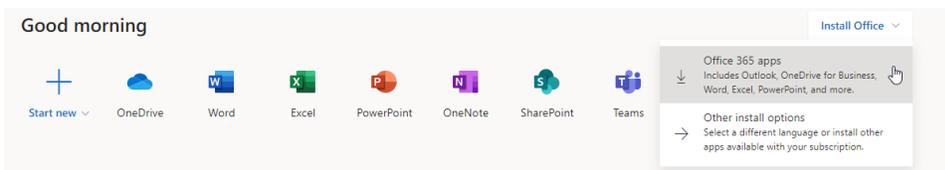
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## Sign in to download Office

1. Go to [www.office.com](http://www.office.com) and if you're not already signed in, select Sign in.
2. Sign in with the account you associated with this version of Office. This account can be a Microsoft account, or work or school account.
3. On the Office home page, do the following depending on your version of Office.

If you signed in with a Microsoft account, from the Office home page select Install Office Apps > Install Office.

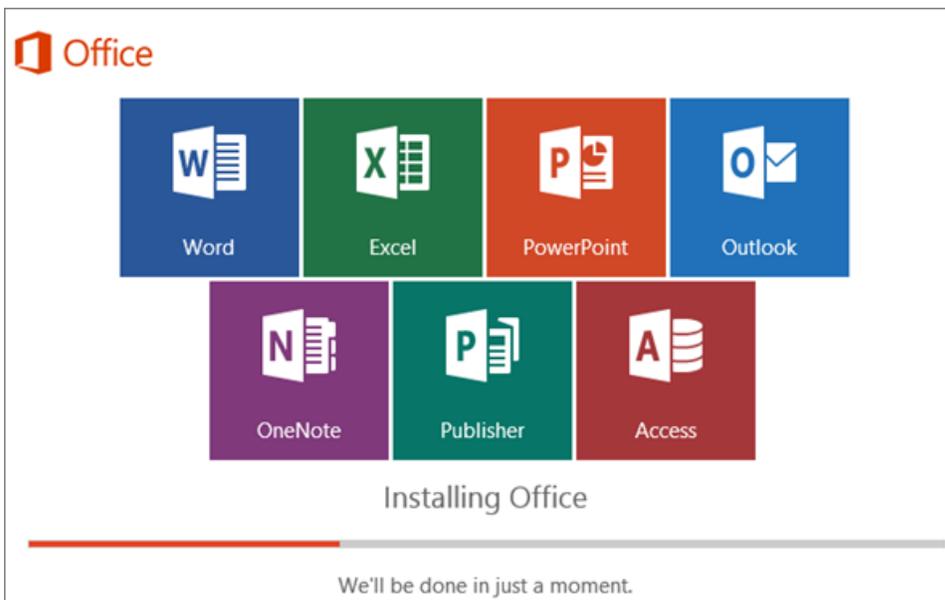


## Install Office on PC

1. Depending on your browser, click Run (in Edge or Internet Explorer), Setup (in Chrome), or Save File (in Firefox).

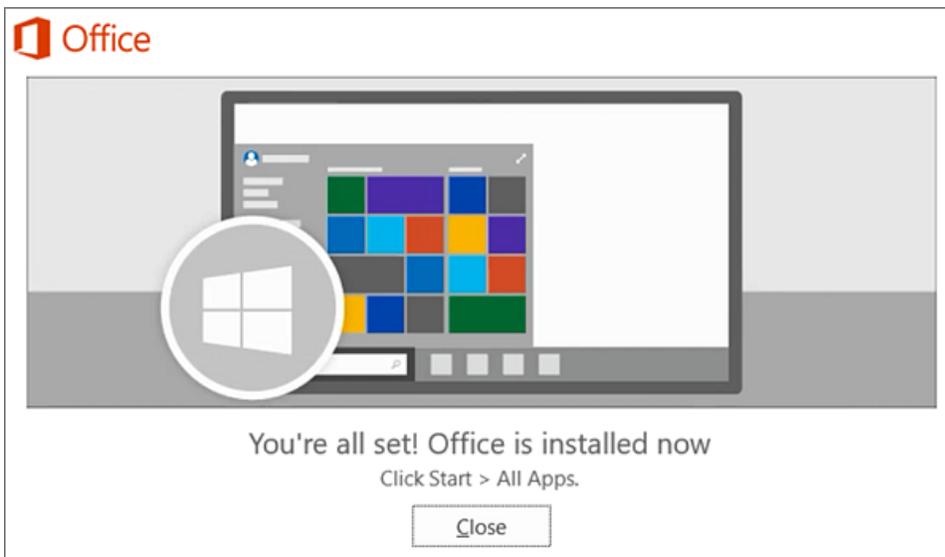
If you see the User Account Control prompt that says, Do you want to allow this app to make changes to your device? Click Yes.

The install begins.



2. Your install is finished when you see the phrase, "You're all set! Office is installed now" and an animation plays to show you where to find Office applications on your computer.

Follow the instructions in the window, for example Click Start > All Apps to see where your apps are, and select Close.

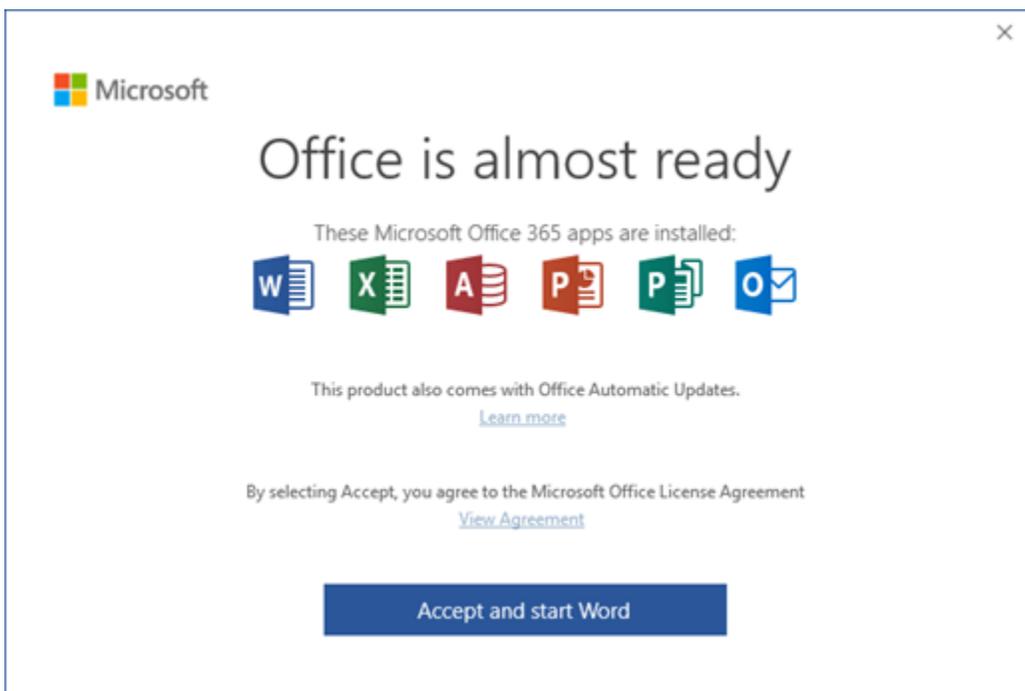


✔ If you're having installation issue such as Office taking long to install, try [Need help?](#) for a list of common issues.

## Activate Office

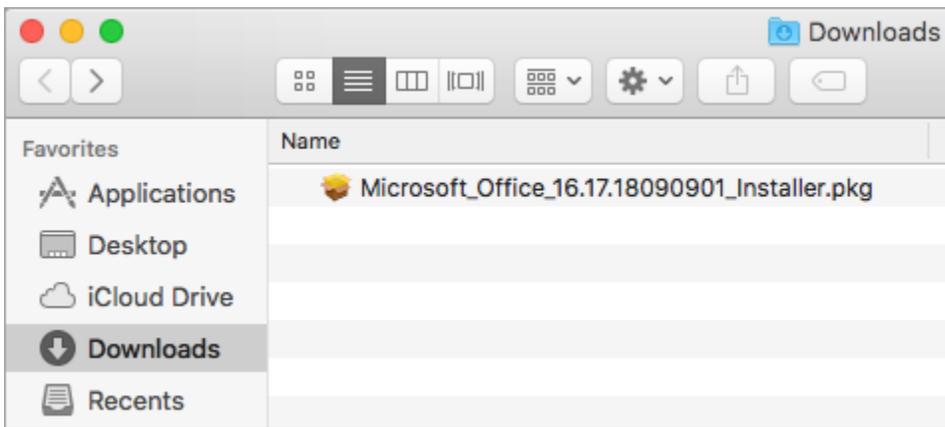
Start using an Office application right away by opening any app such as Word or Excel. [Can't find Office after installing?](#)

In most cases, Office is activated once you start an application and after you click **Accept** to agree to the License terms.



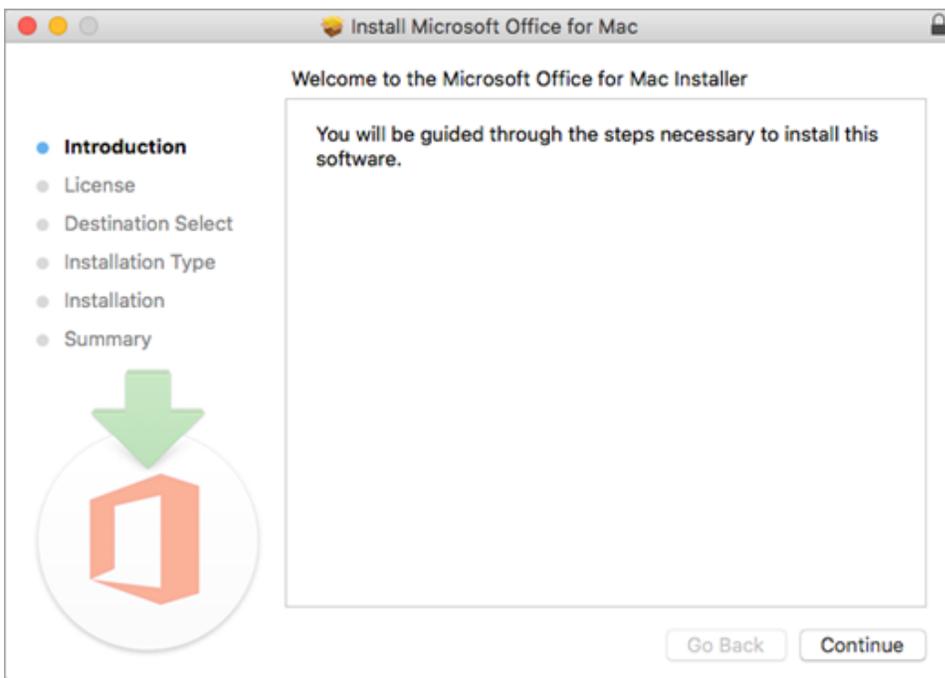
## Install Office on Mac

1. Once the download has completed, open Finder, go to Downloads, and double-click Microsoft\_Office\_2016\_Installer.pkg (the name might vary slightly).



If you see an error that says the Microsoft\_Office\_2016\_Installer.pkg can't be opened because it is from an unidentified developer, wait 10 seconds and then try double-clicking the installer package again. If you're stuck at the Verifying.... progress bar, close or cancel the progress bar and try again.

2. On the first installation screen, select Continue to begin the installation process.

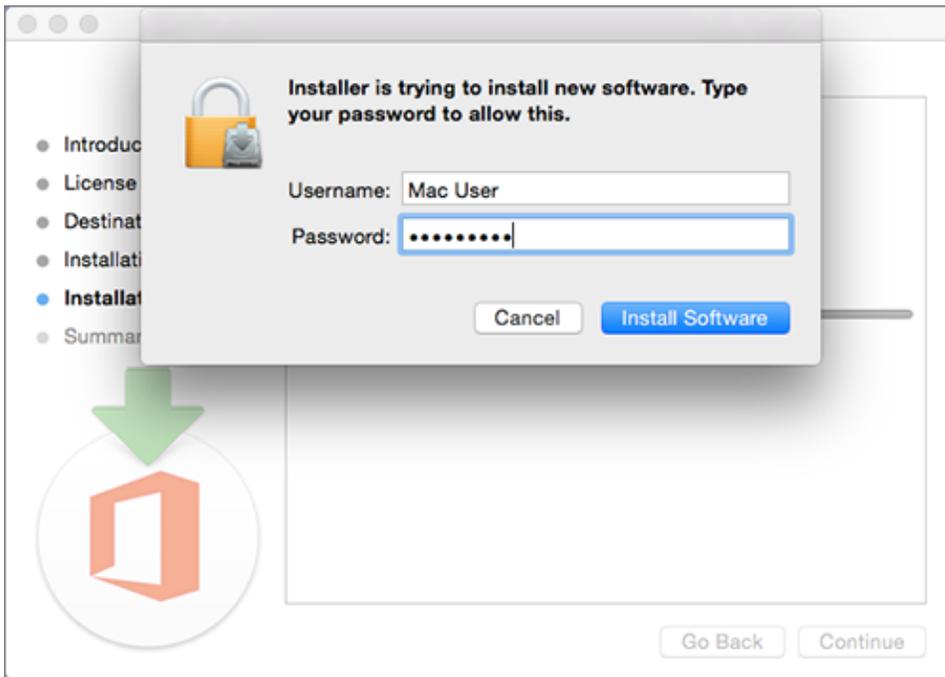


3. Review the software license agreement, and then click Continue.
4. Select Agree to agree to the terms of the software license agreement.
5. Choose how you want to install Office and click Continue.
6. Review the disk space requirements or change your install location, and then click Install.

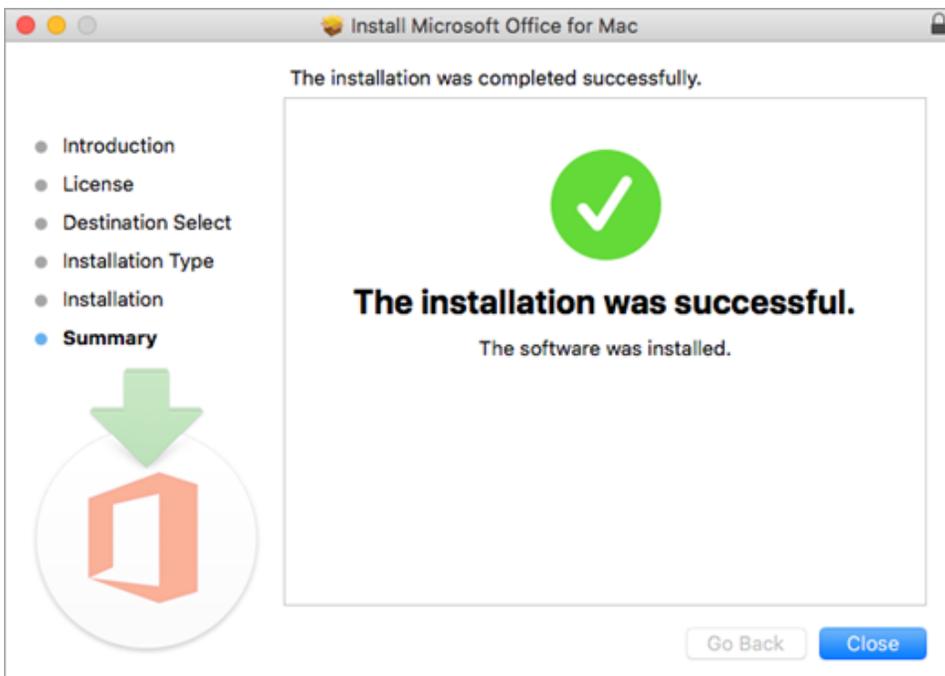


If you want to only install specific Office apps and not the entire suite, click the Customize button and uncheck the programs you don't want.

7. Enter your Mac login password, if prompted, and then click Install Software. (This is the password that you use to log in to your Mac.)



8. The software begins to install. Click Close when the installation is finished. If Office installation fails, see [What to try if you can't install or activate Office 2016 for Mac](#).

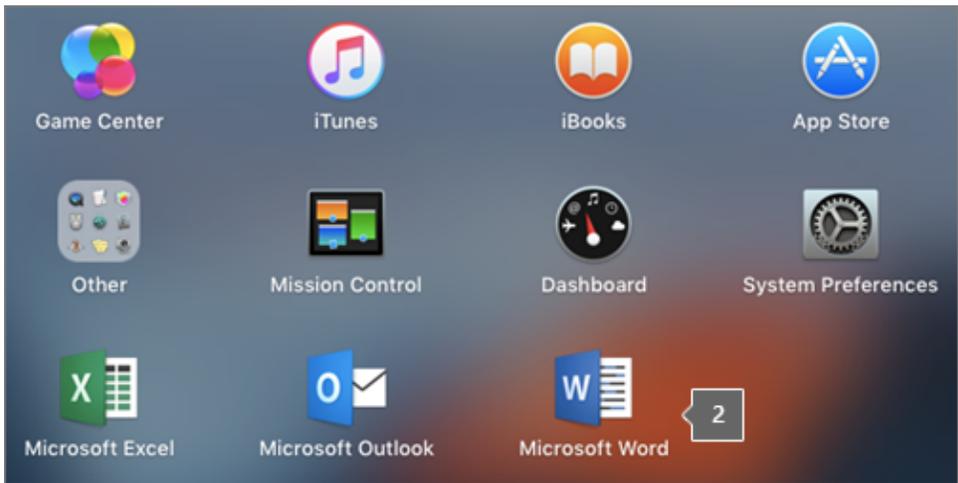


## Activate Office

1. Click the Launchpad icon in the Dock to display all of your apps.



2. Click the Microsoft Word icon in the Launchpad.



3. The What's New window opens automatically when you launch Word. Click Get Started to start activating. If you need help activating Office, see [Activate Office 2016 for Mac](#).

