Office 365 Installation Instructions for Windows

- 1. Suggested web browser is Google Chrome.
- 2. Log into the Office 365 portal <u>https://portal.office.com</u>, with your full UofSC E-mail address and password.
- 3. **DUO Multifactor** verification may be required to proceed.
- 4. On the upper right-hand side click Install Office, located above the Upload button.
- 5. A dialog box will download to the bottom left side of the screen named OfficeSetup.exe.

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- 6. Once downloaded, click OfficeSetup.exe.
- 7. Next, a pop-up box that says "Do you want to let this App Make Changes to Your Computer" will appear, select Yes.
- 8. Then another pop-up box will appear showing the progress of the download.

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We'll be done in just a moment.					

9. Follow the on-screen installation steps.



10. When the installation is complete, the pop-up box below will appear.

11. Click Close