Installing Office 365 Apps (PC)

The Office 365 subscription provided by the BCOM allows personal installations for up to 5 PCs or Macs, 5 tablets, and 5 smartphones. Please follow these instructions to download and install a copy for your personal device. If you believe you do not have access to download and install Office 365 Suite, please contact the BCOM Help Desk at helpdesk@bcomnm.org or 575-646-2390.

Article Source: <u>https://support.office.com/en-us/article/download-and-install-or-reinstall-office-365-or-office-2019-on-a-pc-or-mac-4414eaaf-0478-48be-9c42-23adc4716658?ui=en-US&rs=en-US&ad=US</u>

Prerequisites

- Internet access
- Windows: 4.0 GB of available disk space

Download and Install Office 365 Apps

1. Go to www.office.com and select Sign in



2. Enter your BCOM email address and select Next - you will be redirected to the sign in page

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3. Enter your BCOM credentials and select Sign in

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4. Select Install Office, then Office 365 apps to begin the download

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Outlook OneDrive Explore all your apps →	Word Excel	PowerPoint	OneNote	SharePoint	Other install op Install a different or other apps avai	tions language, the 64-bit version, ilable with your subscription.	
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- 5. Click on the **Setup.X64.en-us** download at the bottom left of the window and follow the prompts to begin the installation
 - a. Select Yes when you are prompted by User Access Control the installation will begin

My account	Just a few more steps			Q @ ? B
My account Personal info Subscriptions Security & privacy App permissions My installs:	Setup.	Yes Yes E Sau Buord	Coffice	
3 Tools & add-ins	Click the Setup file at the bottom of the screen.	Click Yes to start installing.	Downloading all of Office might take a while.	
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6. Once you see You're all set! Office is installed now, the installation is complete



a. Click **Close** to begin using the newly installed Office applications