

# 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@bcmnm.org](mailto:helpdesk@bcmnm.org) or 575-646-2390.

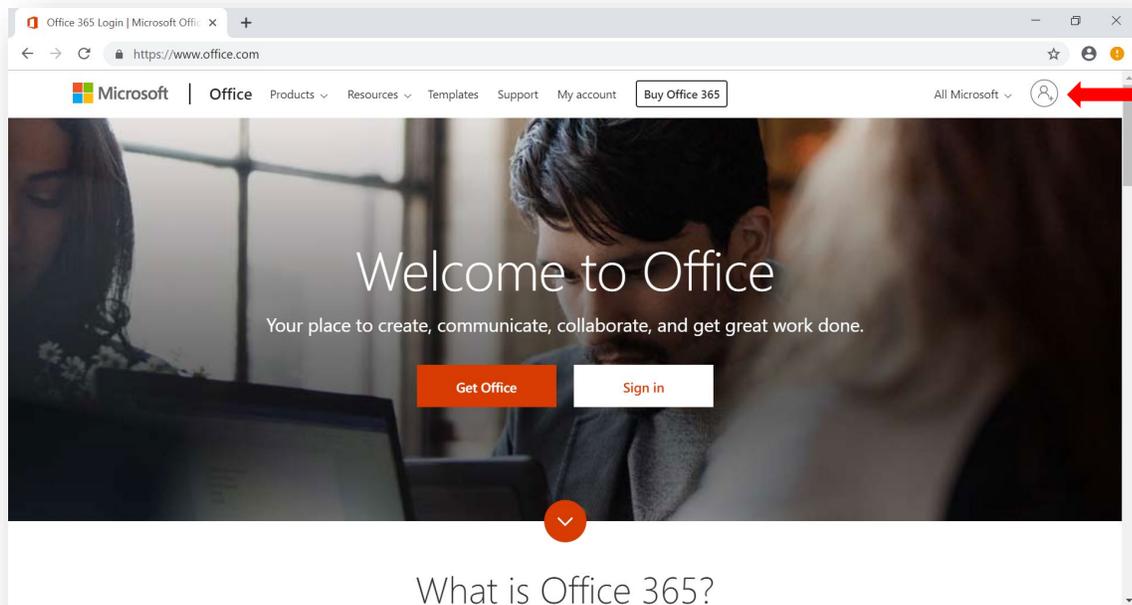
Article Source: <https://support.office.com/en-us/article/download-and-install-or-reinstall-office-365-or-office-2019-on-a-pc-or-mac-4414eaaf-0478-48be-9c42-23adc4716658?ui=en-US&rs=en-US&ad=US>

## Prerequisites

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

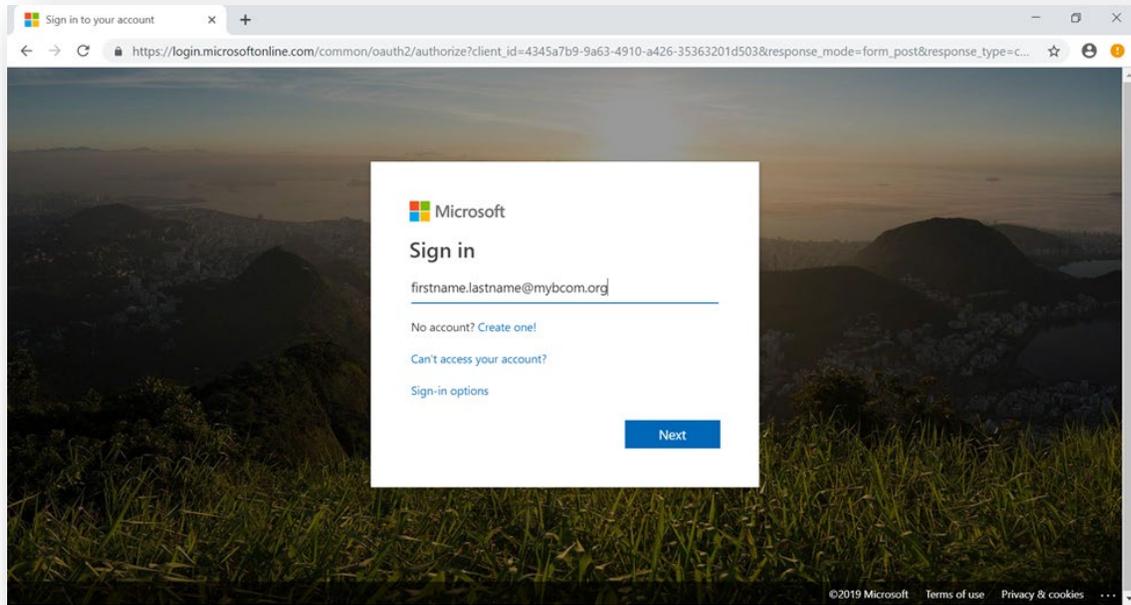
## Download and Install Office 365 Apps

1. Go to [www.office.com](http://www.office.com) and select **Sign in**

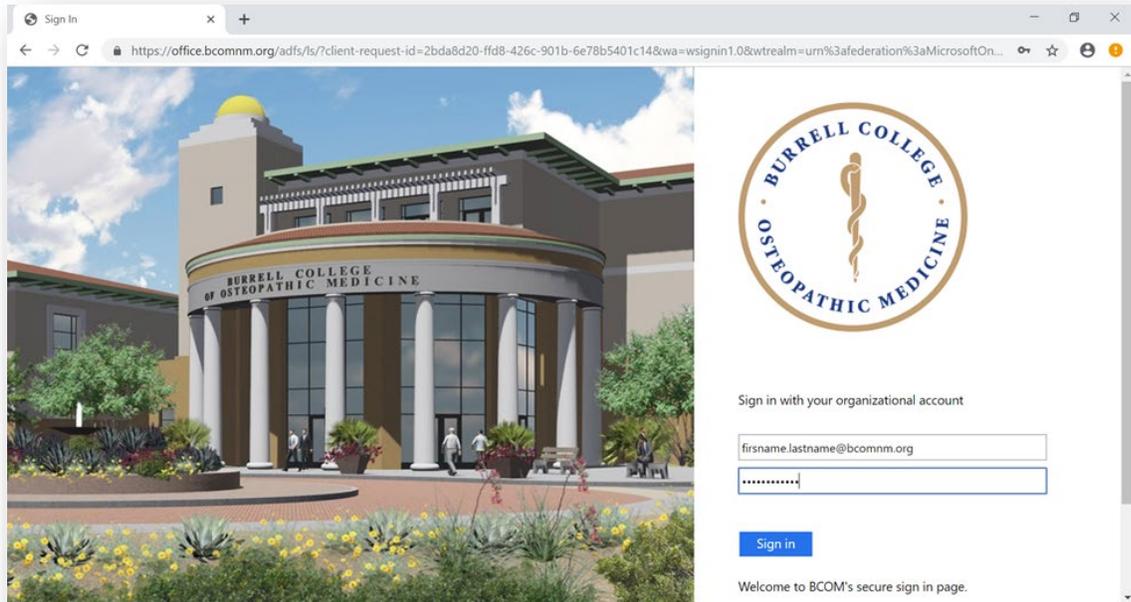


2. Enter your BCOM email address and select **Next** – you will be redirected to the sign in page

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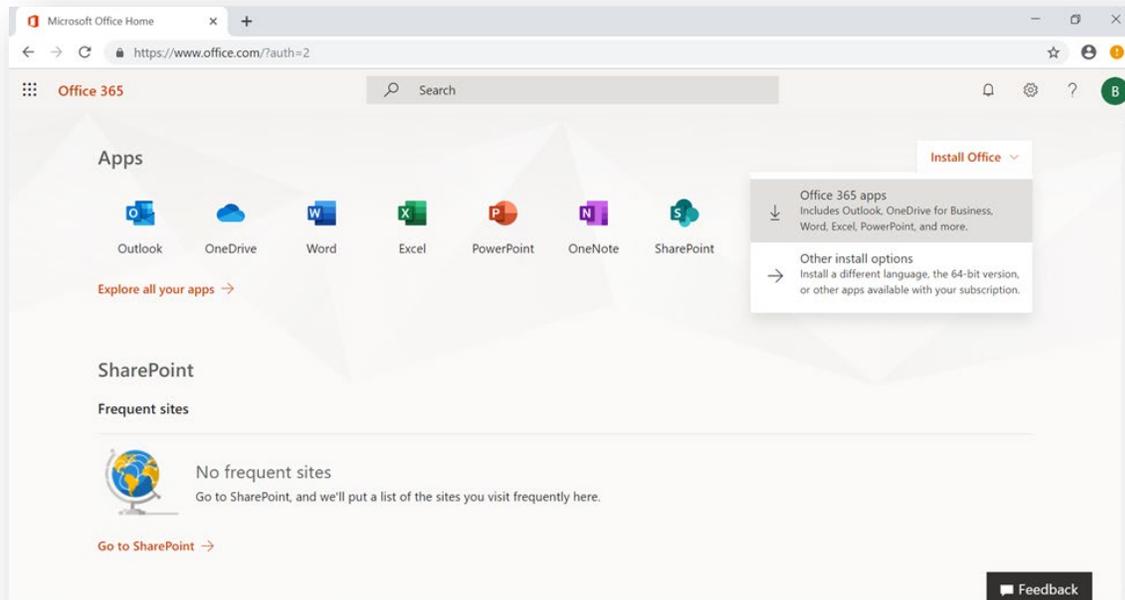


3. Enter your BCOM credentials and select **Sign in**

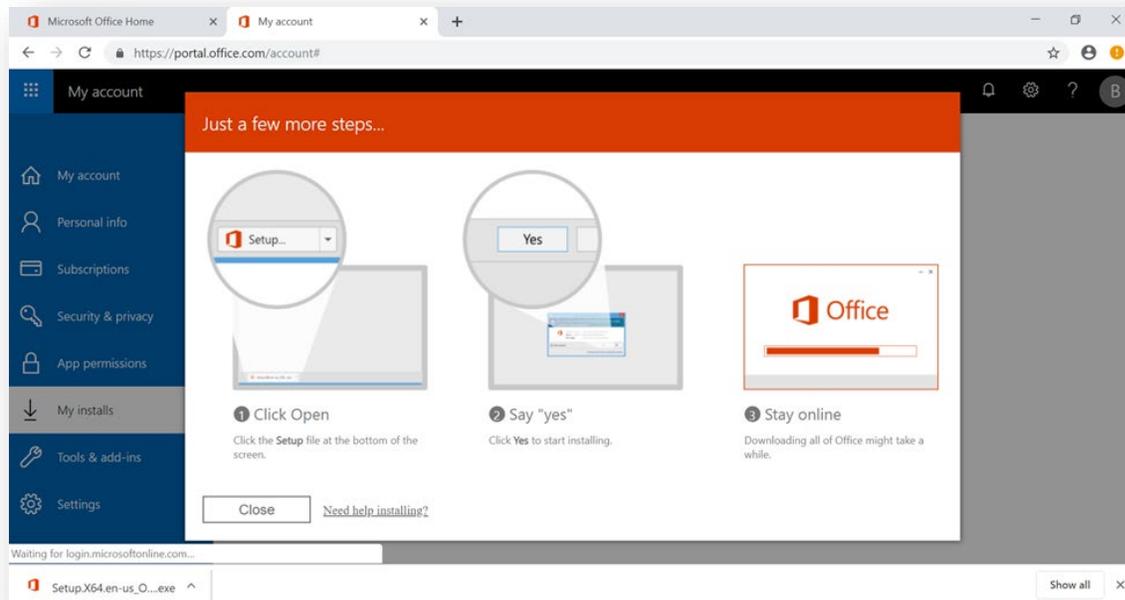


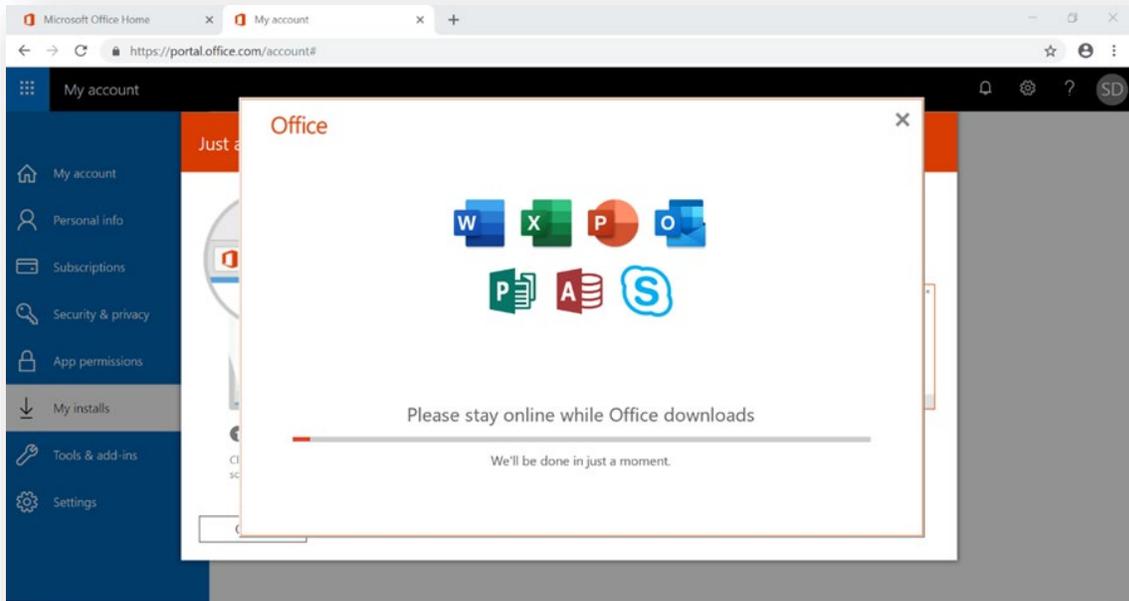
## BCOM IT – GENERAL GUIDE

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



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





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

