

Installing Office 365 on Windows Devices

Office 365 for Windows includes the following apps and services: Word, Excel, PowerPoint, Outlook, OneDrive (1 TB of cloud storage), Teams, Access, and Publisher.

1. Go to <u>mymail.marist.edu</u> and sign in with your Marist account:

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	Submit
> C	hange your password
> C	ontact the helpdesk

2. In the upper-right corner of the page, click Install Office > Office 365 Apps.





3. Run the OfficeSetup.exe download and Office will begin installing.







If you already have an older version of Office on your computer, you will see this notification prompting you to uninstall it first:



– ×

We found a problem!

We're sorry, Office Click-to-Run installer encountered a problem because you have these Windows Installer based Office programs installed on your computer:

Microsoft Office Professional Plus 2016

Click-to-Run and Windows Installer editions of Office programs don't get along for this version, so you can only have one type installed at a time. Please try installing the Windows Installer edition of Office instead, or uninstall your other Windows Installer based Office programs and try this installation again.

Go online for additional help.

<u>C</u>lose

To remove older versions of Office, follow Steps 4-5. If you do not see this error, continue to Step 6.



4. To remove older versions of Office (if installed), right-click **Start > Apps and Features >** Microsoft Office Professional Plus 2016 [or similar] **> Uninstall.**

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Device Manager			Microsoft OneDrive	163 MB	
Network Connections	i⊐ Default apps		Microsoft Corporation	8/31/2021	
Disk Management	DI Offline maps		Microsoft Silverlight	101 MB	
Computer Management			Microsoft Corporation	7/17/2017	
	Apps for websites		Microsoft Solitaire Collection	8.00 KB	
Windows PowerShell			Microsoft Studios	8/31/2021	
Windows PowerShell (Admin)			Microsoft Store	16.0 KB	
Task Manager			Microsoft Corporation	8/31/2021	
Settings			Mixed Reality Viewer	16.0 KB	
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5. Confirm that you want to remove the old Office installation:



Once uninstalled, retry Steps 1-3 to install Office 365.



6. When the Office 365 installer finishes, click **Close.** Open the Start menu and open any Office product (i.e., Word):

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7. You will be prompted to sign in again with your Marist email and password:

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8. Finally, review and accept the license agreement to start using Microsoft Office 365.



View Agreement

