

## How to Download and Install Microsoft Office from your Office 365 Account

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According to Microsoft Licensing Support, RPCC users can download and install up to 15 instances of the MS Office Professional Plus productivity suite (5 x computers, 5 x tablets, 5 x smart phones), and have unlimited access via the web login ([Office 365](#)). The current available version is identified as “Office 365 ProPlus”, which installs Microsoft Office Professional Plus 2016. The suite can be installed on Windows, Android, and Apple devices. The Office 365 license includes up to 1 TB of online storage. The licenses remain active as long as the RPCC Office 365 account remain active. The licenses also include Skype for Business instant messaging / video conferencing and many other applications. You can find more information here: [Microsoft Office | Productivity Tools for Home & Office](#).

Note: These licenses are for personal use on personal devices. Users should not attempt to download and install these products on RPCC workstations, laptops, or tablets since MS Office 2013 Professional Plus is already installed.

1. Installation on computers with MS Windows operating systems (this works for Windows tablets as well as desktops and laptops)
  - a. Boot your computer as usual and login.
  - b. Launch your web browser (Internet Explorer, Microsoft Edge, Google Chrome, Mozilla Firefox, etc.).
  - c. Log in to the Office 365 portal (<https://login.microsoftonline.com/>) using your RPCC email account.
  - d. There are two methods to download and install the software:
    - i. Via the “Install Office 2016” Button
      1. Click on the “Install Office 2016” button in the upper right of your browser window.
      2. This will download a “bootstrap” program that will walk you through the process of downloading and installing Office.
    - ii. Via the Settings Menu
      1. If you don’t see a button that reads “Install Office 2016”, click on the Office 365 Settings button (the gear in the upper right corner).
      2. Click “Office 365” towards the bottom under “Your app settings”.
      3. Click “Install Status”.
      4. Click “Install desktop applications”.
      5. Click “Install”; download will begin.
      6. Follow the prompts and instructions.
2. Installation on Non-Windows Devices (Apple and Android)
  - a. Log in to your portable device or smart phone as usual.
  - b. Open your web browser.
  - c. Log in to the Office 365 portal (<https://login.microsoftonline.com/>) using your RPCC email account.
  - d. Click on the “Get Office apps” button.
  - e. You should be redirected to a web page with information about the Office suite for your device.

- f. Click on the button to download and install Office and you'll be redirected to the appropriate app store to download and install the MS Office suite.
    - g. Follow the prompts as appropriate.
3. If you experience problems accessing your email account, send an email to [help@rpcc.edu](mailto:help@rpcc.edu) to open a support ticket. Please be sure to identify yourself with your first name, last name, and LoLA ID number (or LoLA username).