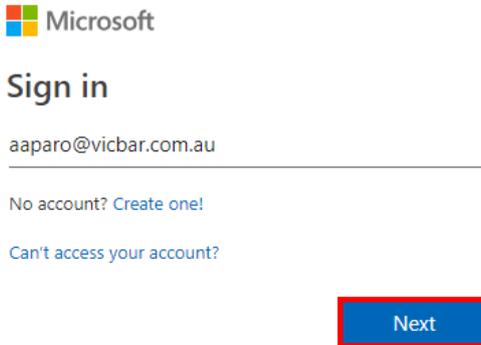


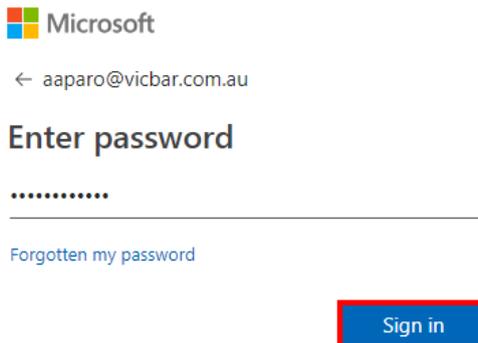
Install Microsoft Office - Windows

This article provides details on how to install Microsoft Office on a Windows PC.

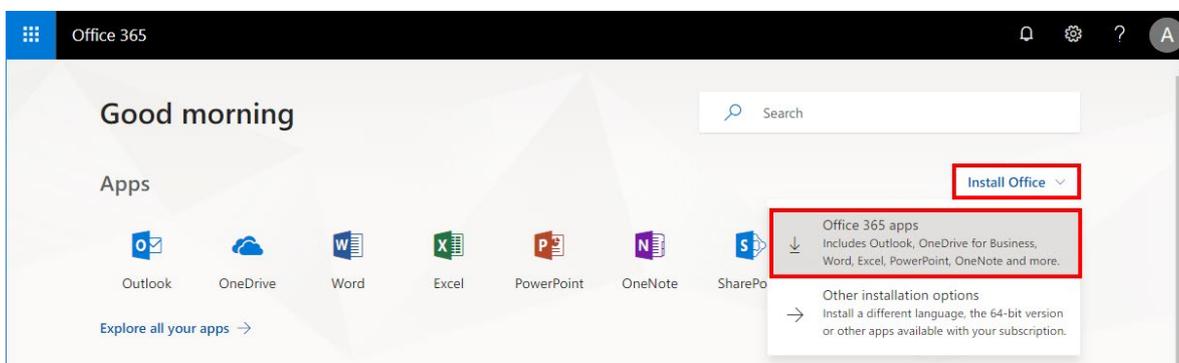
1. Navigate to <https://portal.office.com>
2. Input your Vicbar email address and click **Next**



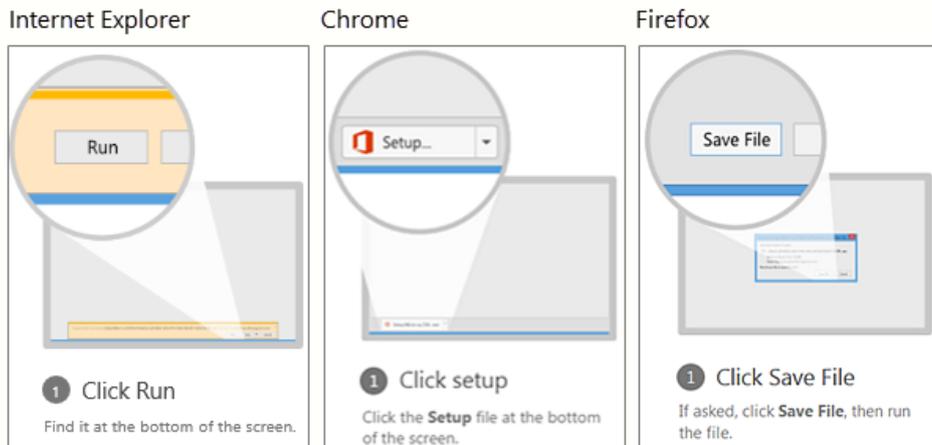
3. Enter your Vicbar email password and click **Sign in**



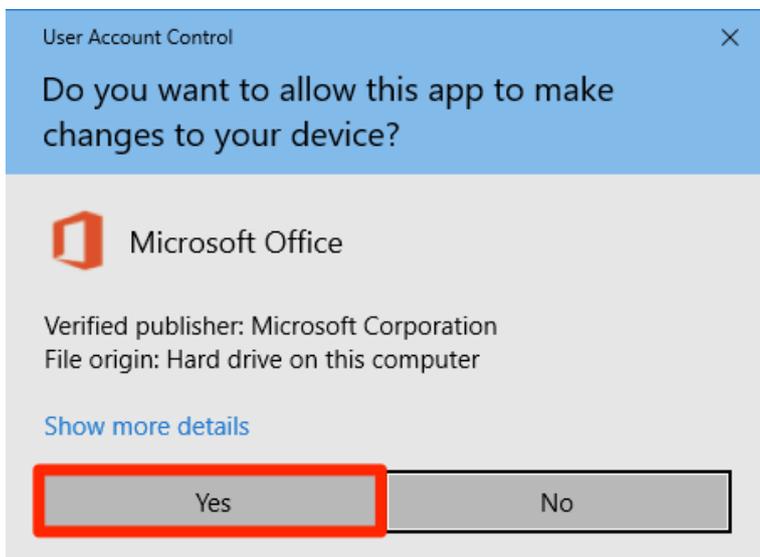
4. This will take you to the Office 365 portal. Click **Install Office**, a drop down menu will open then click on **Office 365 apps**.



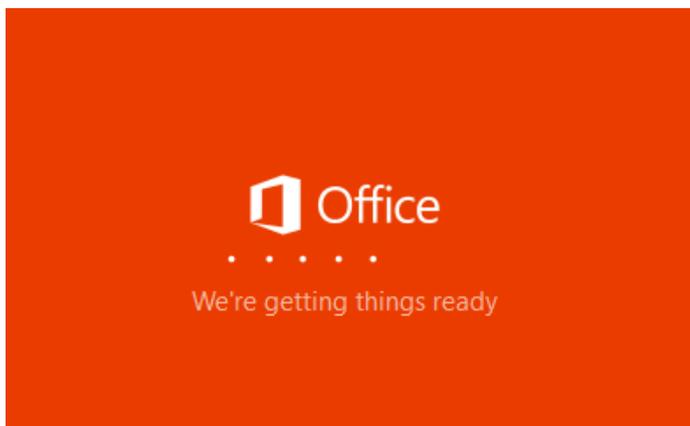
5. A window will open titled '**Just a few more steps...**' Depending on your web browser you will click **Run**, **Setup** or **Save File**. Save the file and then run it to begin the installation.



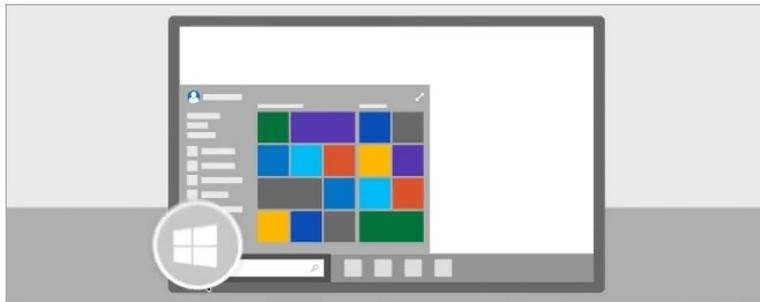
6. You will be prompted to allow Office to make changes to your device, click **Yes**



7. The installer will now download and install Office. This will take a while.



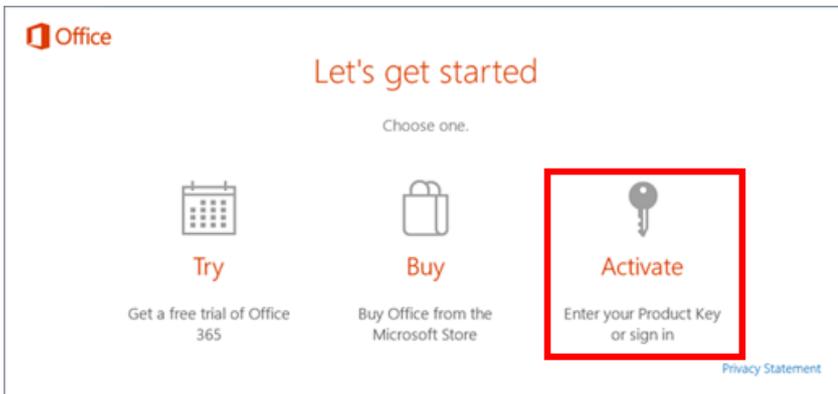
8. A window will open when the install is complete, click **Close**



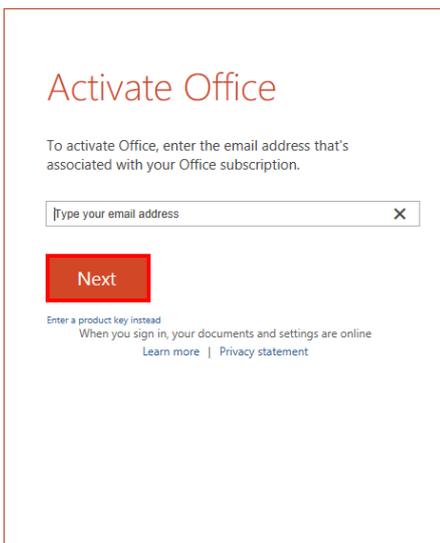
You're all set! Office is installed now
Click Start > All Apps.

Close

9. Open an Office Application such as Word or Outlook. If you are prompted click **Activate**



10. To activate Microsoft Office sign in using your Vicbar email address and password.



11. Setup is complete, you can now start using the Microsoft Office Applications.