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

Microsoft	
Sign in	
aaparo@vicbar.com.au	
No account? Create one!	
Can't access your account?	
	Next

3. Enter your Vicbar email password and click Sign in

	Sign in
Forgotten my password	
· · · · · · · · · · · · · · · · · · ·	
Enter password	
← aaparo@vicbar.com.au	
Microsoft	

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





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

Choose one. Try Buy Activate		Let's get started	b	
Try Buy Activate		Choose one.		
Try Buy Activate			9	
Get a free trial of Office Buy Office from the Enter your Product	Try Get a free trial of Office	Buy Office from the	Activate Enter your Product Key	

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.

