

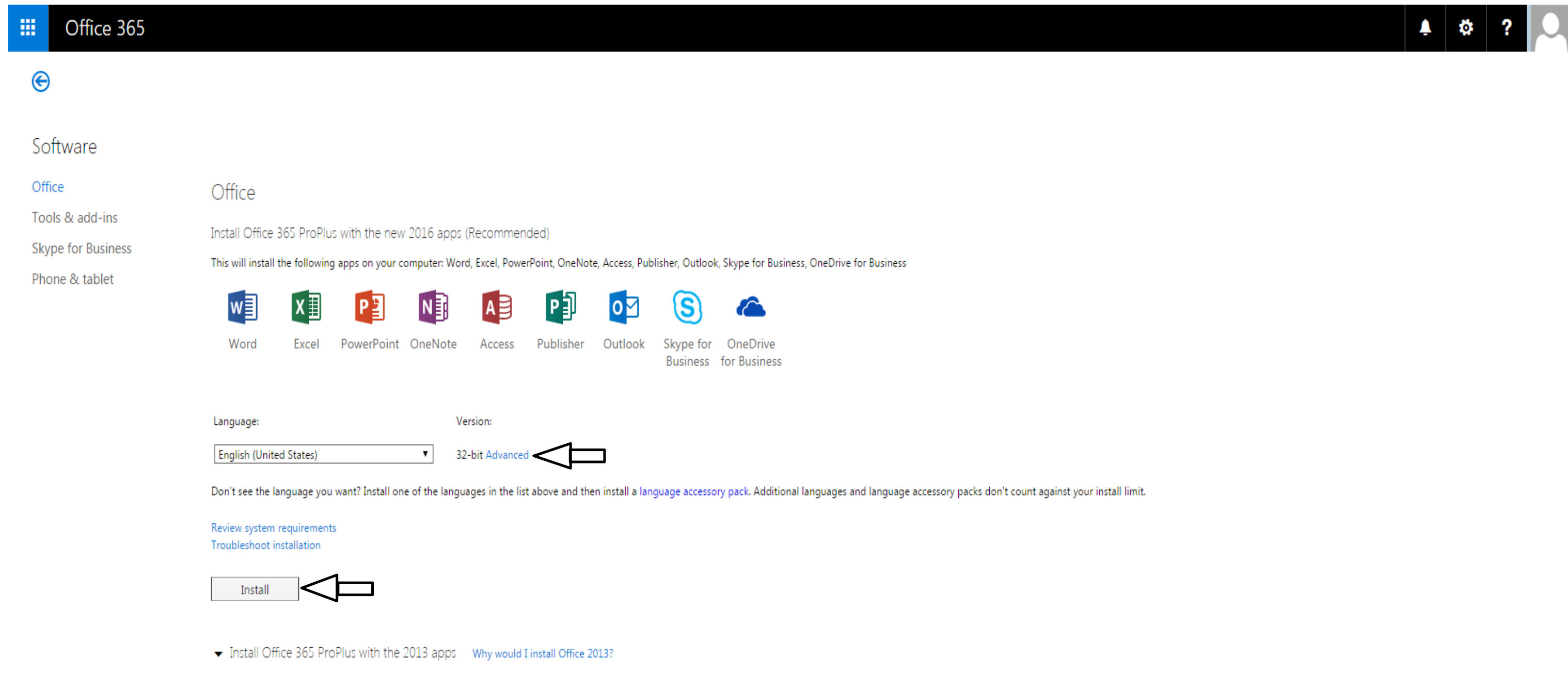
Install Office 365 Fac/Staff

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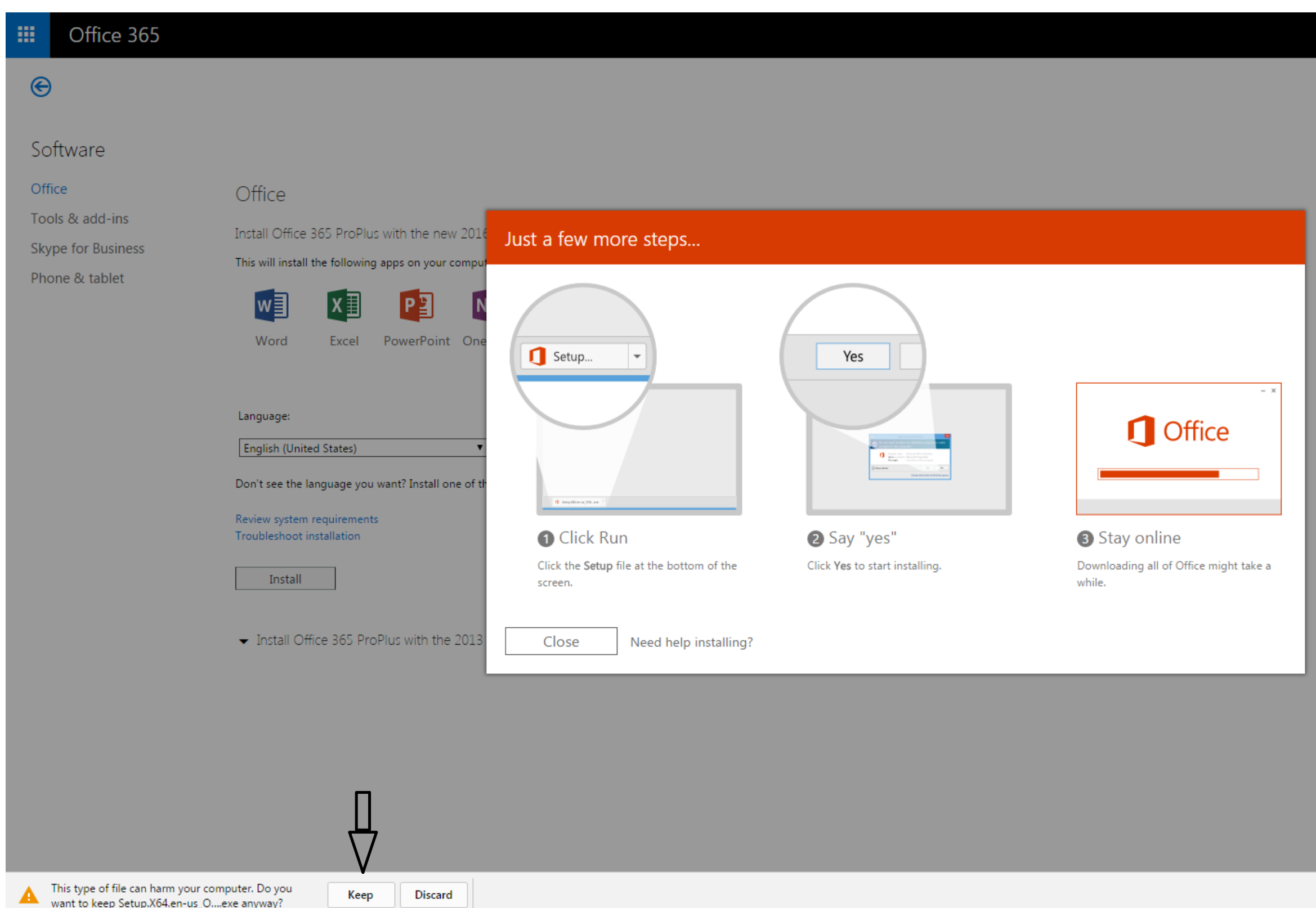
Office 2016 / Office 2015 is available to install **for free** on up to 5 personal devices, including Android, Windows, Apple OS X, and iOS. This install guide will cover how to install the software on Apple OS X or Microsoft Windows.

1.) Log into Office 365 using your Centre email and password at: <https://portal.office.com/OLS/MySoftware.aspx?source=ohp-ib>

2.) You will see the following page once you have logged in. Click on the advanced button to choose the version of Office you want from the dropdown box that appears, either 32-bit or 64-bit, and then click install. You may also pick the language of the install package if you wish.



3.) After clicking on install, choose that you want to keep the file and follow the on-screen instructions to complete the installation.



4.) When the install completes, open any Office program and log in with your Centre email and password if asked. Everything should be ready to go after that!