

Installing Office 365 on your Personal Computer



1. Log into your Wolves email at Outlook.com/FGC.edu (on the PC in which you want to install Office 365)
 2. Click **"Settings"** marked as a cog wheel (gear) located on the top of the page
 3. Click **"Office 365"** under *Your app settings* in the Settings drop down menu
 4. Click **"Software – Install software"**
 5. Select your preferred **"Language"**, if not English
 6. Click **"Install"** to download the installer
 7. Run the downloaded *Setup* file
 8. Allow the install to complete.
 9. When it states, *"You're all set!"* click **"Close"**
- Office 365 has installed.

Contact the Technology Help Desk if you have any questions, concerns or issues regarding this install.
Phone: 386.754.4408 Email: helpdesk@FGC.edu Web Form: Technology.FGC.edu/help

A composite image showing the steps for installing Office 365. On the left is a screenshot of the Outlook settings sidebar with a gear icon labeled '2' and 'Office 365' under 'Your app settings' labeled '3'. On the right is a screenshot of the Outlook 'Settings' page with 'Software' labeled '4'. Below that is a screenshot of the 'Office' installation page with the 'Language' dropdown labeled '5' and the 'Install' button labeled '6'.

Settings

Looking for Security & Privacy settings? They've moved up a bit. [Show me](#)

Theme
Choose your favorite theme. Default theme

Start page
Change where you land when you sign in. Set your start page

Notifications
Decide which notifications you need. On

Software
Install software. **4**

Language and time zone
Choose your language, time zone, and date and time format. English (United States)

Office

Install Office 365 ProPlus with the new 2016 apps [What happened to Office 2013?](#)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business

Word Excel PowerPoint OneNote Access Publisher Outlook Skype for Business OneDrive for Business

Language: **5** English (United States) Version: Which version is right for me? 32-bit

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Review system requirements](#)
[Troubleshoot installation](#)

6 Install