How to Install Microsoft Office 365

Note: You can install Microsoft Office 365 on up to any 5 PCs or Macs, 5 tablets and 5 smartphones. For more details, please read ().

* If Microsoft Office is already installed on your device, then first uninstall the existing version by following this document. After that, install Microsoft Office 365 by following the steps below.

- 1. Browse <u>https://login.microsoftonline.com/</u>. Login with your IITGN Microsoft 365 account.
- 2. Click on "Install apps" from the right top corner and select "Microsoft 365 apps".



3. Click on "Got it".

Select "Ves" to install on your device Open any Microsoft 365 app in: sptest@itign.ac.in	and sign

4. Go to the Download folder and Run "OfficeSetup.exe" as an administrator.



5. Wait till it completes.





6. Click on "Close". Now, you can use the Microsoft Office applications.

