Installing Office 365 on Windows Devices

Office 365 for Windows includes the following apps and services: Word, Excel, PowerPoint, Outlook, OneDrive (1 TB of cloud storage), Teams, Access, and Publisher.

1. Go to mymail.marist.edu and sign in with your Marist account:
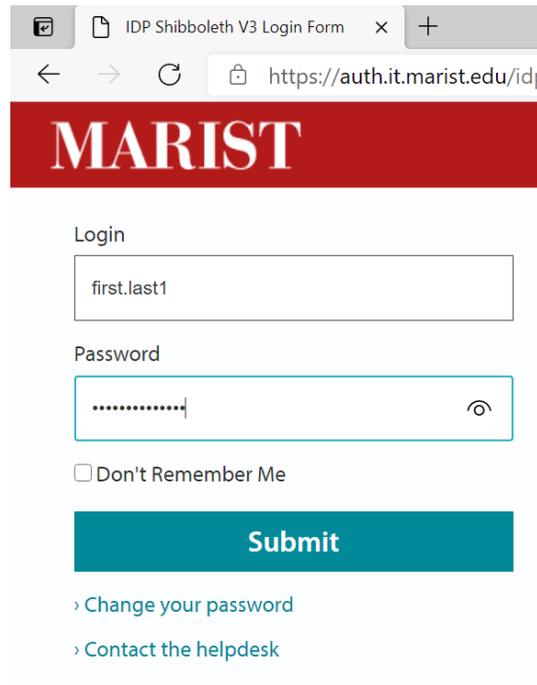
2. In the upper-right corner of the page, click **Install Office > Office 365 Apps.**

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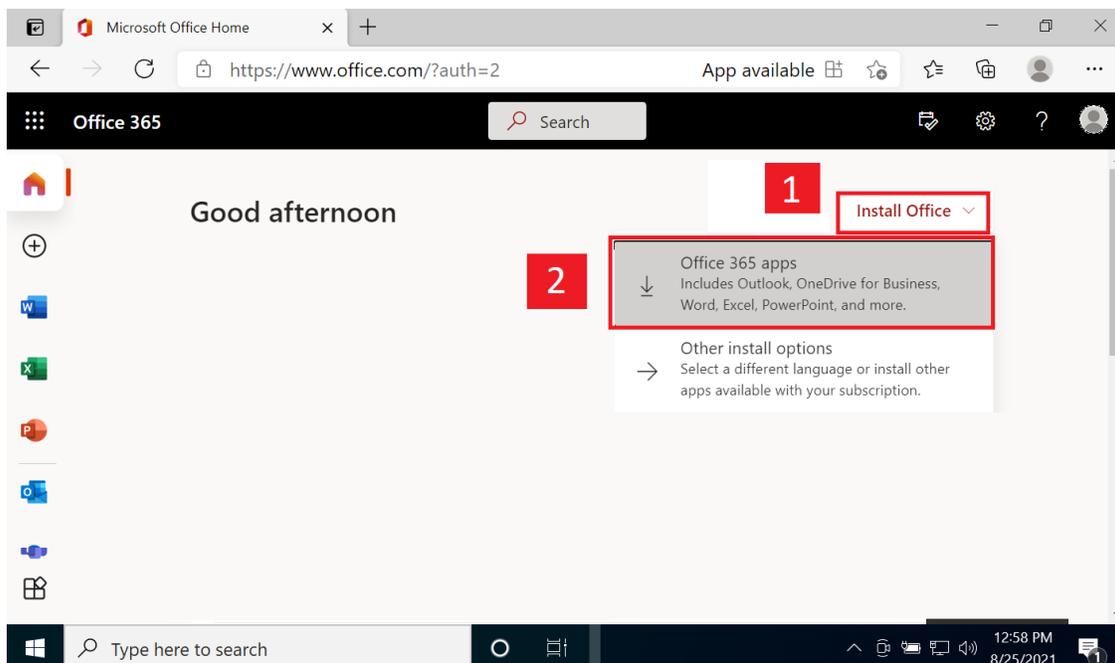
3. Run the OfficeSetup.exe download and Office will begin installing.
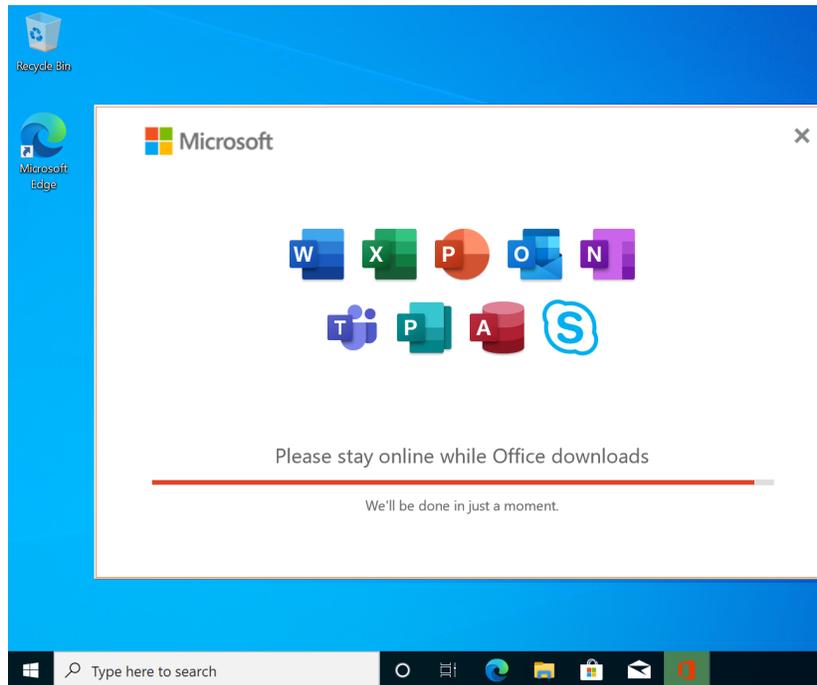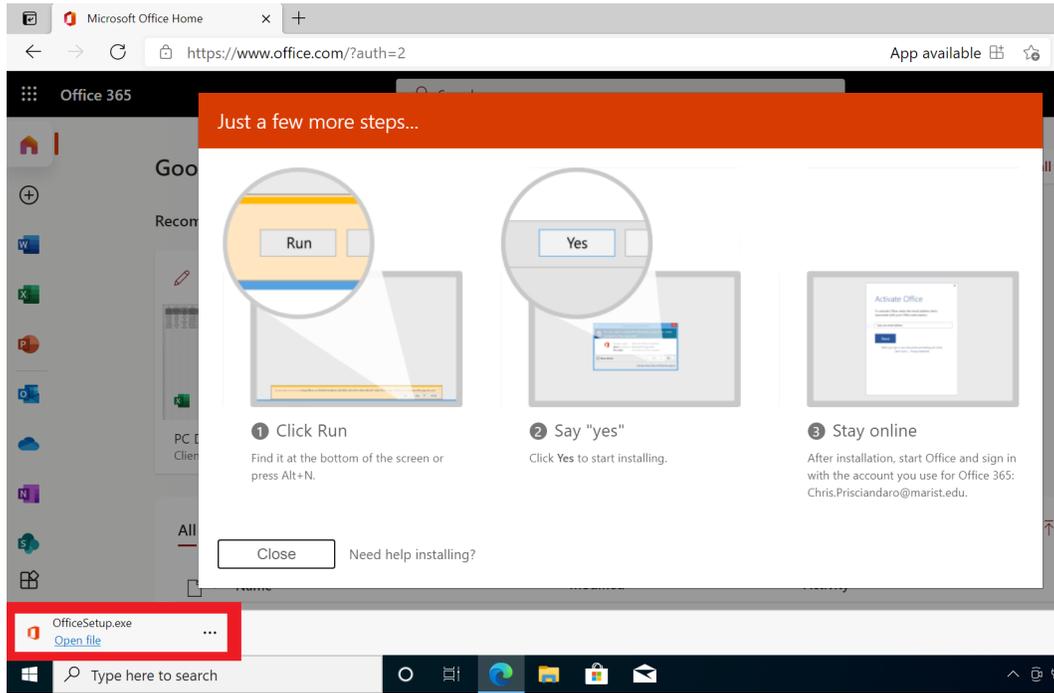
If you already have an older version of Office on your computer, you will see this notification prompting you to uninstall it first:

Microsoft

We found a problem!

We're sorry, Office Click-to-Run installer encountered a problem because you have these Windows Installer based Office programs installed on your computer:

Microsoft Office Professional Plus 2016

Click-to-Run and Windows Installer editions of Office programs don't get along for this version, so you can only have one type installed at a time. Please try installing the Windows Installer edition of Office instead, or uninstall your other Windows Installer based Office programs and try this installation again.

Go online for additional help.

Close

To remove older versions of Office, follow Steps 4-5.
If you do not see this error, continue to Step 6.

4. To remove older versions of Office (if installed), right-click **Start** > **Apps and Features** > Microsoft Office Professional Plus 2016 [or similar] > **Uninstall.**
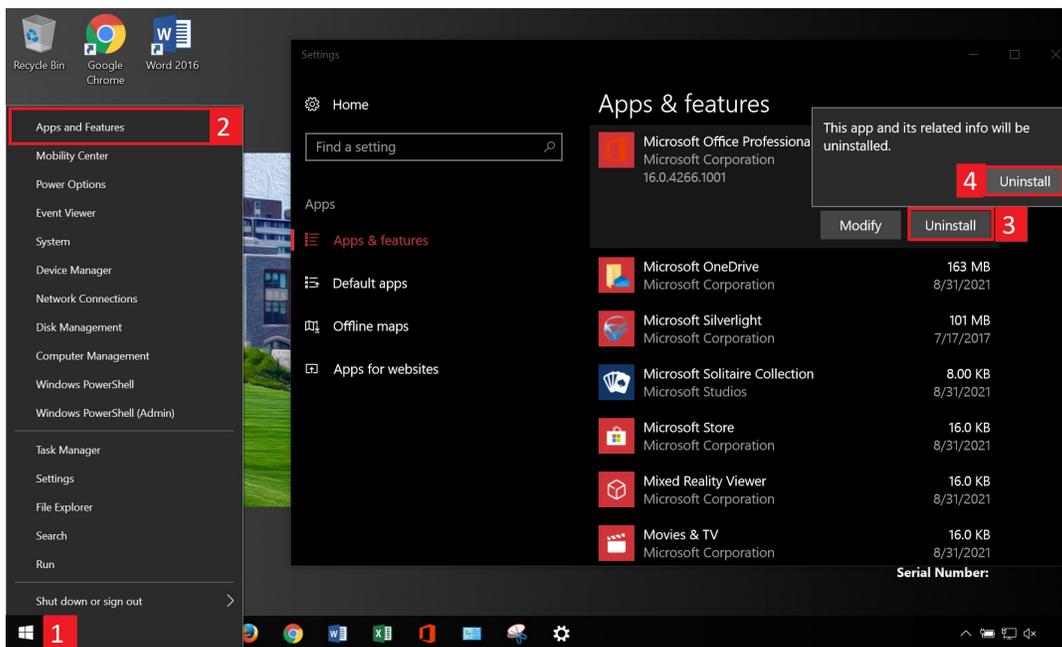
5. Confirm that you want to remove the old Office installation:
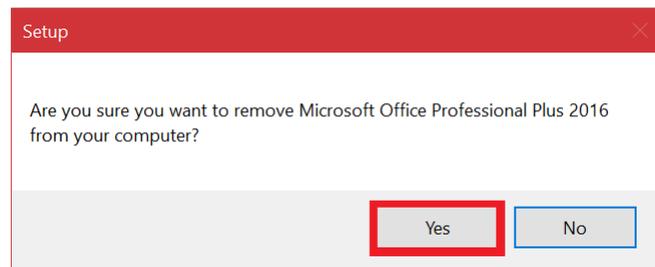
Once uninstalled, retry Steps 1-3 to install Office 365.

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6. When the Office 365 installer finishes, click **Close.** Open the Start menu and open any Office product (i.e., Word):
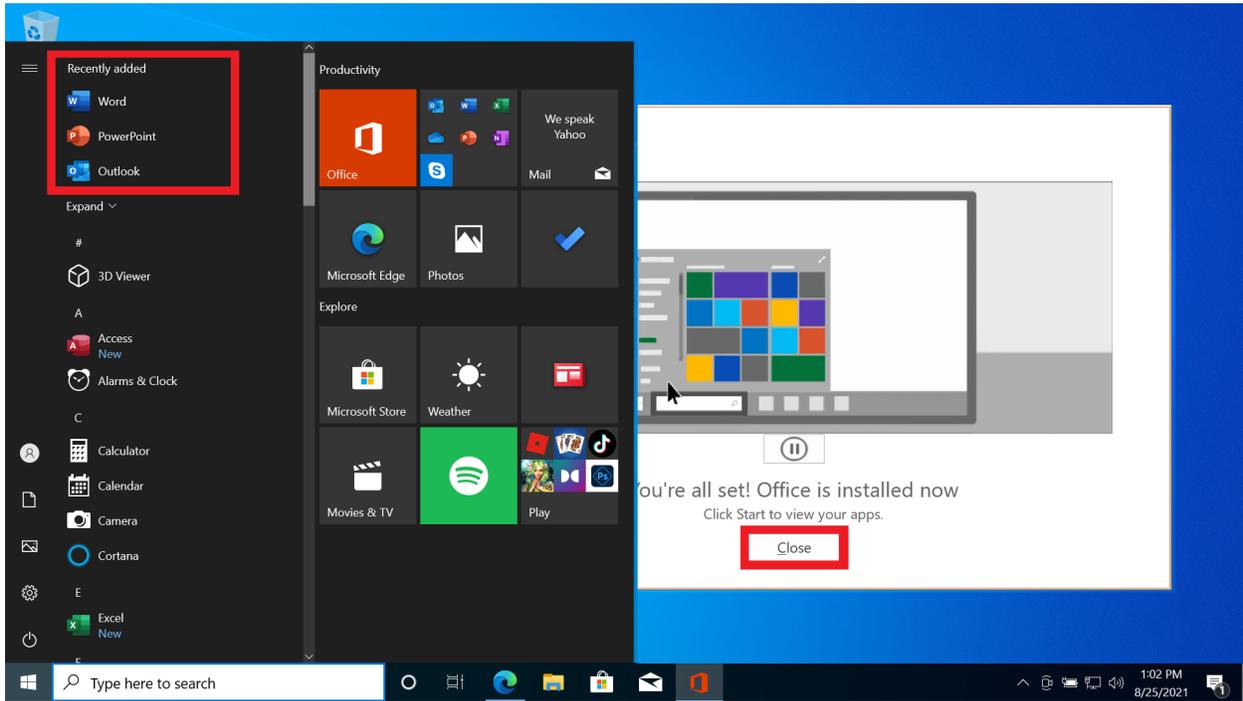
7. You will be prompted to sign in again with your Marist email and password:
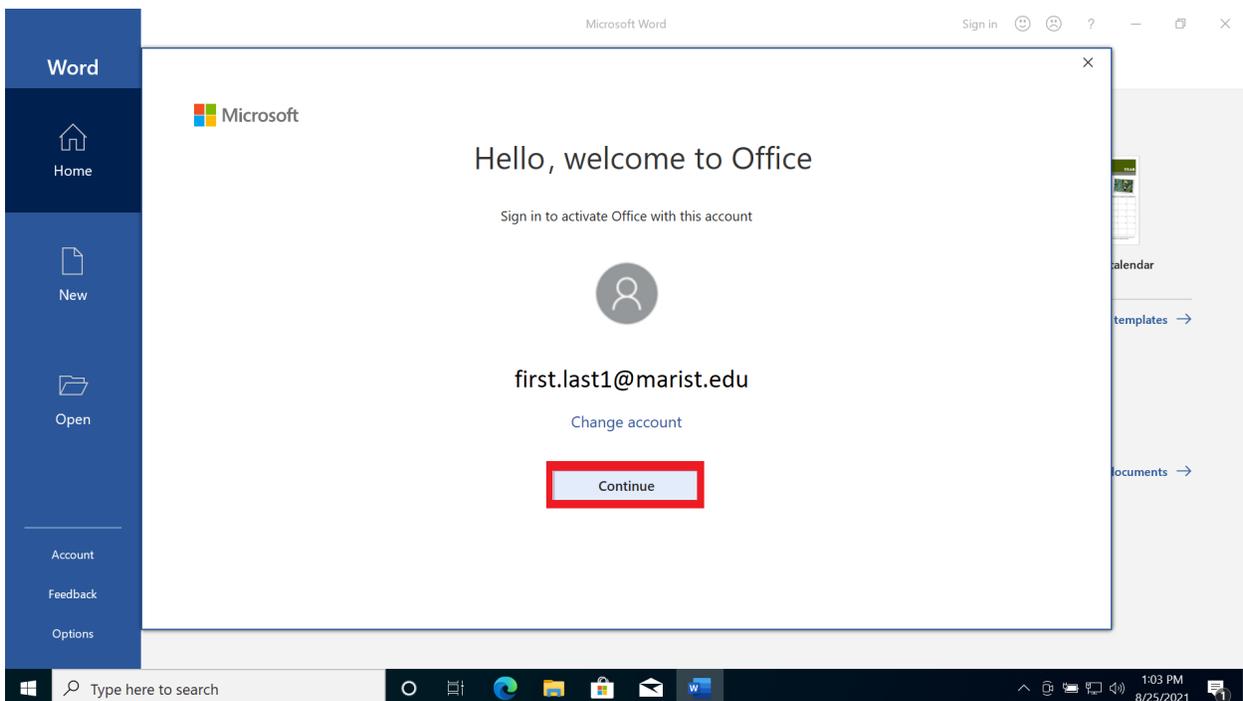
8. Finally, review and accept the license agreement to start using Microsoft Office 365.