Installing Office 365 Pro Plus on your home computer

1. Open any Internet browser (*except for Internet Explorer*)



- 2. In the address bar, type **portal.office.com**
- 3. Sign in using your school email address and password. If you're a student, be sure to use this format for your email address: **username@nbss.nbed.nb.ca**



4. The Office 365 homepage will open. Click the icon for your account at the top right of the screen. Then click on **My Account.**

Good afternoon			Search				My account	
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5. On the next screen, click **Install Office**. You will be prompted to save a small file to your computer.



6. **Open the file** that you downloaded and follow the onscreen instructions.

Just a few more steps		
Setup	Yes	Office
1 Click Open	2 Say "yes"	3 Stay online
Click the Setup file at the bottom of the screen.	Click Yes to start installing.	Downloading all of Office might take a while.
Close Need help installing?		