

## Downloading Microsoft Office

You can download the Microsoft Office Suite to all of your personal devices. Microsoft Office can be installed on a desktop, laptop, tablet, or a phone. Below are the instructions for downloading Microsoft Office.

### **Downloading Office on a desktop or laptop:**

1. Log on to your account by typing [www.office.com](http://www.office.com) into your browser.
2. Click on your initials in the top right corner of the app screen.
3. Click on **View Account** from the drop-down menu.
4. Click on **Office Apps** on the left side of your account screen.
5. At the top of this screen you can select your language and what OS you are using.
6. Click on Install Office and follow the screen prompts

### **Downloading Office on a tablet or phone:**

1. Log on to your account by typing [www.office.com](http://www.office.com) into your phone/tablet browser.
2. Click on your initials in the top right corner of the app screen.
3. Click on **View Account** from the drop-down menu.
4. Click on **Office Apps** on your account screen.
5. At the bottom of this screen you can select your platform (iOS, Android, Windows).
6. You will be directed to apps in the app store for download.

*Note: These steps can be skipped if you go straight to your app store and search Microsoft Office*

### **Points to Remember:**

- If you are unsure if your computer is 32 bit or 64 bit, you can click on the Start Menu, then click settings, then click System and About. On this screen, it will indicate if you are running a 32 bit or 64 bit operating system

When you are using the Microsoft Office products on your computer, it will prompt you for your username and password. This is your school username and password (username@nbss.nbed.nb.ca)

<https://www.youtube.com/watch?v=s3618-PNqI8&list=PLni1JlcV35kZFhjEduk0bd5GDm6DKSe5Z&index=3>