


How to download and install Microsoft Office 365 via the Online Portal

Microsoft Office 365 Online Portal

1. Open an internet browser (e.g. Internet Explorer, Firefox, Google Chrome, Safari, etc)
2. In the address bar type in <https://portal.microsoftonline.com>
3. You will be asked to enter your login information
 - User Name: **GUTECH EMAIL ID**
 - Password: **EMAIL PASSWORD**
4. You will be logged in to outlook webmail
5. Click the **Gear icon** () besides your name at the upper right hand corner
6. Click on Office 365 Settings
7. At the left pane click on **Software**
8. You are now logged in to the portal

Install the latest version of Office

1. On the left-hand menu, click **Office**
2. Choose the Language
3. Click **install** (**Choose 32 bit/ 64 bit based on your Operating system**)

Install Office

1. Click on **Install Office Professional Plus**
2. Choose the Language
3. Click **install**

software

Office

Lync

OneDrive

tools & add-ins

desktop setup

phone & tablet

Office

Install the latest version of Office

This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



Lync



InfoPath

Language:

English (United States)

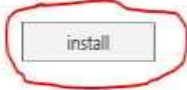
Version:

32-bit (recommended) [advanced](#)

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)

[Learn how to troubleshoot your Office installation](#)



Not ready to install the latest version of Office?

If your computer doesn't meet the system requirements for the latest version of Office or your language isn't supported yet, you can install the previous

[Install Office Professional Plus 2010](#)

[Install Office Professional Plus 2010 language packs](#)