

Introduction

This guide is to install Office 365 applications on a personal device at home. Each account can install Office 365 on up to five devices. This same method can also be used to update Microsoft Office on your work device if you have an out-of-date version installed.

Office 365 Click-To-Run is licensed by the account that is logged onto the device or (if using Microsoft Office at home) signed into an application such as Microsoft Word. This helps control the license(s) used when accessing the Microsoft Office applications.

Logging in to the Office 365 Portal

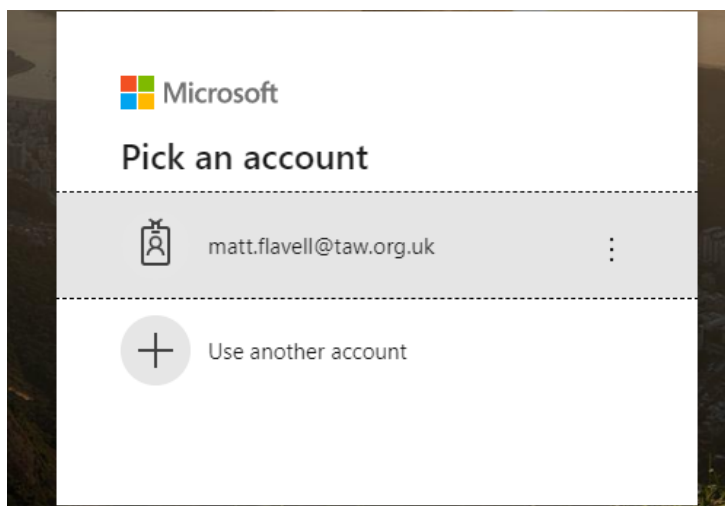
Firstly, access the Portal website; <https://portal.office365.com>

When prompted, enter your email address for your work account for example;

Your.Name@taw.org.uk

Followed by your password used to logon to your work device using your own account.

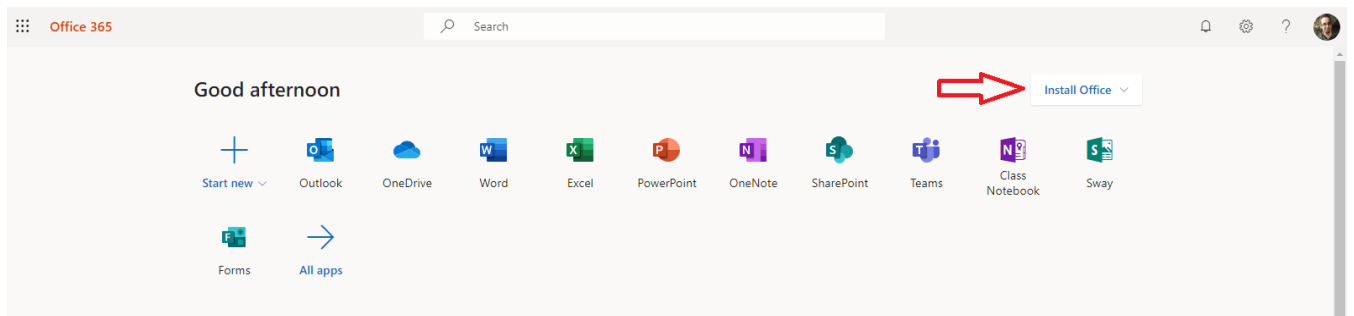
If you have accessed the Office 365 Portal website from your own device at home previously, you will be able to click on your email address as shown below.



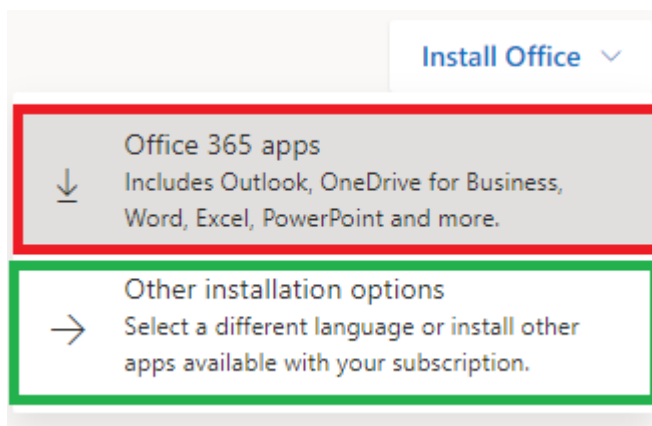
After selecting your email address as shown above, you will then be requested your password on the next screen.

The Office 365 Portal website

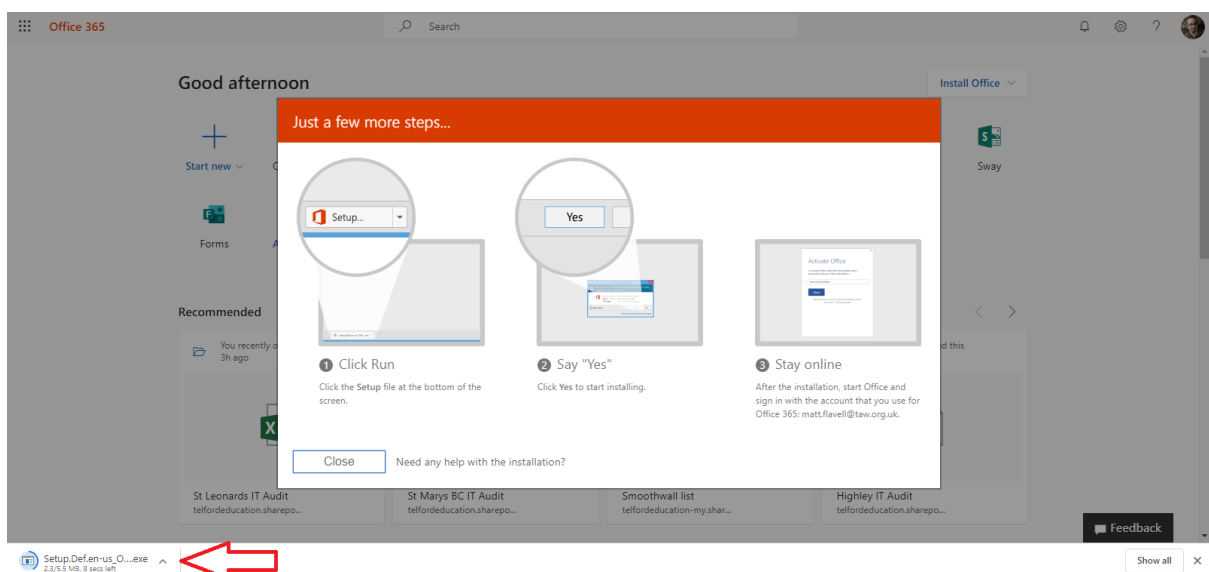
Once you have logged onto the Office 365 Portal website, you will be presented with a number of icons at the top of the web page. Above these icons, you will see **Install Office** as shown below.



After clicking on the **Install Office** button as shown above, you will then have the following options;

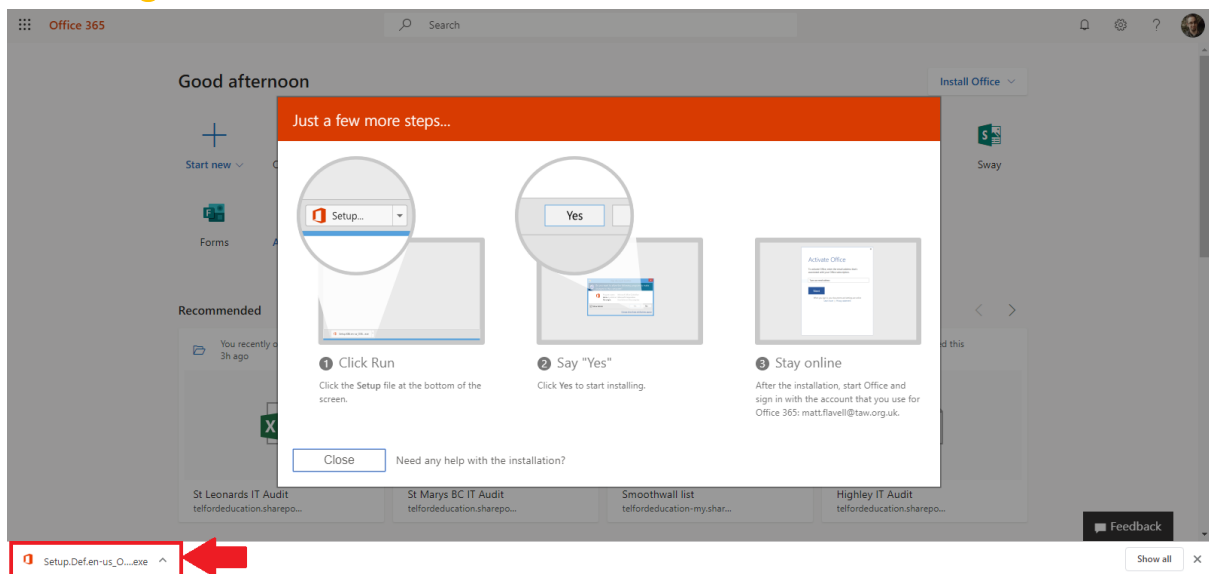


Office 365 apps (as highlighted red above) will download and allow you to install your standard Office 365 applications such as Microsoft Word, Excel, Outlook, PowerPoint etc.. If however, you need to download a different language with your Office 365, click on **Other installation options** (as highlighted green above).



Once you have chosen your options, the installation file will begin to download.

Installing Office 365

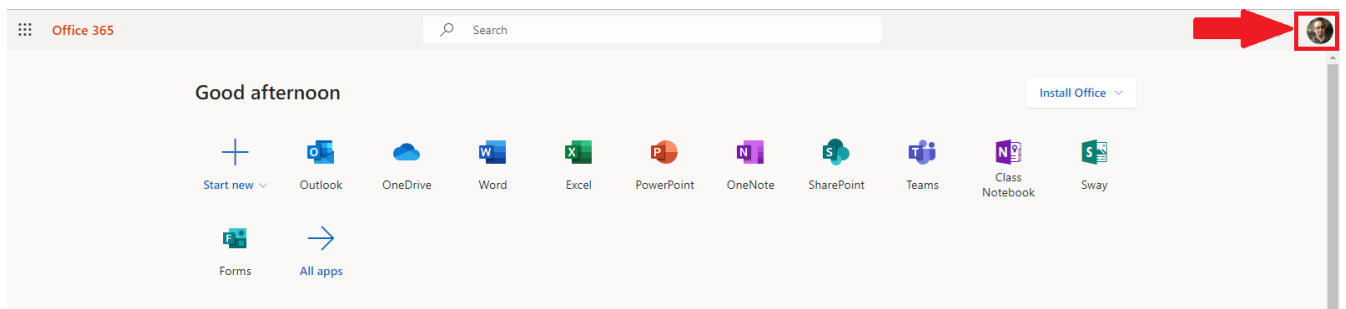


Once the file has downloaded, please click on the file shown in the bottom left of the screen (shown in the above screenshot) and follow the on-screen instructions to install Microsoft Office 365 on your device.

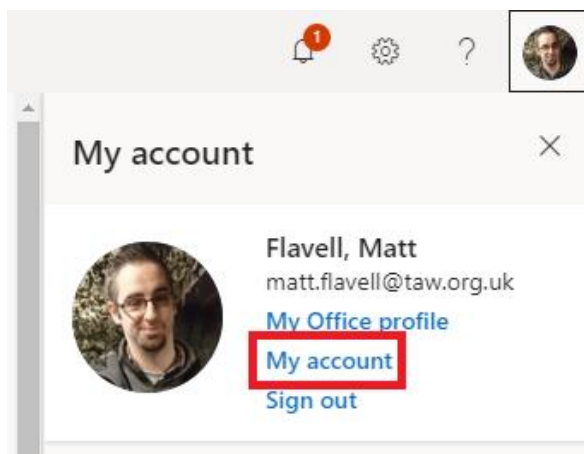
Please note: This installation will require internet access in order to download the installation files before installing Microsoft Office 365 on your device.

Removing a license assigned to a device

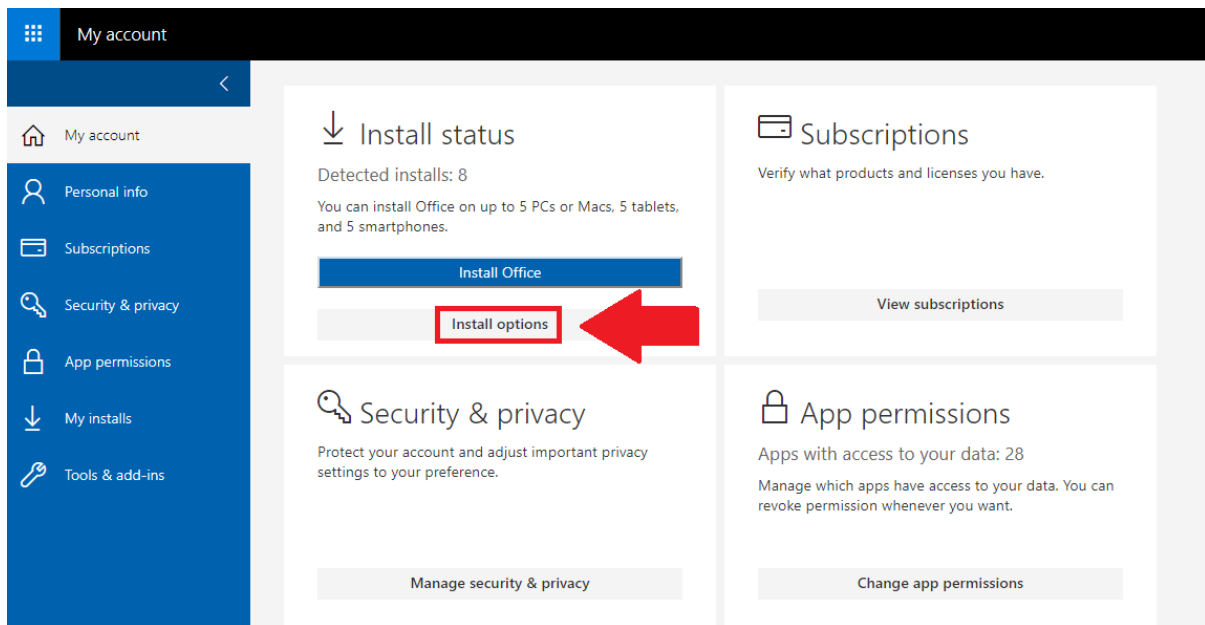
On the [Office 365 Portal](#) website, click on your image or initials in the top right of the screen.



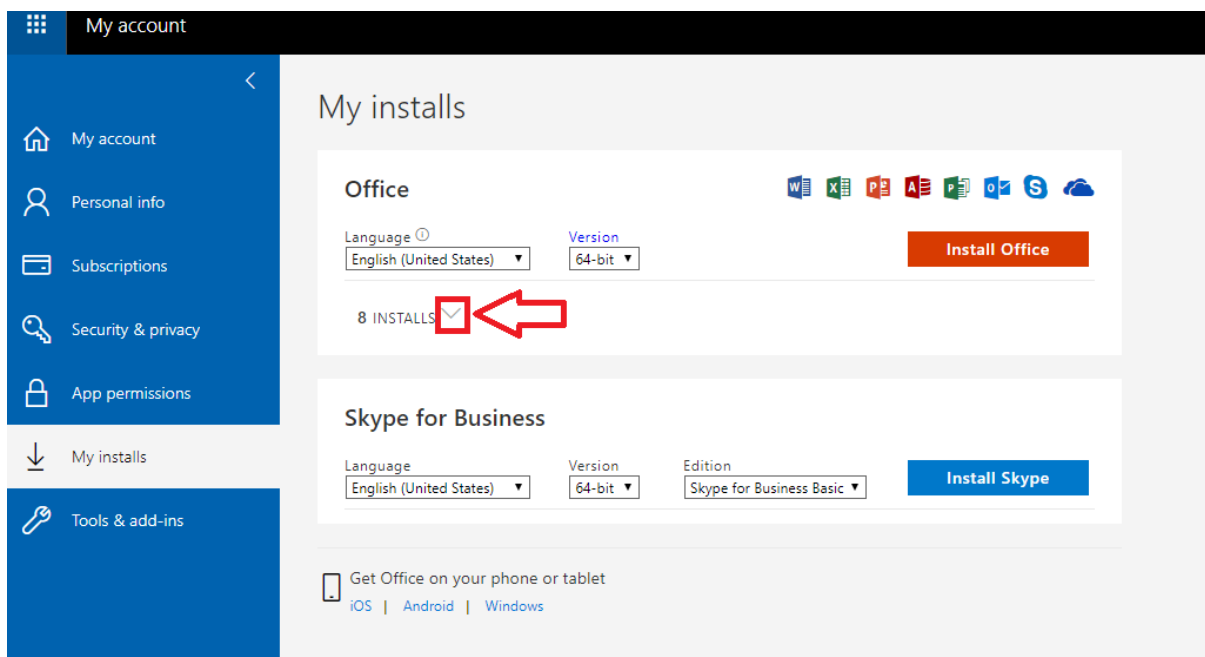
After clicking on your image/initials, click on **My Account** (as shown below).



On the next screen, click on **Install Options** as shown below.



Click on the arrow pointing down as shown below.



You will then be displayed the devices that you have installed or accessed Office 365 on previously. If you wish to deactivate the device, click on **Deactivate** for the device you wish to remove as shown in the screenshot below.

The screenshot shows the Office 365 management interface. At the top, there are icons for Word, Excel, PowerPoint, Access, Publisher, Outlook, Skype, and OneDrive. Below these are dropdown menus for 'Language' (set to English (United States)) and 'Version' (set to 64-bit), and an 'Install Office' button. A section titled '7 INSTALLS' with a refresh icon is followed by a table of devices. The table has three columns: 'DEVICES', 'INSTALLED ON', and 'DEACTIVATE'. The 'DEACTIVATE' column contains a dropdown menu with a 'Deactivate' link for each device. A red box highlights the 'DEACTIVATE' dropdown menu.

DEVICES	INSTALLED ON	DEACTIVATE
TAW007W73499 Microsoft Windows 10 Enterprise	29/05/2019	Deactivate
TAW007W998 Microsoft Windows 10 Enterprise	24/06/2019	Deactivate
TAWE503W068 Microsoft Windows 10 Enterprise	16/08/2019	Deactivate
TAWE503W070 Microsoft Windows 10 Enterprise	16/08/2019	Deactivate
TAWE503W099 Microsoft Windows 10 Enterprise	16/08/2019	Deactivate
TAWE503W111 Microsoft Windows 10 Enterprise	15/08/2019	Deactivate
TAWE503W112 Microsoft Windows 10 Enterprise	16/08/2019	Deactivate