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 This same method can also be used to update Microsoft Office on your work device if you have an out-of-date version installed.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.
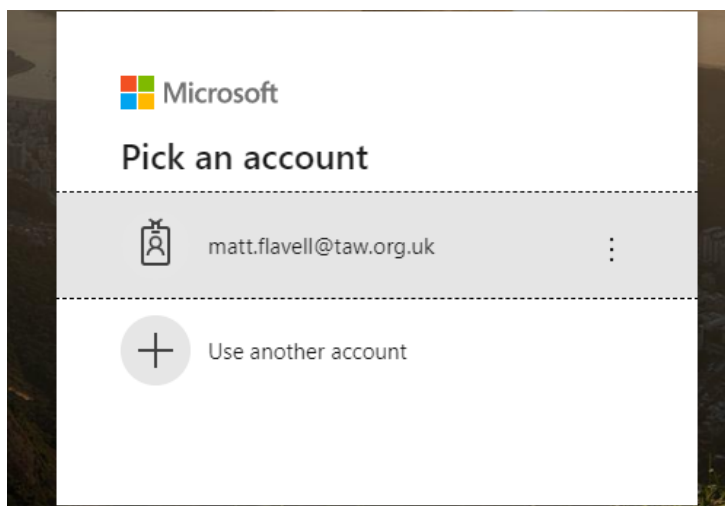
Logging in to the Office 365 Portal

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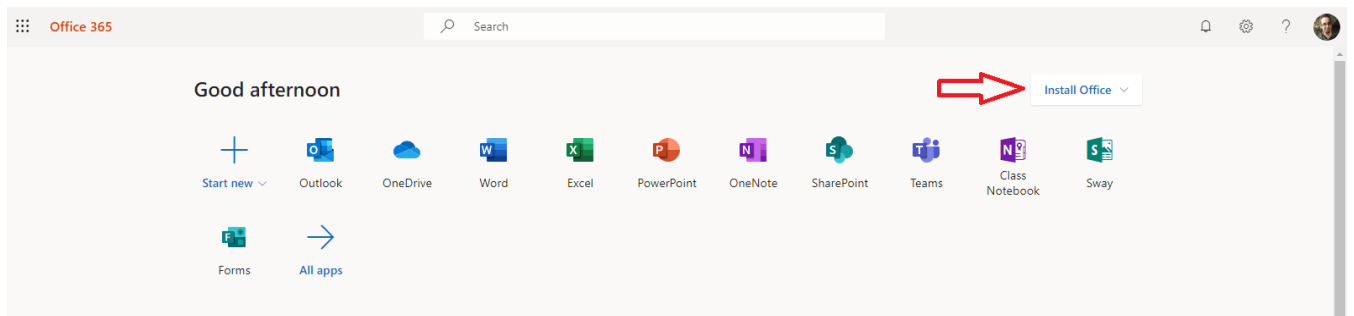Followed by your password used to logon to your work device using your own account.

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.
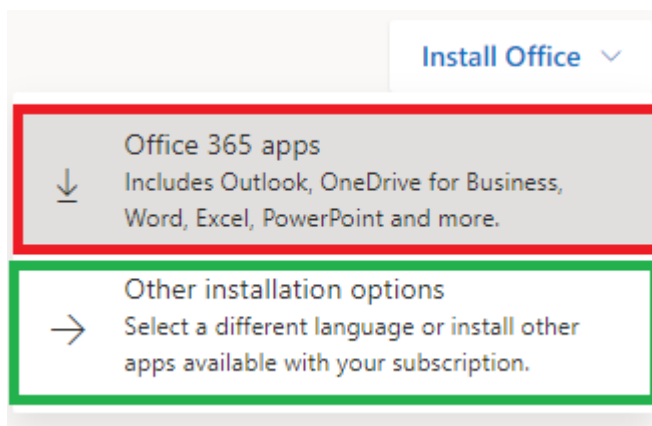

After selecting your email address as shown above, you will then be requested your password on the next screen.
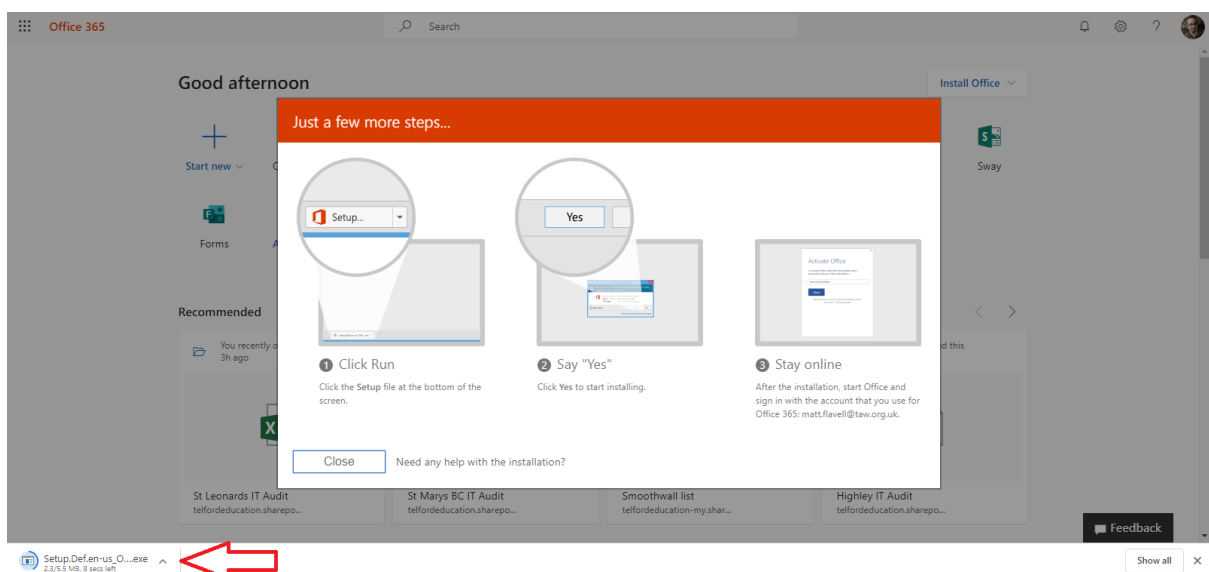
The Office 365 Portal website

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;
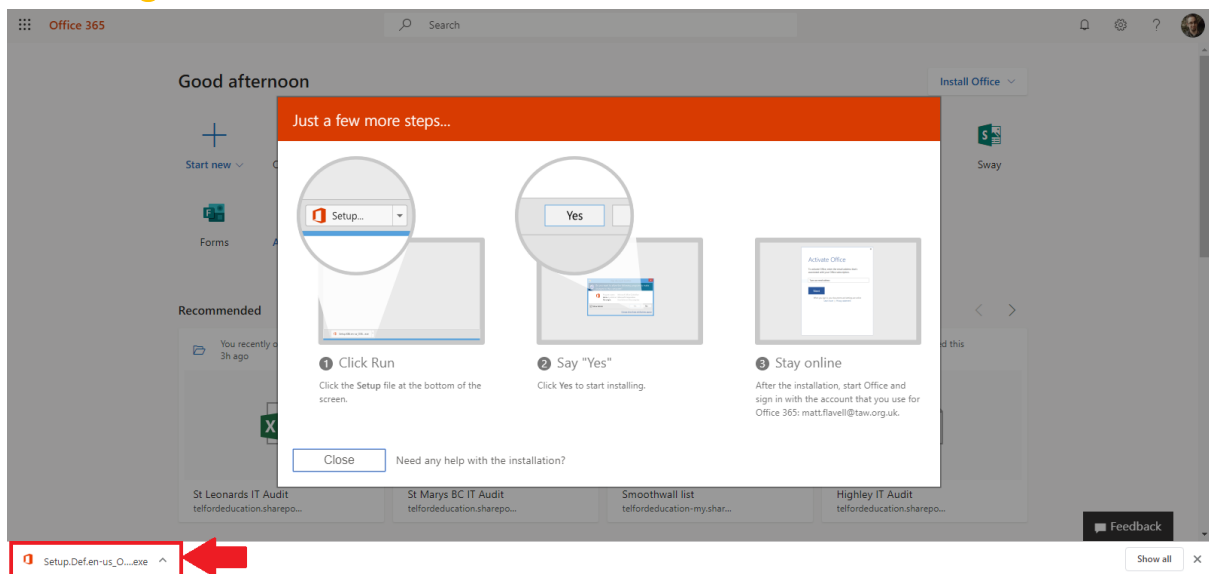

Office 365 apps (as highlighted red above) will download and allow you to install your standard Office 365 applications such as Microsoft Word, Excel, Outlook, PowerPoint etc.. If however, you need to download a different language with your Office 365, click on **Other installation options** (as highlighted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

Once you have chosen your options, the installation file will begin to download.
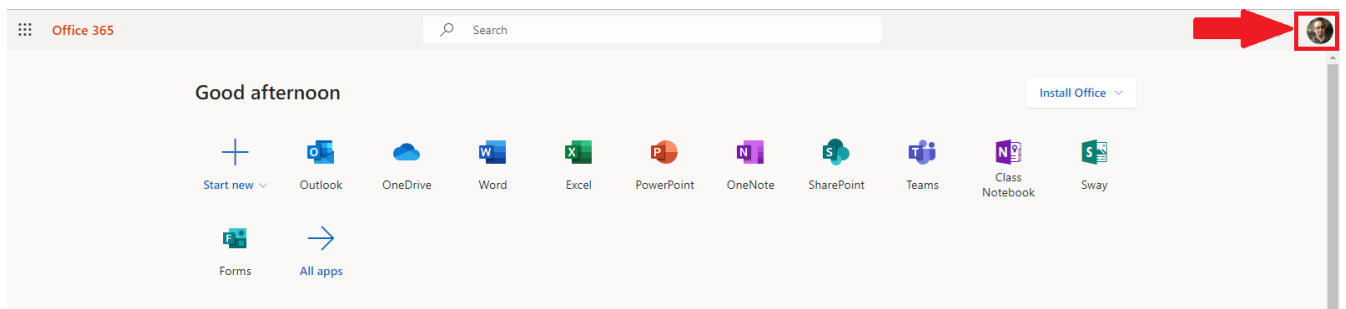
Installing Office 365

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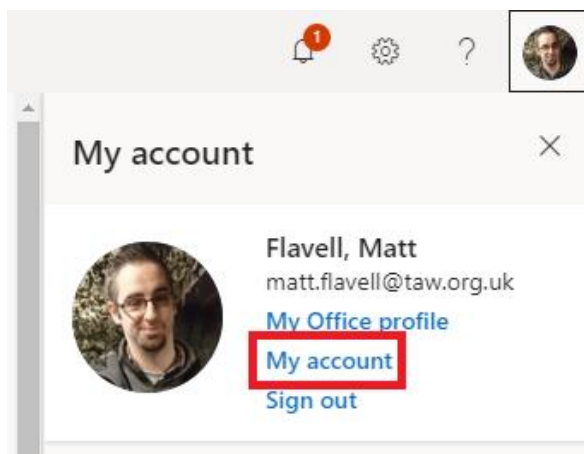
Please note: This installation will require internet access in order to download the installation files before installing Microsoft Office 365 on your device.
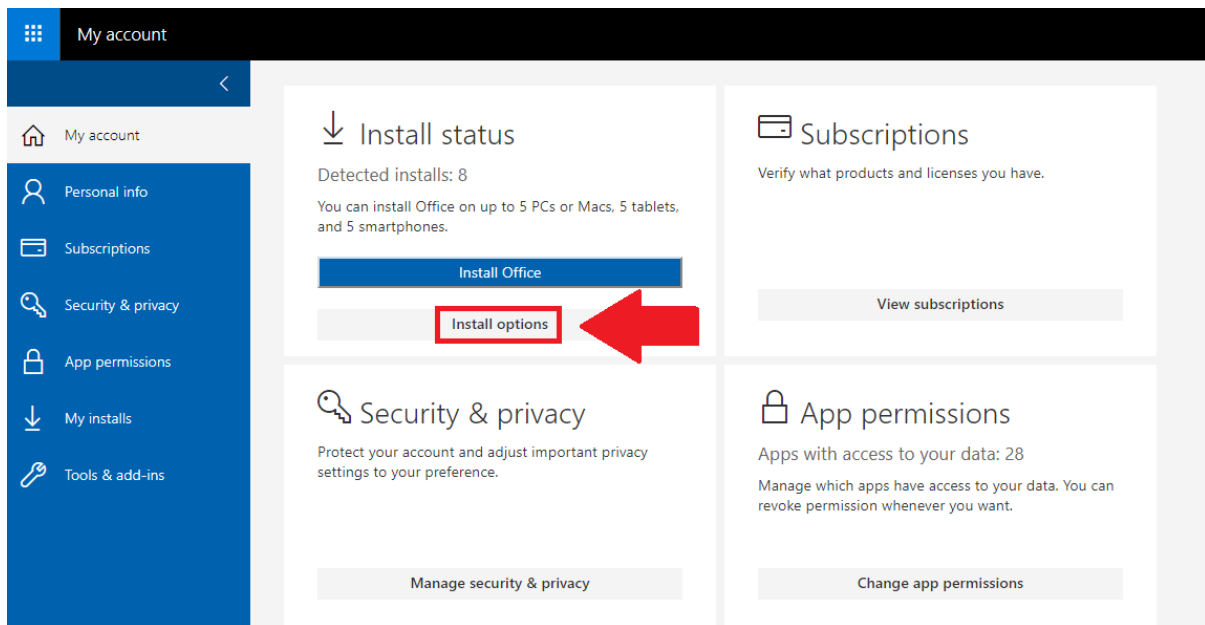
Removing a license assigned to a device

On the Office 365 Portal website, click on your image or initials in the top right of the screen.
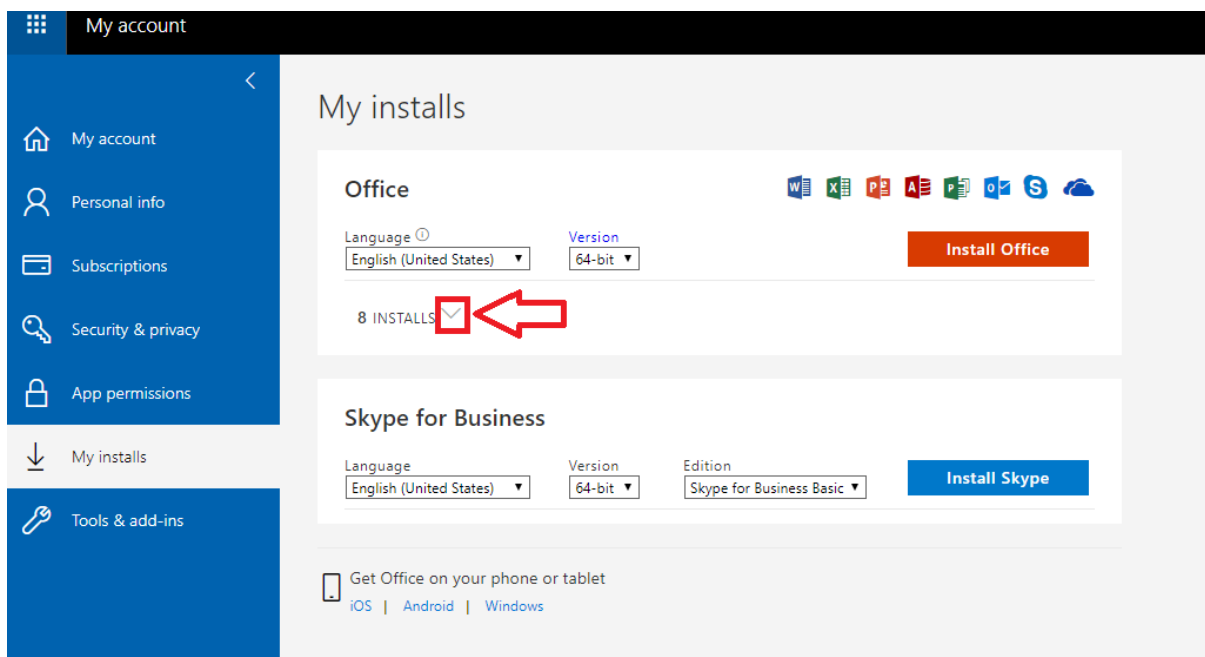

After clicking on your image/initials, click on **My Account** (as shown below).

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.