

# How to Access and Install Office 365

For questions or assistance, visit <https://itsupport.einsteinmed.org>

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Authored by Einstein IT

# How to Access and Install Office 365

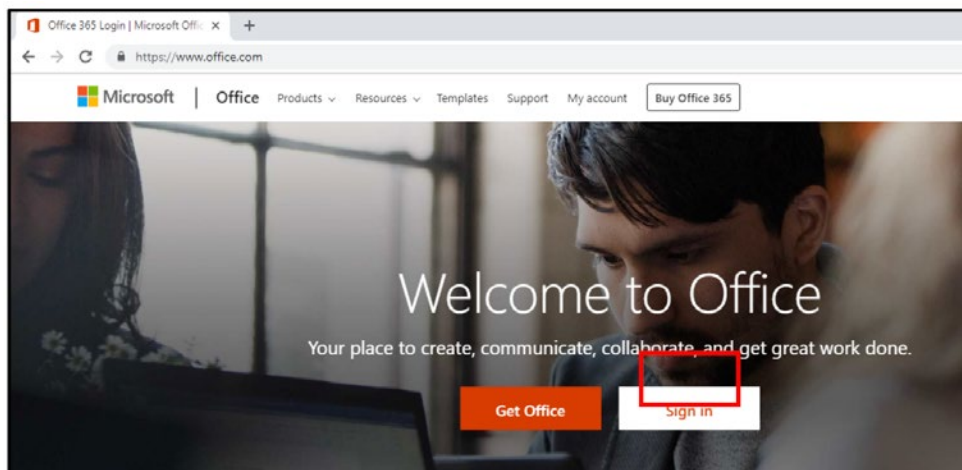
**Office 365** is a cloud-based service that integrates all Microsoft's online applications like Word, Excel, PowerPoint, OneDrive, OneNote, Outlook, Skype for Business and Microsoft Teams.

Follow the instructions in this document to access and install Microsoft Office 365 through a web browser from any device, including smart phones and tablets with an internet connection.

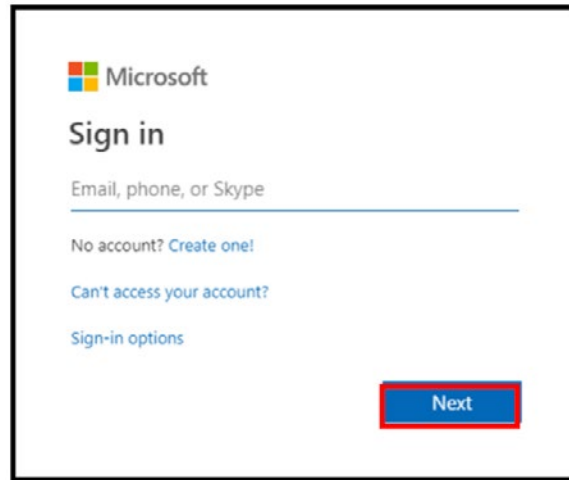
## Windows

### Steps to Access

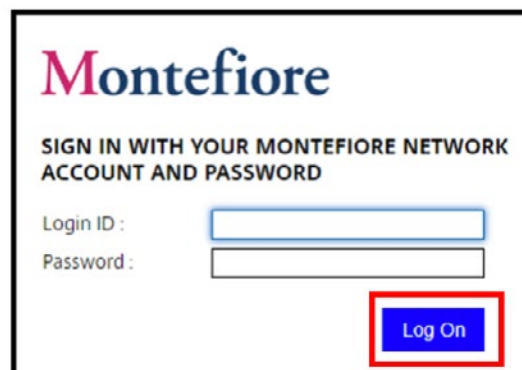
1. Copy the URL, <https://www.office.com/> and paste it on any web browser to access the Office 365 Login page
2. Click **Sign in**



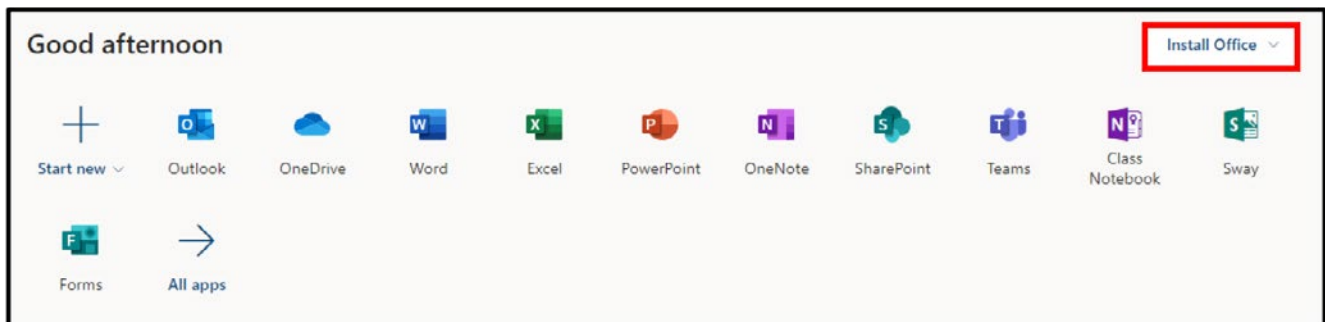
3. Type in your einsteinmed.org email address and click **Next**



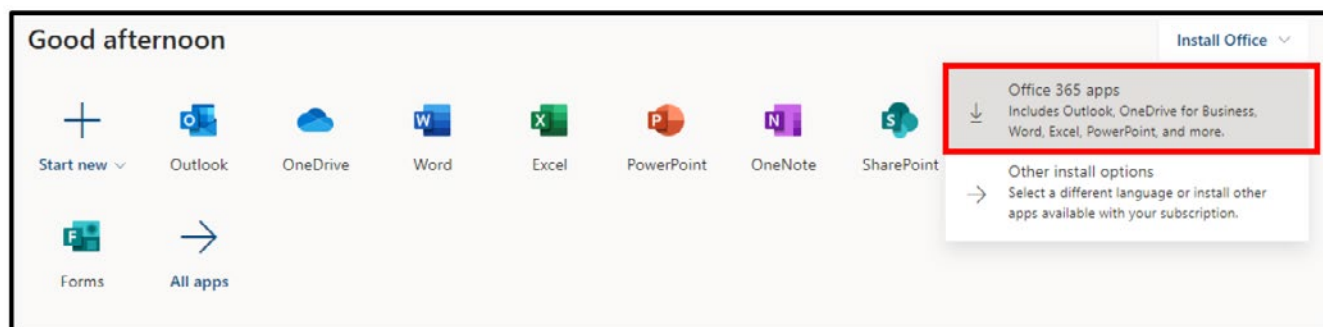
4. Type your Montefiore login credentials (Montefiore Active Directory) and click **Log On**



5. Click **Install Office**



6. Click **Office 365 apps** from the drop-down list to install all the applications displayed on the screen



An installation file downloads onto your device.

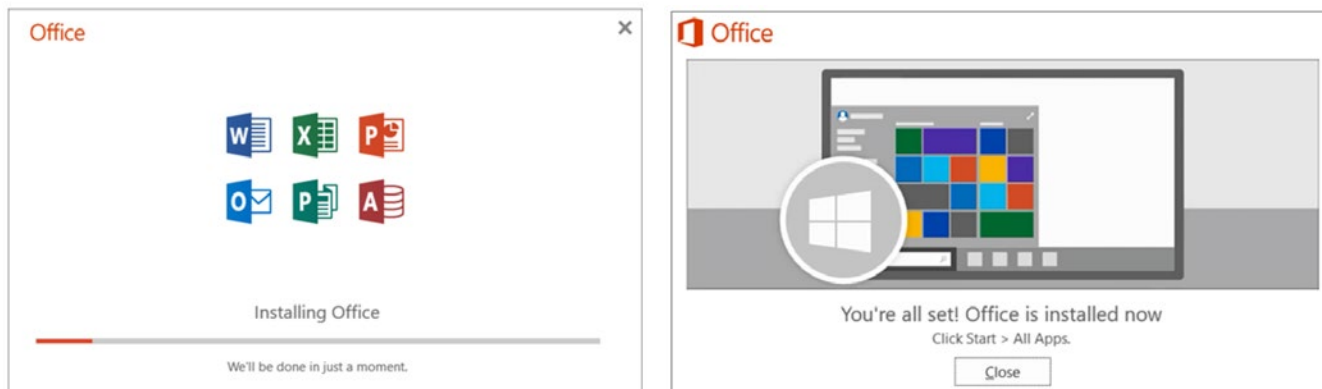
7. Click **Close**



- Access all Microsoft Office Apps by clicking each icon.
- You can install Microsoft Office apps that can be accessed offline on up to five devices. Please login at least once every 30 days to prevent your installed apps from being disabled.

## Steps to Install

1. Go to **Downloads** folder and right-click the downloaded file
2. Depending on your browser, select **Run** (in Edge or Internet Explorer), **Open** (in Chrome), or **Save File** and click on the downloaded file (in Firefox)
3. Click **Yes** when a window displays the message, **Do you want to allow this app to make changes to your device?**

On completion of installation, a message, **You're all set! Office is installed now**, is displayed.

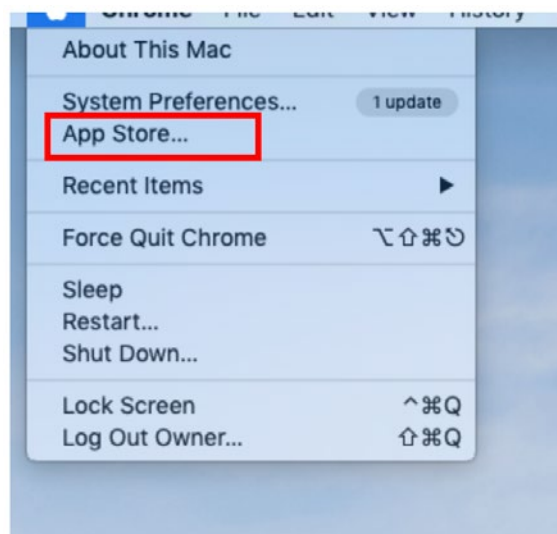


4. Click **Close**
5. To open an Office 365 app, click  Start and select the icon or click  Search and type the app name
6. Accept the license agreement when the Office 365 app opens Office 365 is activated and ready to use.

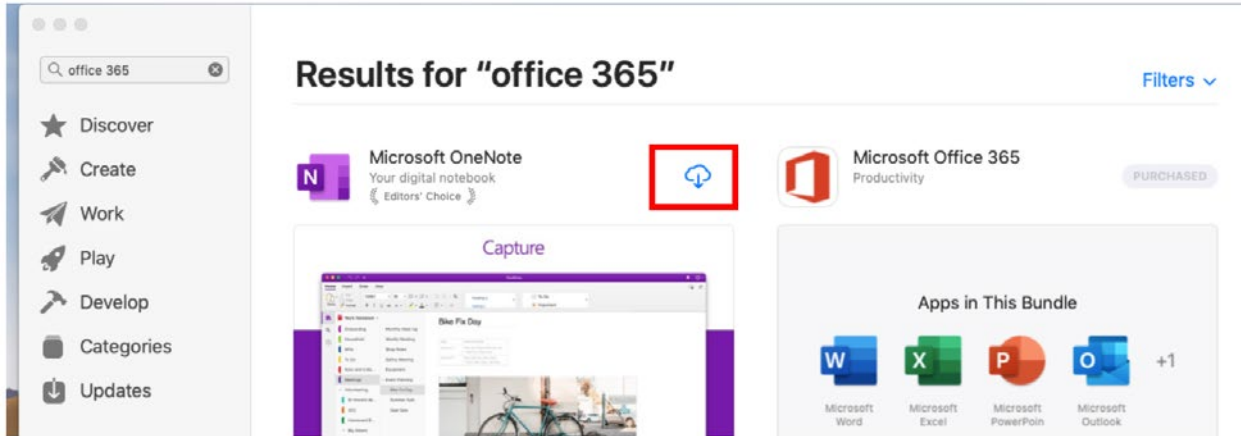
## Mac

### Steps to Access

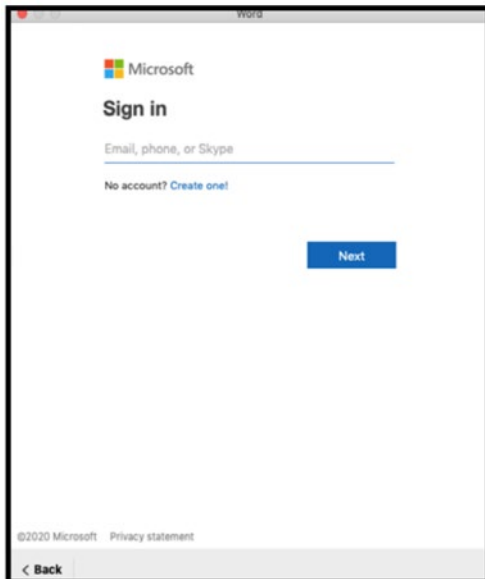
1. Click **App Store** and search Office 365



2. Select the Microsoft application and click the Install Download button



3. Download each Microsoft Office application
4. Sign into application with your *einsteinmed.org* email address to activate



All Microsoft Office 365 applications on the computers are now activated.