Access & Install Office 365

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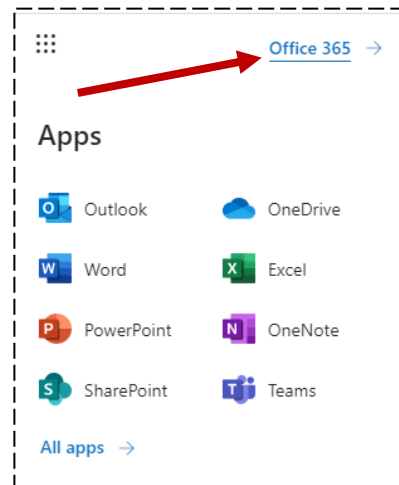
1. Login to HS Webmail and click the "**App Launcher**" icon [nine dots in square pattern] in the upper left corner of the Outlook window.

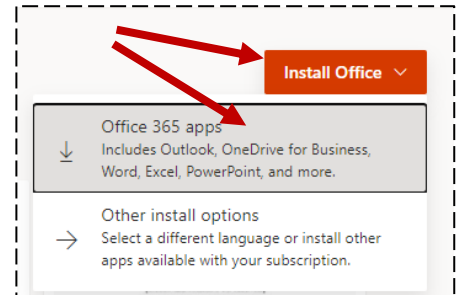2. In the Apps window on the left side of the screen, click the "**Office 365 →**" link.

3. To run any Office 365 application from the cloud right now, just click the associated icon in the left side column under the 'Office 365' heading.

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4. To install the Office 365 applications to your computer, click the orange "**Install Office**" button on the upper right-side of the Office 365 window.

5. Next click the gray "**Office 365 apps**" box

6. The next steps vary by which computer platform you're using – Windows or Mac. The "**OfficeSetup.exe**" (Win) OR "**Microsoft Office installer.pkg**"(Mac) file will be downloaded to your computer.

Windows computers:
Depending on your browser, click **Setup** (in Chrome), **Save File** (in Firefox), or select **Run** (in Edge or Internet Explorer).

If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?** Select **Yes** and the install begins.

Mac computers:
Once the download has completed, open **Finder**, go to **Downloads**, and double-click **Microsoft Office installer.pkg** file (the name might vary slightly).

Windows – Google Chrome example shown below:

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