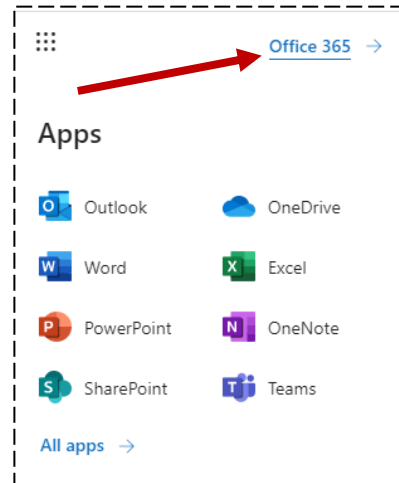


# Access & Install Office 365

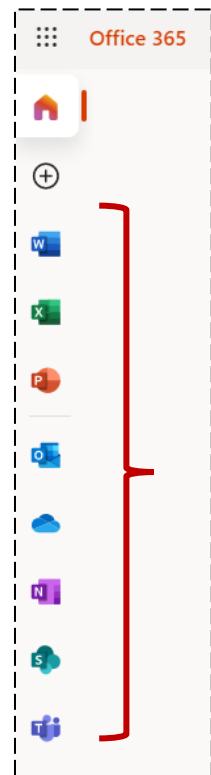
1. Login to [HS Webmail](#) and click the “App Launcher” icon [nine dots in square pattern] in the upper left corner of the Outlook window.



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

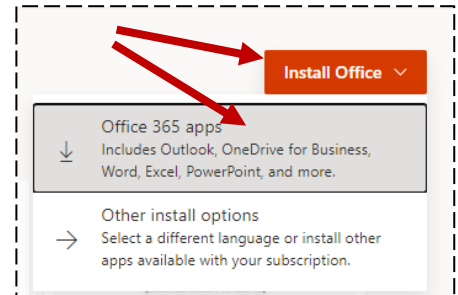


3. To run any Office 365 application from the cloud right now, just click the associated icon in the left side column under the ‘Office 365’ heading.



# Access & Install Office 365

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:*

