

## Installing Office 2019 on a PC (go to page 9 for a MAC install)

Use **Google Chrome** as your browser. Open Google Chrome.

### FIRST TIME DOWNLOAD and INSTALLATION

1. Go to <https://login.microsoftonline.com/> and enter the following information:

Username: Your Maricopa email address (i.e. **MEID@maricopa.edu**)

Password: Same password you use to log into your Maricopa email account

Click **Sign in**.



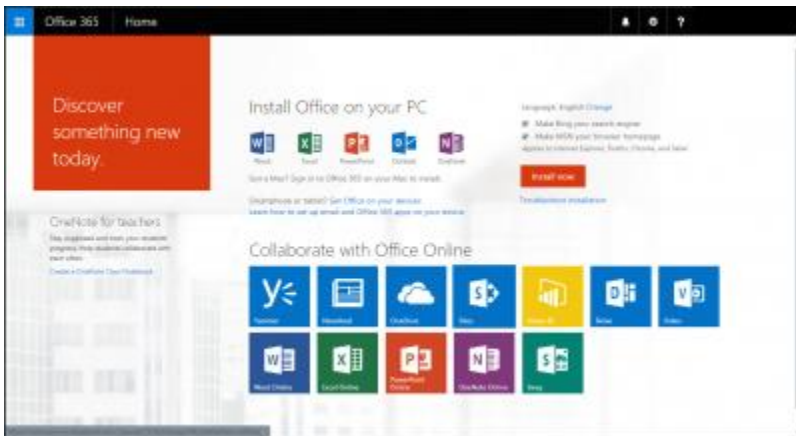
After entering your email address, you should be redirected to the Maricopa login page. Enter your MEID@maricopa.edu email address and password to continue.



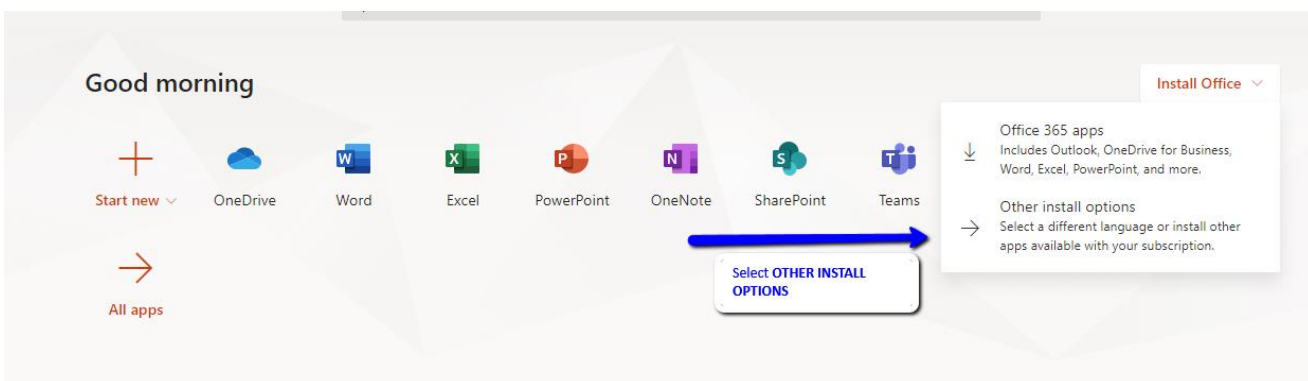
ONLINE VERSION-Although typically used to complete assignments, for this class, you **cannot use the online version when completing** Excel and Access assignments. The Office 365 software **must be downloaded** and **installed to your computer**. Use the following selection.

## DOWNLOADING and INSTALLING the FULL software – to include Microsoft Access -to your computer.

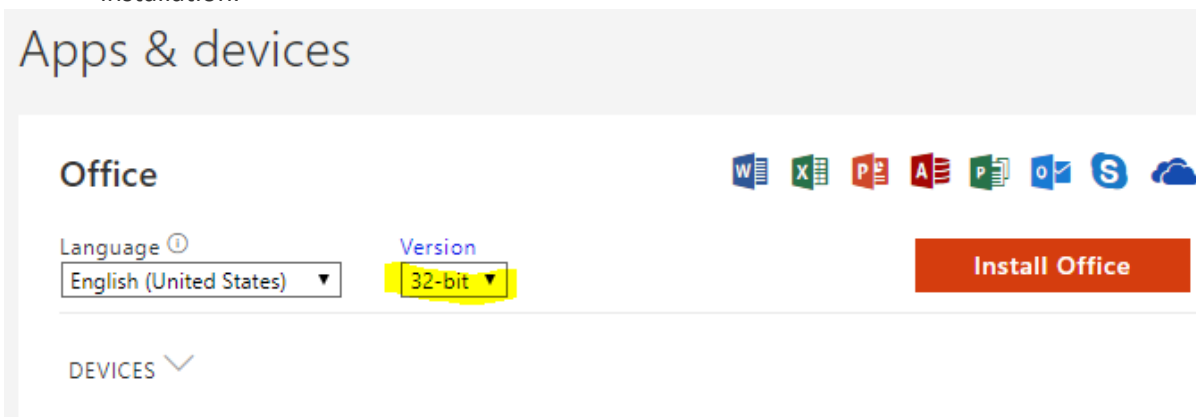
Note: When you see the following screen, for the online version, you would click on the tile(s) and open the program you want. This is not to be used for this class since this is the online version. Go to next step...Step 1 (Make sure you are on the computer you want to install office on)



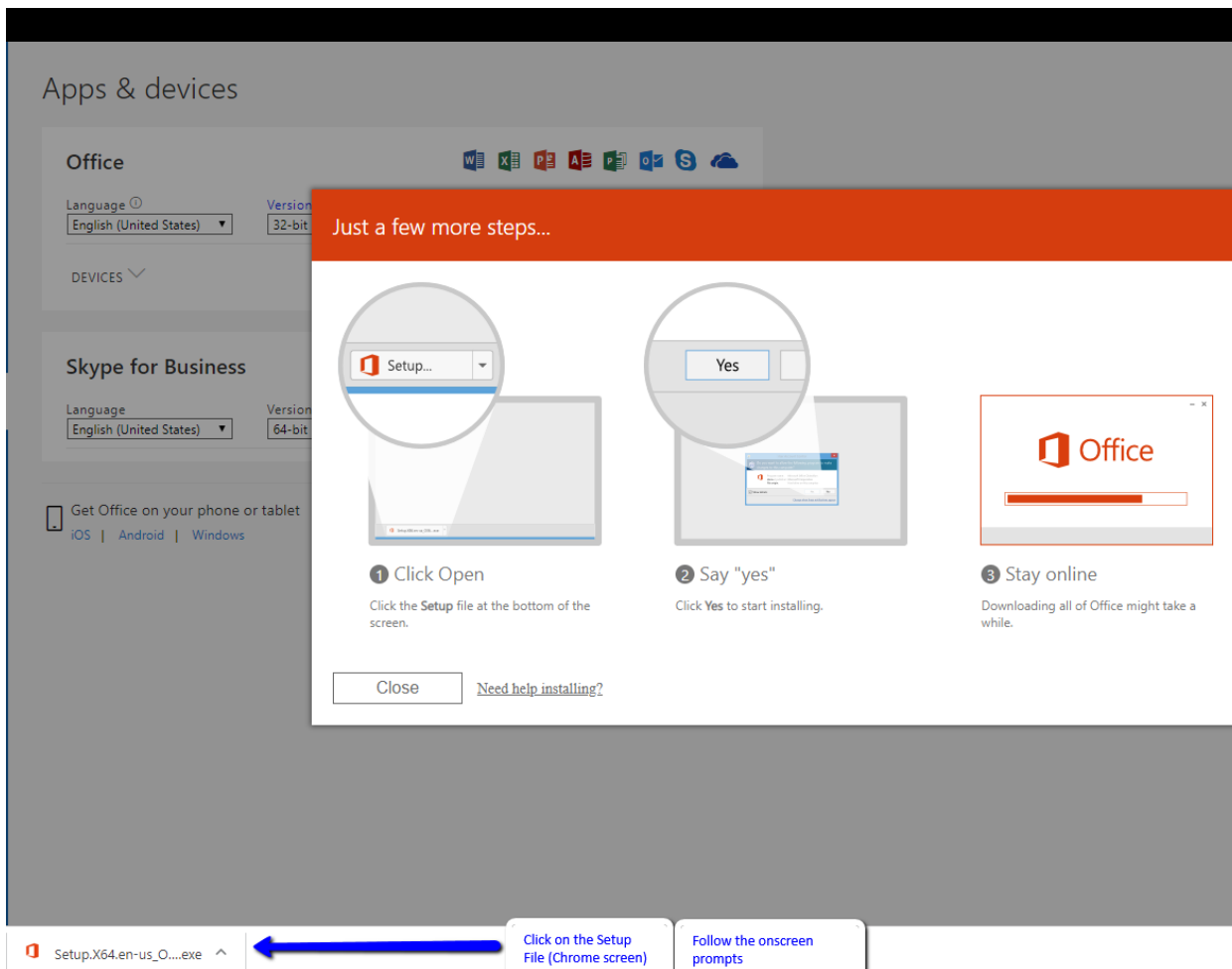
1. Select **Install Office** Drop down arrow > Select **“Other Install options”**



2. The following screen appears. **Select 32-bit.** If you select the 64-bit; however, it may require using an advanced installation.



Select **Install Office**. You may need to select your device. Follow the prompts as needed. The installation may take some time.



3. **Once installed, you will use your computer to open the software. To do this, simply select the icons installed on your desktop.** Do not go to the online website.

## Reinstall or installation on additional devices

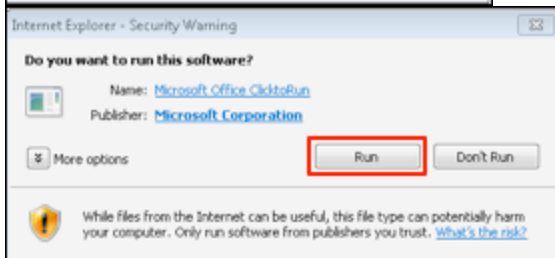
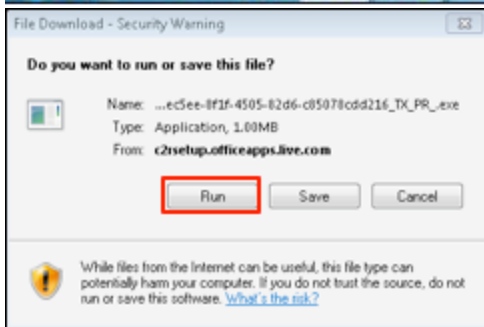
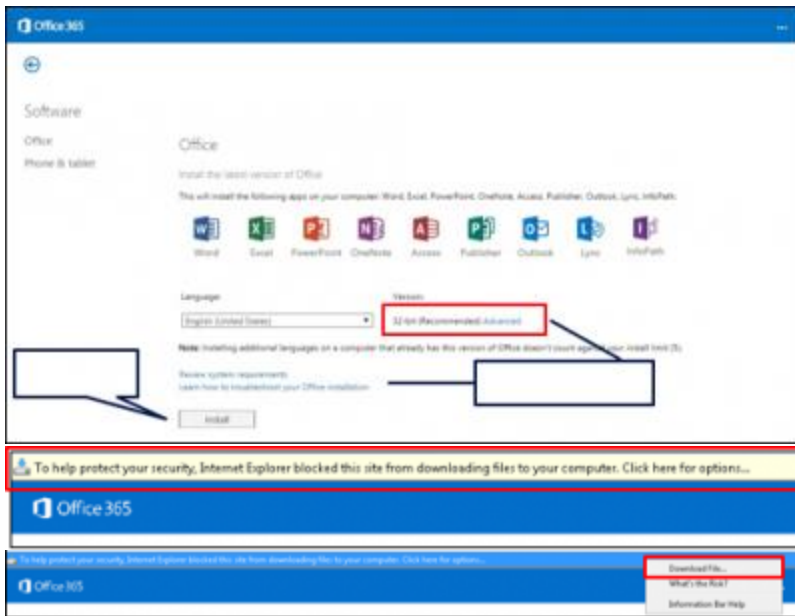
You will see this screen. Select the **"Install"** link under the heading **"Install Office on more devices."**



When you are redirected to the second screen, you may need to select the other device the program is to be installed.

**NOTE:** Microsoft highly recommends installing the 32-bit version, even if your computer is running a 64-bit version of Windows.

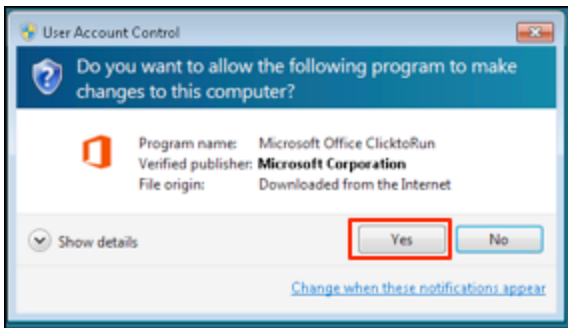
When you are ready to proceed with installation, click **Install**.



When asked if you want the program to make changes to the computer, select Yes.

**IMPORTANT:** Do not go offline or restart your computer until the installation is complete.

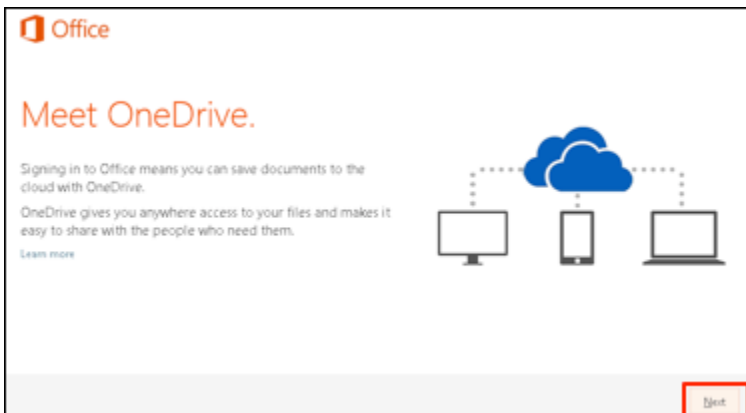
**NOTE:** If you are using Internet Explorer, you may need to click on the Office 365 icon in the bottom toolbar to proceed to the next step.



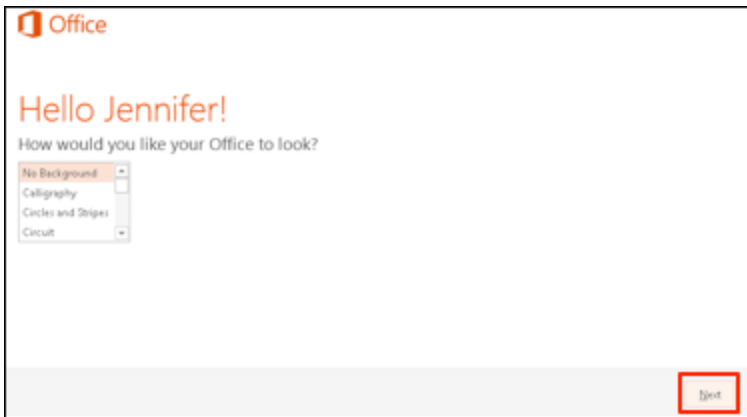
A message will appear, welcoming you to Office. Click **Next**.



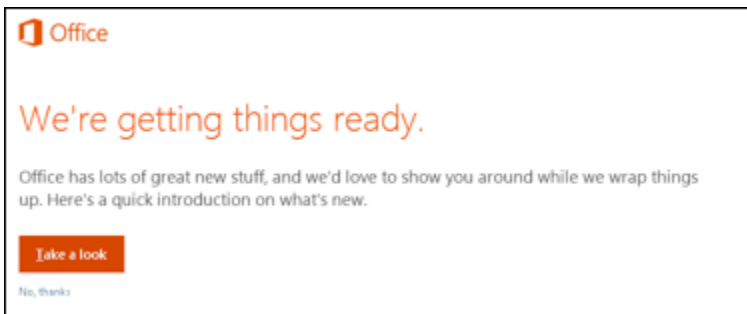
The next message introduces you to OneDrive. Click **Next**.



The next message allows you to specify the background. Select your preferred background and click **Next**.

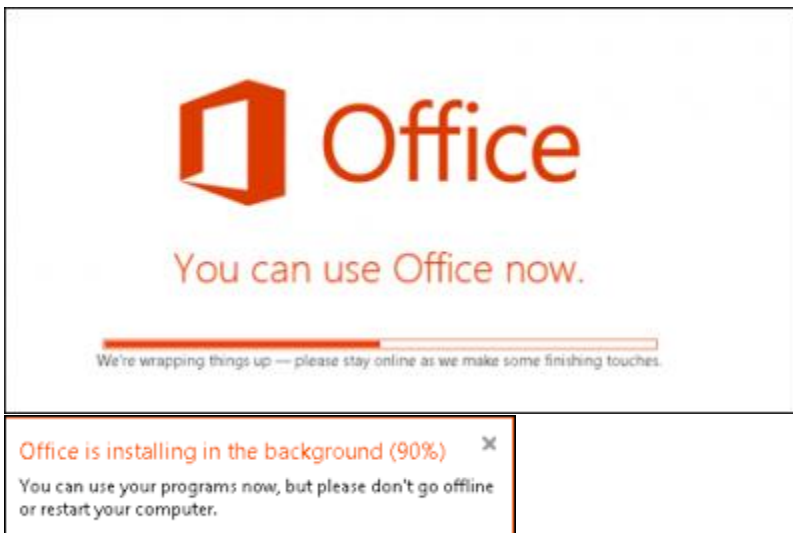


The next message allows you to view an introduction to Office. Select **Take a look** or **No, thanks** to proceed.

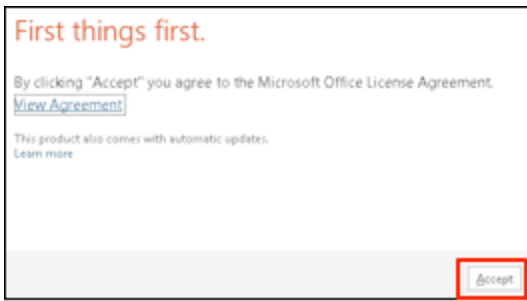


Next, you will reach a message stating that Microsoft is wrapping things up and to stay online.

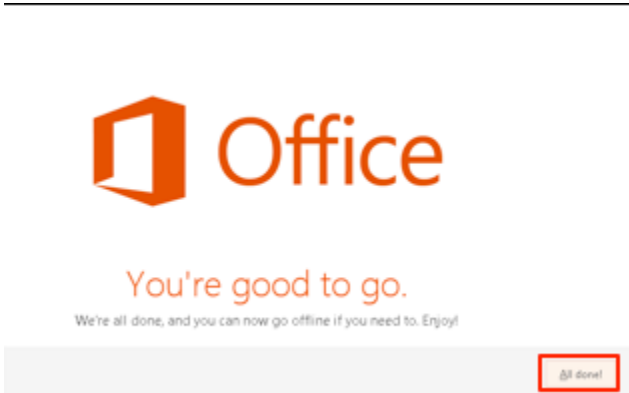
**NOTE:** There may also be a small box in the lower right side of your screen that displays the progress of the installation.



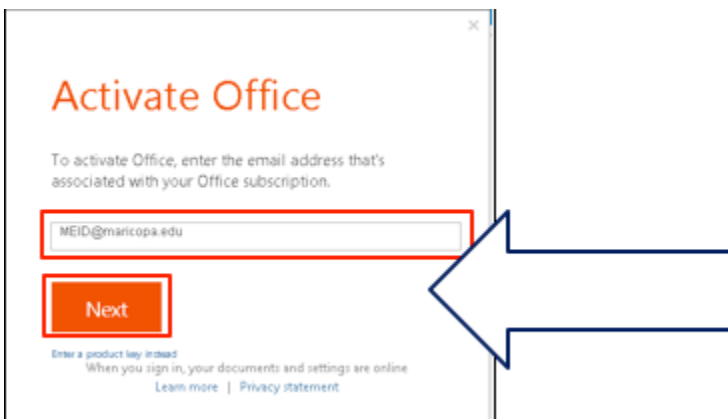
Next, you will need to accept the Microsoft Office License Agreement. After viewing the agreement, click **Accept**.



You will know the installation is complete when you reach the message stating that you're good to go. Click **All done!**



If an Activate Office window appears, type your Maricopa email address (i.e. MEID@maricopa.edu) in the email address field and click **Next**.



The Sign In screen will appear next. The User ID field will default to your Maricopa email address. Enter the password you use to log into your Maricopa email account and click **Sign in**.

## Sign In

User ID:

Password:

☒ Keep me signed in

Sign in

[Can't access your account?](#)

### Installing on a MAC

Go to <https://login.microsoftonline.com/> and enter the following information:

Username: Your Maricopa email address (i.e. *MEID@maricopa.edu*)

Password: Same password you use to log into your Maricopa email account

Click Sign in.

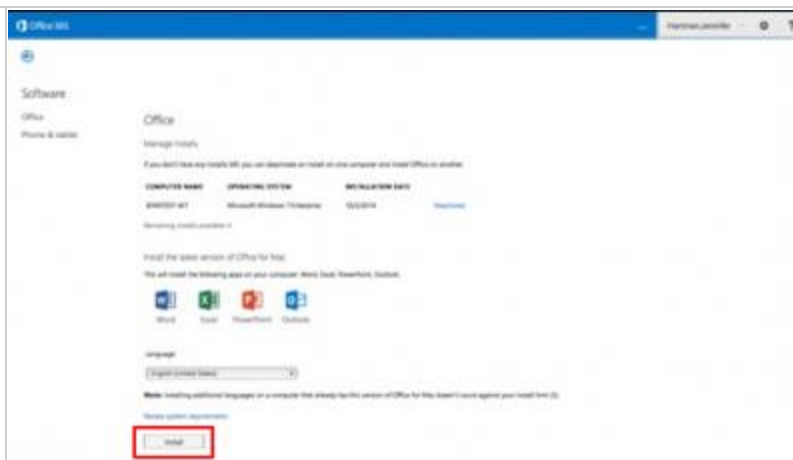


After entering your email address you should be redirected to the Maricopa login page. Enter your MEID@maricopa.edu email address and password to continue.

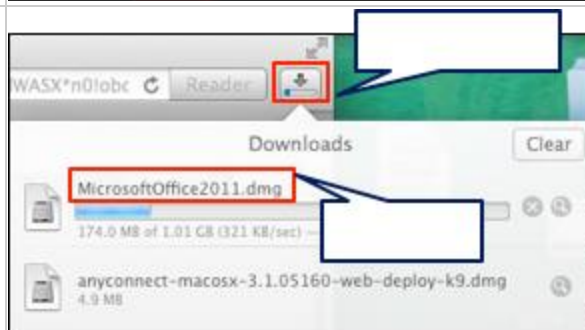




Click **Install**

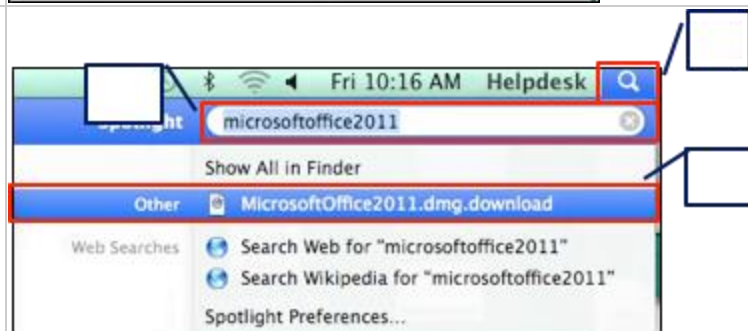


To view the progress of the installation, click on the **Downloads** icon in the far right of the Safari tool bar.

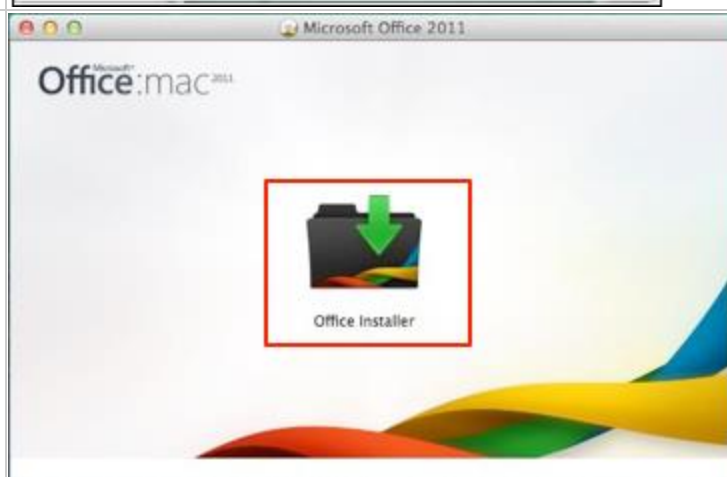


To locate the file, follow these steps:

- Click on the Search icon in the Mac toolbar.
- Type the file name into the search field.
- Double click on the file.



Double Click on the Office Installer icon.



This brings you to the Office for Mac Installer. Click **Continue**.



The Software License Agreement will appear. Click **Continue**.



A message stating that you must agree to the terms of the software license agreement will appear. Click **Agree**.



Click **Install**.



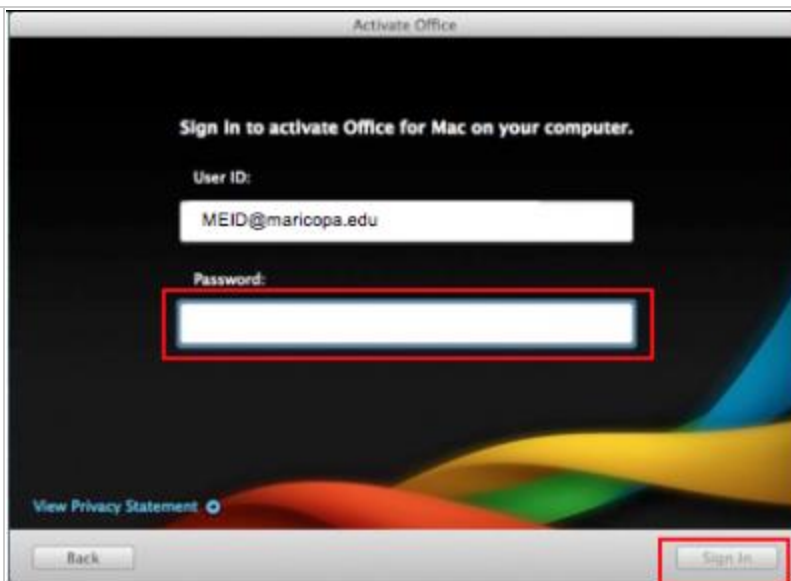
Now the Welcome to Office: Mac message will display. Click **Sign in to an existing Office 365 subscription**.



Type your Maricopa email address (i.e. MEID@maricopa.edu) in the field and click **Next**.



Enter your password and click **Sign In**.



The Settings options will display. Choose the option that you would like and click **Continue**.



Answer questions regarding Mac updates and the Customer Experience Improvement Program. It is recommended that you select Yes to have updates download periodically. Click **Continue**.



The Congratulations window will appear.  
Click **Done**.

