

# GAEC INSTALLATION MANUAL



HOW TO DOWNLOAD AND  
INSTALL MICROSOFT 365 OR  
OFFICE 2021 ON YOUR PC

# Download and install or reinstall Microsoft 365 or Office 2021 on your PC.

Before you begin, make sure your PC or Mac meets the [system requirements](#).

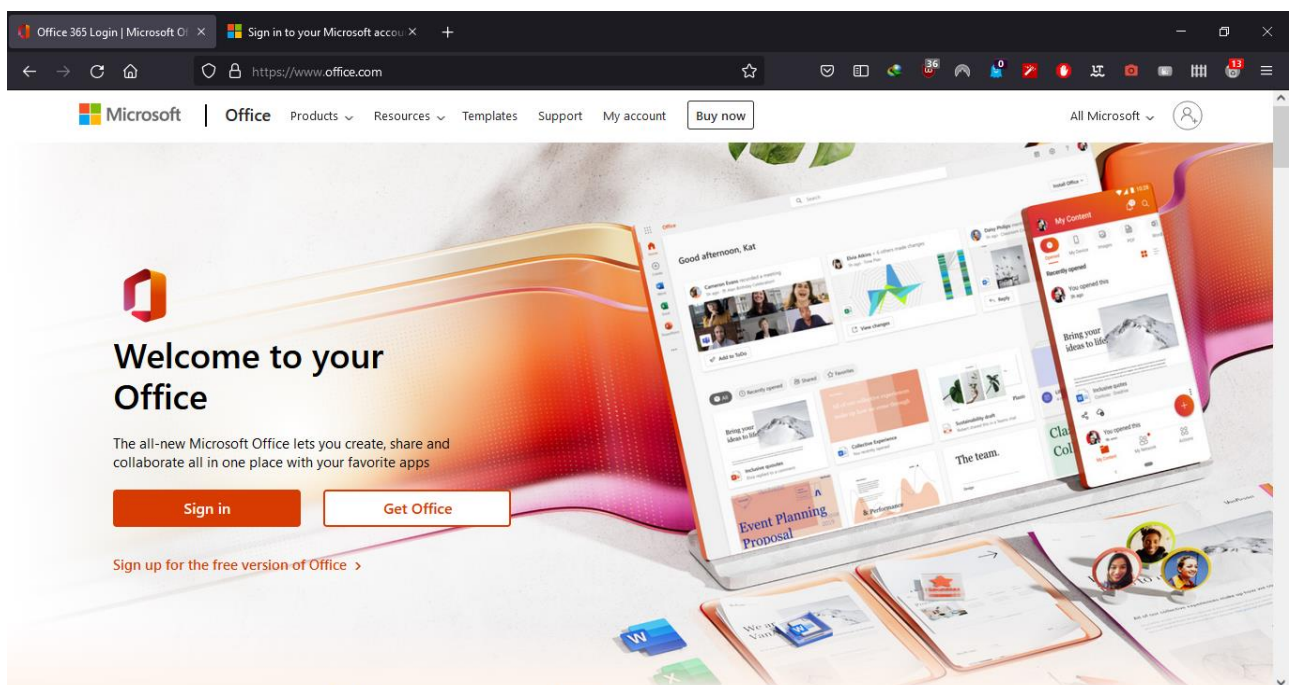
If you are reinstalling Office, you have already redeemed a product key, or you are installing Office at work or school and know you have a license, then go to the section “**sign in to download and install Office.**”

However, if this is the first time you're installing Office, you may have some pre-installation steps to do first. Expand the **Learn more** section below for more info.

## Sign in to download and install Office

### Sign in to download Office

1. Go to [www.office.com](http://www.office.com) and if you're not already signed in, select **Sign in**.



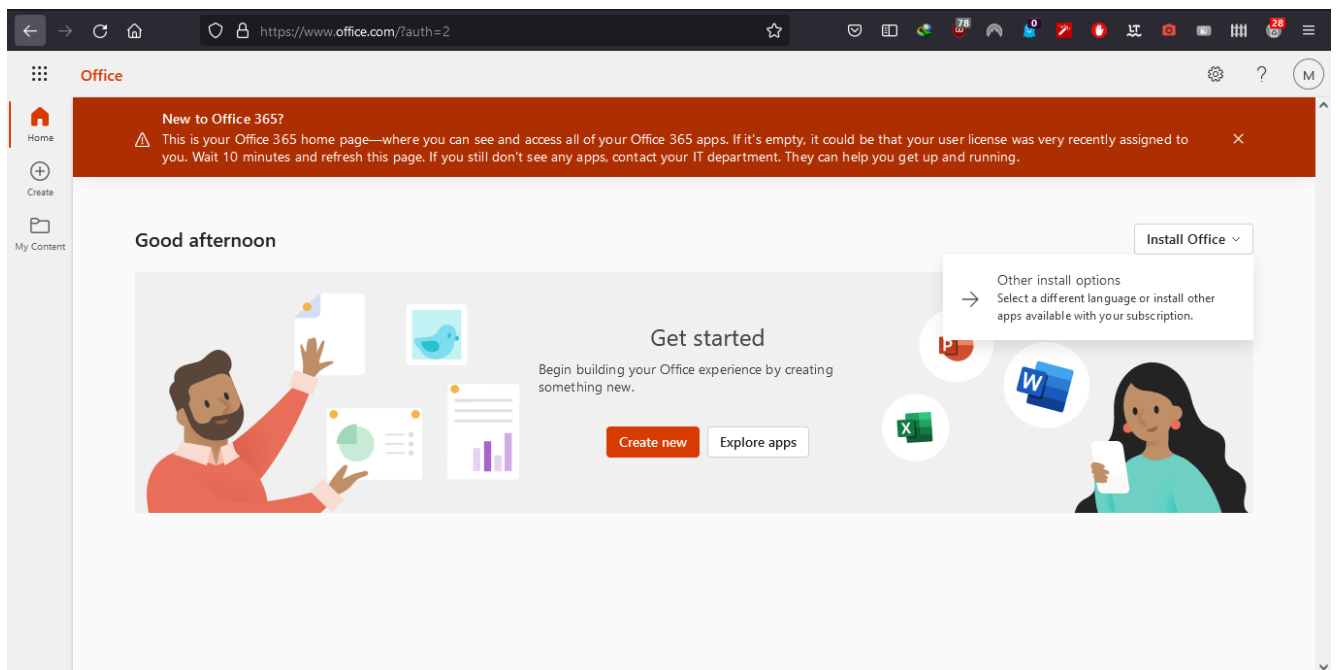
**Note:** Sign in with the account you associated with this version of Office. This account can be a Microsoft account or your GAEC email.

2. After signing in, follow the steps that match the type of account you signed in with.

### **You signed in with a Microsoft account**

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- a. From the Office home page select **Install Office**.



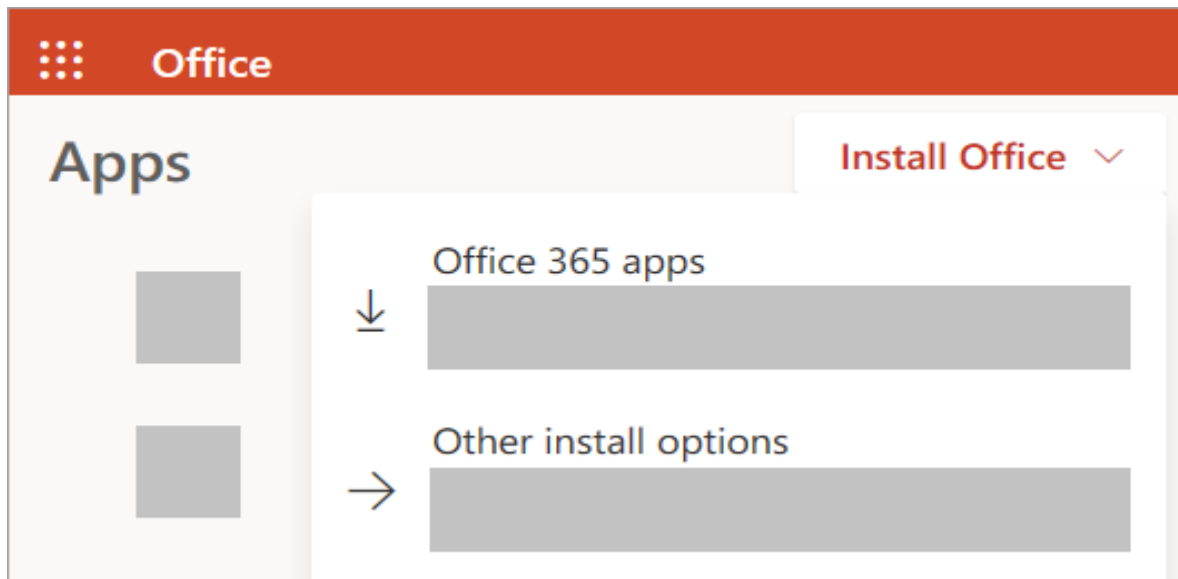
**NOTE: ALL UNLICENSED(CRACKED) INSTALLED VERSIONS OF MICROSOFT OFFICE SUITE (2003,2007,2010,2013,2016,2019,2021, OFFICE 365) MUST BE UNINSTALLED BEFORE THE NEW OFFICE 365 IS INSTALLED.**

- b. Select **Install** (or depending on your version, **Install Office**>).

### **You signed in with a work account**

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- c. From the home page select **Install Office** (If you get a different start page, go to [aka.ms/office-install](https://aka.ms/office-install).)



- d. Select **Office 365 apps** to begin the installation.

The 64-bit version is installed by default unless Office detects you already have a 32-bit version of Office (or a stand-alone Office app such as Project or Visio) installed. In this case, the 32-bit version of Office will be installed instead.

To change from a [32-bit version to a 64-bit version](#) or vice versa, you need to uninstall Office first (including any stand-alone Office apps you have such as Project or Visio). Once the uninstall is complete, sign in again to [www.office.com](http://www.office.com) and select **Other install options**, choose the language and version you want (64 or 32-bit), and then select **Install**. (See [Install Visio](#) or [Install Project](#) if you need to reinstall those stand-alone apps.)

3. This completes the download of Office to your device. To complete the installation, follow the prompts in the "Install Office" section below.

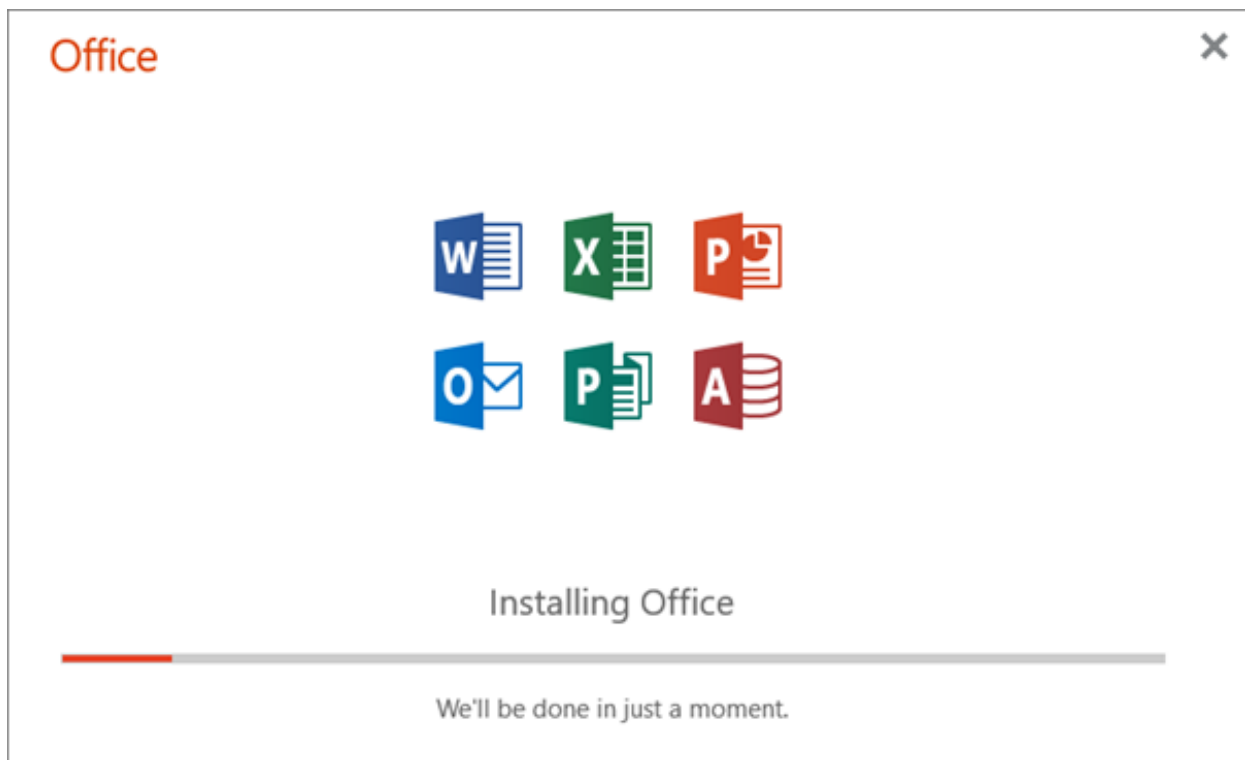
**Tip: Don't see an install option after signing in?** There could be an issue with your account.

## Install Office

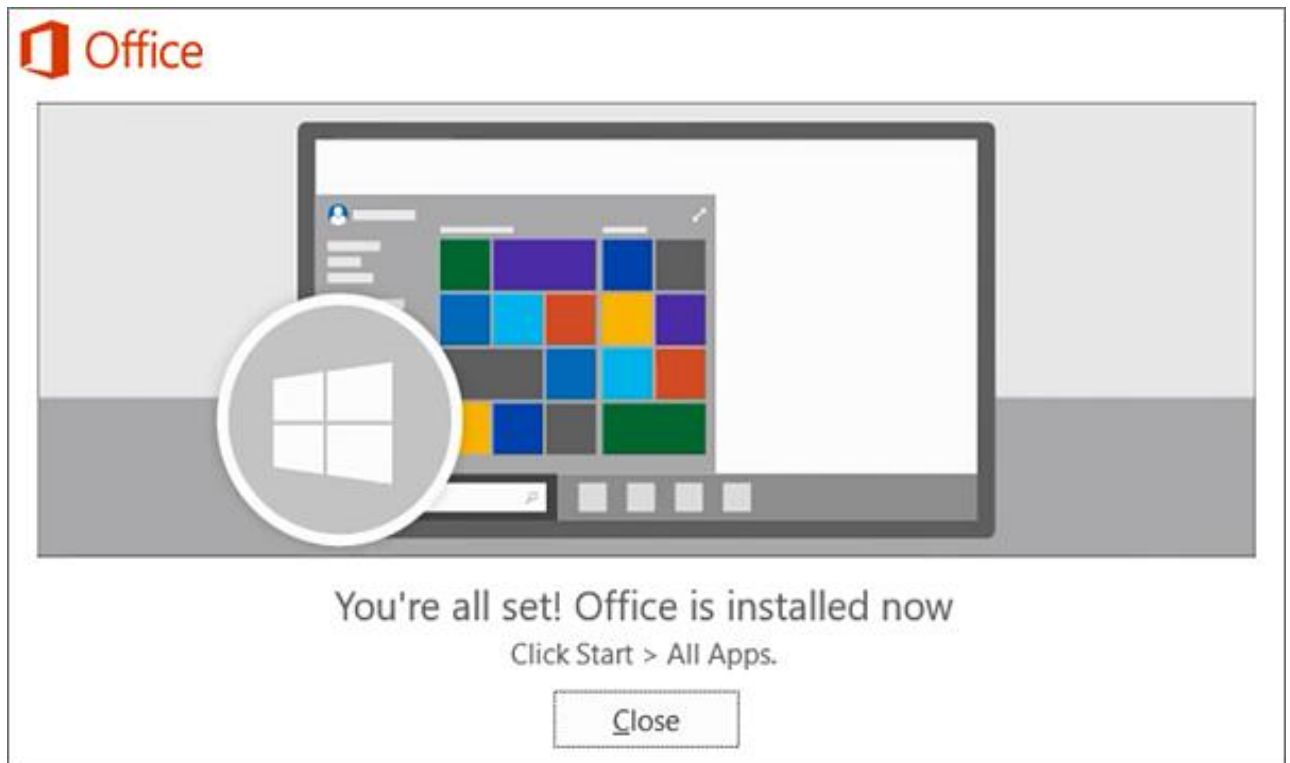
1. Depending on your browser, select **Run** (in Microsoft Edge or Internet Explorer), **Setup** (in Chrome), or **Save File** (in Firefox).

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**.

The install begins.



2. Your installation is complete when you see the phrase, "**You're all set! Office is installed now**" and an animation plays to show you where to find Office applications on your computer. Select **Close**.



### Installation or sign in issues?

**Tip:** You can download and install the [Microsoft Support and Recovery Assistant](#) to help with Microsoft 365 installation issues on a PC.

### Activate Office

1. To open an Office app, select the **Start** button (lower-left corner of your screen) and type the name of an Office app, like **Word**.

If you have Windows 8.1 or 8.0, type the name of an Office app on the **Start** screen.

[Can't find your Office apps?](#)

2. To open the Office app, select its icon in the search results.
3. When the Office app opens, accept the license agreement. Office is activated and ready to use.

**Note:** The Activation Wizard appears if Office has trouble activating. Complete the steps in the wizard to finish activating Office.