Install Office on your PC or Mac with Office 365 for business

When you use the latest version of Office with Office 365 for business, you can edit and review Office files from virtually anywhere you can use your computer, mobile device, or web browser.

Depending on which type of Office 365 plan you have, you can download the latest version of Office with Office 365. If you have an Office 365 plan that does not include the latest version of Office, like a Small Business (P1) or an Enterprise E1 plan, use Office 365 services with the version of Office that you already have on your PC or Mac.

Video: Install the latest version of Office from Office 365

NOTE To learn how to install Office on your Mac, click here.

Quick steps

1. Sign in to Office 365 with your Office 365 user ID.
2. At the top of the page, go to Settings > Office 365 settings.

NOTE If you don’t have the Settings option, you may not have an Office 365 for business plan. See Download, install, upgrade, activate.

3. On the left of the page, choose the Software tab.
4. On the Office page, select a Language, and then choose Install.
NOTE Office installs the 32-bit version on your PC by default, even if your computer is running a 64-bit version of Windows. If you are unsure which version of Office you should install, see Which version is best for me?

Frequently asked questions

Why don't I see all the Office programs when I go to the Office installation page in Office 365?
Why can't I install just the programs I need like Word, PowerPoint, or Excel?
How do I get Office apps for phone or tablet like Office for iPad?
Why don't I have the option to install the latest version of Office?
How do I know what licenses are assigned to me?
What are the system requirements?
I get an error when I install or activate Office. How do I fix this?
Where do I find my product key?
Do I need to uninstall Office 2007 or Office 2010 to install the latest version of Office?
Can I use Office 365 when I'm offline?
What other versions of Office can you use with Office 365?
How do I install the latest version of Office on more than five computers?
How do I get started using Office?
How do I uninstall Office?

Why don't I see all the Office programs when I go to the Office installation page?

You may see a different list of Office applications available depending on which Office 365 plan you have and whether you are installing Office on a PC or Mac.
Depending on your operating system, here’s what this Office installation includes:

<table>
<thead>
<tr>
<th>APPLICATION</th>
<th>OFFICE FOR PC*</th>
<th>OFFICE FOR MAC **</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Excel</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Lync</td>
<td>Yes</td>
<td>No**</td>
</tr>
<tr>
<td>OneNote</td>
<td>Yes</td>
<td>No**</td>
</tr>
<tr>
<td>Outlook</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>PowerPoint</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Publisher</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Word</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>InfoPath</td>
<td>Yes*</td>
<td>No</td>
</tr>
<tr>
<td>Project Pro</td>
<td>No*</td>
<td>No</td>
</tr>
<tr>
<td>Visio Pro</td>
<td>No*</td>
<td>No</td>
</tr>
</tbody>
</table>

NOTE *Additional applications available for PC are shown in the following table.

<table>
<thead>
<tr>
<th>APPLICATION ON PC</th>
<th>AVAILABLE WITH</th>
</tr>
</thead>
<tbody>
<tr>
<td>InfoPath</td>
<td>Office 365 Midsize or Enterprise E3 plans</td>
</tr>
<tr>
<td>Project Pro</td>
<td>Project Pro for Office 365 subscription</td>
</tr>
<tr>
<td>Visio Pro</td>
<td>Visio Pro for Office 365 subscription</td>
</tr>
</tbody>
</table>

**Additional applications available for Mac are shown in the following table

<table>
<thead>
<tr>
<th>APPLICATION ON MAC</th>
<th>INSTALL FROM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lync</td>
<td>Set up Lync for Mac 2011 for Office 365</td>
</tr>
<tr>
<td>OneNote</td>
<td>Mac App Store (Free)</td>
</tr>
</tbody>
</table>

Why can’t I install just the programs I need like Word, PowerPoint, or Excel?

The Office programs are packaged together for faster download and installation. Once you've installed Office, you can delete the shortcuts to the programs that you don't need. If you need to, you can run different versions of Office products, like Excel 2013 and Excel 2010, side-by-side on the same computer.

How do I get Office apps for phone or tablet like Office for iPad?
In Office 365, go to Settings > Office 365 Settings > Software > Phone & tablet. See Use Office 365 on mobile devices.

Why don’t I have the option to install the latest version of Office?

If the instructions in this article, don’t match what you see, you may have an Office 365 plan that doesn’t include the latest version of Office. That’s OK. Use Office 365 with the version of Office you already have on your PC or Mac.

NOTE If your Office 365 plan includes a license to install Office, check to see that the license is assigned to your account. See How do I know what licenses are assigned to me?

How do I know what licenses are assigned to me?

Go to Settings > Office 365 Settings and look under Assigned licenses on the bottom right. If you don't see the latest desktop version of Office, contact your Office 365 admin.

Are you the Office 365 admin? If you're an admin for small business accounts, see Assign or remove licenses. For Midsize or Enterprise accounts, see Assign or remove licenses, or view a list of unlicensed users. If your organization has an Office 365 plan that does not include the latest version of Office, you may want to switch to a different Office 365 plan or subscription.

What are the system requirements?

See Office System Requirements.

I get an error when I install or activate Office. How do I fix this?

Choose the appropriate article below to help resolve your issue:

- "Something went wrong..." error
- Error code 30169-22 when installing Office
- Error code 30125-4 when installing Office
- Error code 30174-4 when installing Office
- Error code 30145-4 when installing Office
- Error code 30094-4 when installing Office
- Error code 0-3 when installing Office
- Procedure entry point error when installing an Office 2013 suite
- General troubleshooting for installing Office 2013 and Office 365
- "We're sorry... (0x80070005)" error when try to activate Office 2013
- "Unlicensed Product" error or other activation problems when you use Office 365 ProPlus

If you're an Office 365 admin and Office is taking a long time to install, View the status of your services.
If you still have an issue, Get support for Office 365.

After you have Office installed, if a document you create in an Office program looks blurry, displays as all black or all white, the screen flickers, or looks different on different computers, see Office 365 doesn’t look right.

Where do I find my product key?

If you install Office from Office 365 for business, you don’t need one. The Office 365 user id you used during the installation will be linked to the product and will be needed if you need to reinstall. If you bought another version of Office 365, like Office 365 University, see Find your product key for Office 2013, Office 365 Home, or Office 365 Personal.

Do I need to uninstall Office 2007 or Office 2010 to install the latest version of Office?

No. But you can uninstall Office from Programs and features in the Windows Control Panel. If you need to, you can run different versions of Office products, like Excel 2013 and Excel 2010, side-by-side on the same computer.

Can I use Office 365 when I’m offline?

You don’t need to be connected to the Internet all the time to use Office desktop programs like Word and Excel. But you must connect to the Internet at least once every 30 days. This is so that the status of your subscriptions can be checked. If you don’t connect within 30 days, Office goes into reduced functionality mode. After you connect to the Internet and your subscription status is verified, all the features of Office are available again.

Also you can sync documents stored in Office 365 across PCs and mobile devices for online and offline access at any time. See Sync OneDrive for Business or SharePoint site libraries to your computer.

What other versions of Office can you use with Office 365?

You can also use Office 365 services with Office 2010 or Office 2007 or Office for Mac 2011.

How do I install the latest version of Office on more than five computers?

You can install the latest version of Office with Office 365 on up to five computers that you use. To install Office on a sixth computer, you can do that by first deactivating an installation on one of your current computers.

Go to Software > Office. Choose Deactivate next to the computer you want to deactivate the installation from.
NOTE Are you an Office 365 admin and want to the latest version of Office for your organization? Have users sign into the Office 365 portal with their Office 365 user ID to install Office directly. Users can activate the latest version of Office on up to five computers with their Office 365 user ID.

If you’re an IT Pro, use the Office Deployment Tool to download the Office software to your local network. Then deploy Office by using the software deployment method you typically use.

How do I get started using Office?

Get started with Office 365 and Office Online in Office 365, and learn how to use Office 365 on mobile devices.

Create and store your Office documents on your team’s site or use OneDrive for Business for your personal work documents.

How do I uninstall Office?

On the PC, you can uninstall the latest version of Office from Programs and features in the Windows Control Panel or see Uninstall Microsoft Office 2013 or Office 365.