

- 1. Open up web browser and navigate to <u>https://login.microsoftonline.com</u>
 - a. You'll be prompted to login. Use the login that you are setting up Outlook or M365 apps for:

Sign in				
Email, phone, or Skype				
No account? Create one!				
Can't access your account?				

- 2. Once logged in, click on the **Install Office** dropdown on the top right portion of the page:
 - a. Select Other Install Options:



3. On the next page, select **View apps & devices** under **Office apps & devices**:

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You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.
Install Office
View apps & devices

4. Select Install Office, making sure that the Version is 64-bit:

Office	T# W X P N A P M
Language ① Version English (United States) ♥ 64-bit ♥	Install Office
DEVICES	

- 5. This will download **OfficeSetup.exe**. Run this when finished downloading to install M365 Apps.
- 6. Once finished, search for **Outlook** and run the program:
 - a. Outlook will prompt for an email address to setup.
 - b. Type in the email address and select Connect.



M365 Apps Setup Download and install M365 and setup Outlook

outlook
@popp.com
Advanced options 🗸
Connect
No account? Create an Outlook.com email address to get started.

c. In the next prompt, type in the **password** for the account and check the **Remember my credentials** box:

Windows Security		×
Microsoft Outlook		
Connecting to		
@popp.com		
Password		
Remember my credentials		
ОК	Cancel	