

Microsoft Office: Personal Devices

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The following article applies to **personal devices**. For Public/Lab computers, see [Microsoft Office: Public/Lab Computers](#).

Before You Start, you may need access to the following:

- a Bryn Mawr College account
- a personal laptop or desktop computer with internet access

Microsoft 365: overview

You can install Microsoft Office on **up to 5 devices simultaneously** including laptops, desktops, [smartphones and tablets](#). □



*Microsoft [Teams](#) □ & [OneDrive](#) □ must be installed separately.

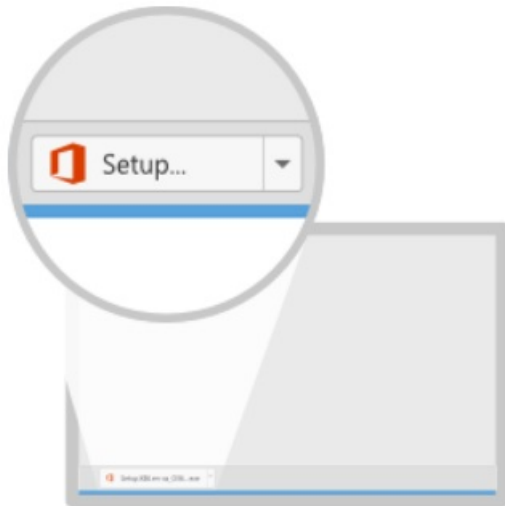
**For a full list of all applications offered, see [All Apps](#) □.

Install Microsoft Office

1. Open **Google Chrome**¹ and navigate to [portal.office.com](#) □
2. If prompted, login using your **College email address** and **password**
3. Click **Install Office** in the top-right, select **Office 365 apps**

Install Office ▾

4. To begin the installation, run the **.exe** or **.dmg** file that was downloaded



Tip: How to find a downloaded file

5. After the installation finishes, **open any Microsoft Office application**
6. Sign-in with your **College email address** and **password** to activate the software suite

A screenshot of a dialog box titled "Activate Office". The dialog box has a white background and a blue border. It contains the following text and elements:

Activate Office

To activate Office, enter the email address that's associated with your Office subscription.

 ✕

Next

When you sign in, your documents and settings are online
[Learn more](#) | [Privacy statement](#)

¹Any internet browser works, but Google Chrome will provide the experience most consistent with these instructions.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#) 

Email: help@brynmawr.edu | [Service catalog](#) 

Location: Canaday Library 1st floor
