

Microsoft Office: Personal Devices

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Tags: [Microsoft 365](#)

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 the Microsoft Office suite on **up to 5 computers simultaneously**, as well as [smartphones and tablets](#). ☐ Microsoft Office consists of the following applications:



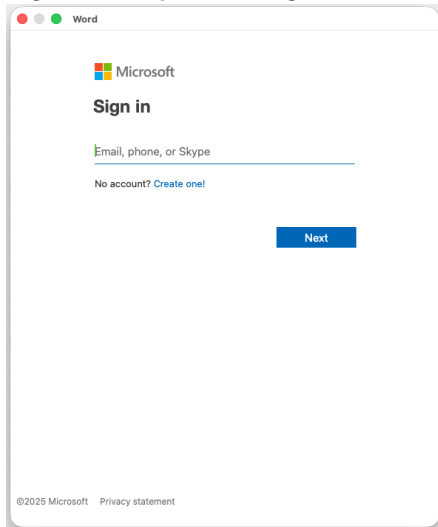
Microsoft 365 apps like [Microsoft Teams](#) ☐ and [OneDrive](#) ☐ are not included in the Office suite, and **must be installed separately**. For a full list of all applications offered, see [All Apps](#) ☐.

Install Microsoft Office

1. Open **Google Chrome**¹ and navigate to portal.office.com/account ☐
 - Any internet browser works, but Google Chrome will provide the experience most consistent with these instructions
2. If prompted, log in using your **College email address** and **password**
3. Click **Install Office** to begin the download
4. To begin the installation, run the **.exe** (Windows) or **.dmg** (MacOS) file that was downloaded

Tip: How to find a downloaded file

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



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