## 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, seeAll Apps ...

## **Install Microsoft Office**

- 1. Open Google Chrome<sup>1</sup> and navigate to portal.office.com
- 2. If prompted, login using your College email address and password
- 3. Under Office apps & devices, click Install Office. The file will begin to download.
- 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 active the software suite



<sup>1</sup>Any 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