

# Office 365

Open this link

<https://portal.office.com/OLS/MySoftware.aspx>

If you haven't used Office 365,  
You will need to create an account.

Enter your email address



## Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Select "Next".

Next

Select "Work or school account"



It looks like this email is used with more than one account from Microsoft. Which one do you want to use?



Work or school account  
Created by your IT department



Personal account  
Created by you

Tired of seeing this? [Rename your personal Microsoft account.](#)

Back

Enter the same password that you use for "My Holmes"



## Enter password

Password

[Forgot my password](#)

Sign in

Select "Sign in"



## Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

Choose "Yes" or "No"

Select "Install Office"

My account

Apps & devices

Office

Requires macOS Sierra 10.13.6 or later. Download Office 365 for versions 10.10 through 10.12.6

DEVICES

Skype for Business

Get Office on your phone or tablet

IOS | Android | Windows