# Installing Local Microsoft Office Programs

## To Install Local Microsoft Office Programs:

- **Log in** to Microsoft 365 via web browser (outlook.com/uci.edu) - with UCInetID@**ad.uci.edu**. If this is your first time login with **@ad.uci.edu** account, you must reset the password. You can click on "reset/forget password" at the login window or just go directly to https://passwordchange.service.uci.edu/ .
- Select the **Gear icon** in the upper-right corner of the window.
- Near the bottom of the list, under the heading "Your App Settings," choose **Microsoft 365** .
- On the next page, choose **Software**.
- On the next page, follow Microsoft's instructions to install Office.

## OIT's FAQ on Microsoft Office:

https://uci.service-now.com/sp?id=kb_article&sys_id=34fffd291bb4e1106bd62f42b24bcb0e

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