## Updating Microsoft Office from Outlook Office online account.

1. Navigate to your email and select *Office 365* with your cursor at the top left corner.

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2. Select the *Install Office* button on the right.

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3. From the dropdown menu select *Other install options* 



## 4. Select the *Install Office* button at the right to download an executable file.

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	Get Office on your phone or tablet				

5. Deploy the executable file and follow the prompts to finish the install.

Note: If you see *Compatible File* in the top heading when you open up an older document you will need to *Save As* for accessibility tools to take affect.

See <u>Accessibility Checker</u> for a quick start guide.