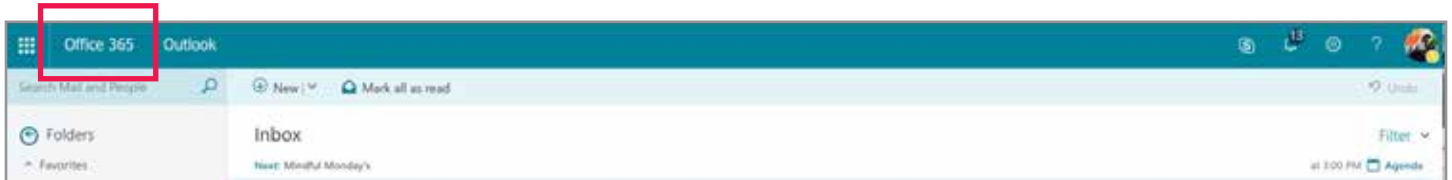
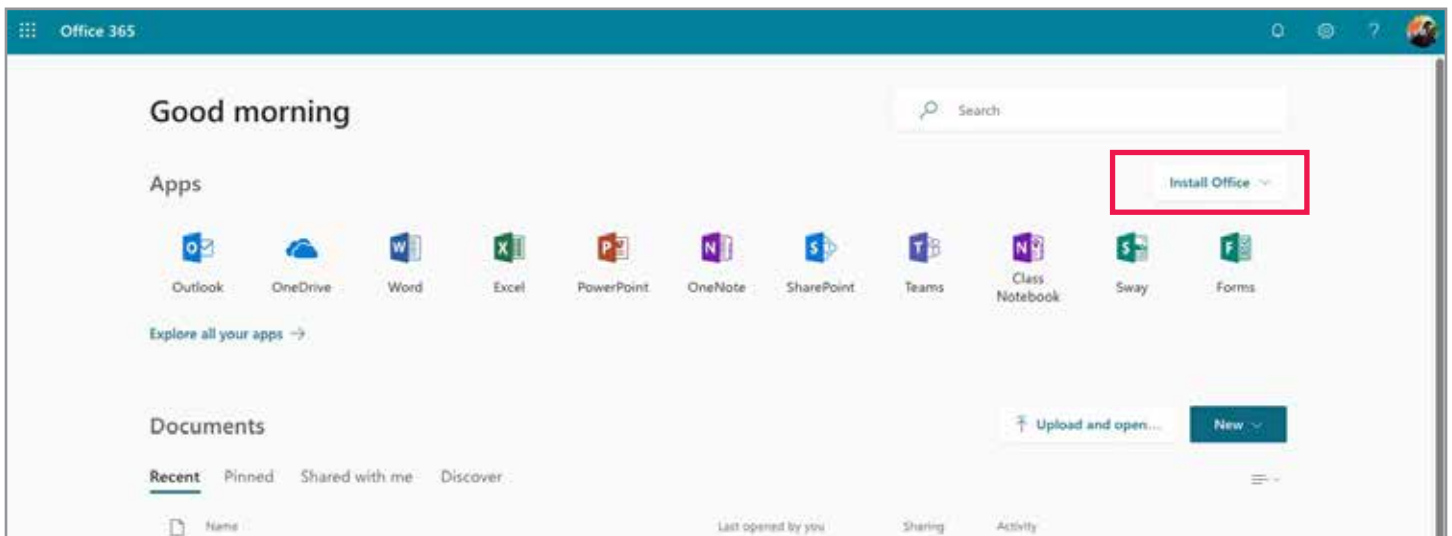


# Updating Microsoft Office from Outlook Office online account.

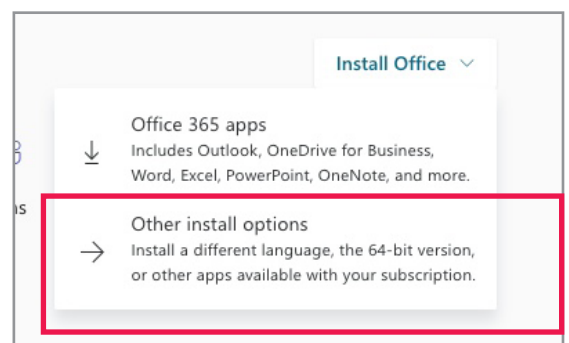
1. Navigate to your email and select **Office 365** with your cursor at the top left corner.



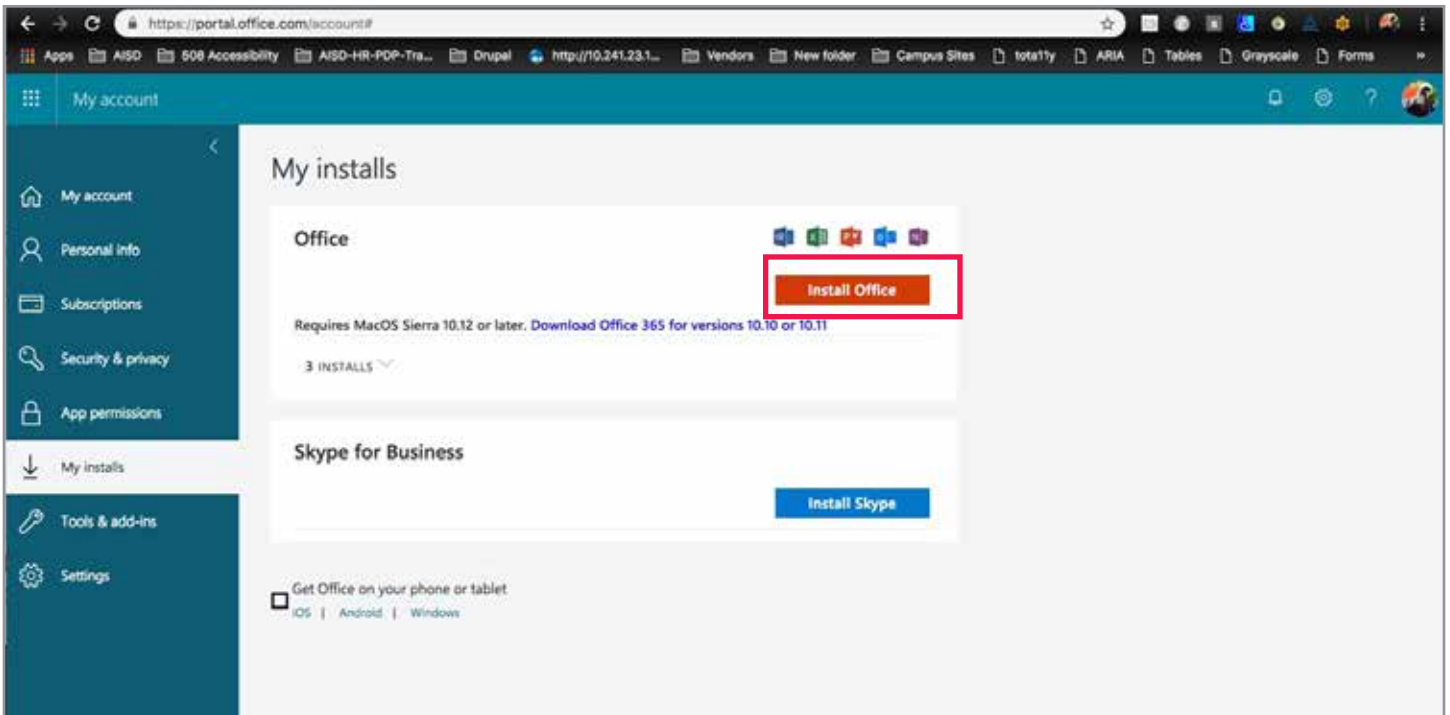
2. Select the **Install Office** button on the right.



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



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



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 [Accessibility Checker](#) for a quick start guide.