Communication and Collaboration > Office or Productivity

**Downloading Office Software**

How do I get Microsoft Office software for my computers or devices?

You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones by following these instructions.

1. Log in to Office 365 using o365.daytonastate.edu

2. Select your name/picture icon in the upper right hand corner,

![Office 365 dashboard](https://service.daytonastate.edu:8443/ShowFAQ.jsp?print=true&articleId=69&notAddingIndexJSP=true)

which will open a menu.

3. From this menu, select View Account.
Which opens the My Account window.

4. From the My Account window, select Manage Installs (Install Status in the left hand nav bar also works) – this is a good screen since it points out just how many installs you can have.

5. Now, select the Install desktop applications link
6. This will bring you to the Office Desktop installation screen (also called Office 365 ProPlus) where 32-bit copies, as well as 64-bit copies of Office 2016 can be installed (or even Office 2013 32- or 64-bit versions.)