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Set up my current Office desktop programs to work with Office 365 for business

You can set up your existing Office desktop applications like Word 2010, Outlook 2010, or Outlook 2007 to work with Office 365. Use Office 365 desktop setup to configure your desktop applications and install required updates. Before you run Office 365 desktop setup, be sure that your computer meets the software requirements for Office 365 for business.

IMPORTANT If you've installed the latest version of Office, you don't need to perform step 1: Office 365 desktop setup in this article. Your first step is to set up email in Outlook 2013.

NOTES If you're using a Mac computer, iPad, Windows RT device or another device, follow these instructions instead:

- Use my current Office for Mac apps with Office 365
- Use Office 365 on your iPhone or iPad
- Use Office 365 on your Windows RT device
- Set up and use Office 365 on your phone or tablet

Step 1: Run Office 365 desktop setup

- 1. Sign in to Office 365 with your work or school account.
- 2. In the upper-right corner, click **Settings Defice 365 Settings**.



- 3. Click Software > Desktop setup.
- 4. On the **Desktop setup** page, click **Set up**.

sontware		
Office	Set up your desktop applications to work with	
Lync	Office 365	
tools & add-ins	If you already have Office 2010 or Office 2007 installed on your computer, o	
desktop setup	Set up. You don't need to do this if you've installed the latest version of Office.	
phone & tablet	This will update the copy of Office on your computer so you cars: • Use Outlook and Office 365 together for email and more • Save Office documents to OneDrive	
	Learn more Review system requirements	
	set un	

- 5. When you're asked if you want to run the application, click **Run**, and then follow the instructions.
 - During setup, you'll sign in again with your user ID.
 - Office 365 desktop setup checks your system configuration, and you'll see options for configuring your desktop applications. You can also learn more about the updates that the desktop setup installs.

Configure desktop applications and install updates

Microsoft Office 365 desktop setup installs updates and configures your desktop applications. When the installation is complete, you may be asked to restart your computer.

Select applications to configure: Microsoft Outlook (manual steps required)	Configure Microsoft Outlook (manual steps required)
Microsoft SharePoint	Important:
Microsoft Lync	Microsoft Outlook will require manual configuration after setup is complete.
Number of important updates: 6 Show more details 🔻	Learn how to manually configure Outlook
	Continue Cancel

If some applications have shaded check boxes, they're not available for you to select, perhaps because your admin hasn't set up your account to use them with Office 365. Or your computer may not have the applications installed.

- After you select your desktop applications, click **Continue** to finish up.
- 6. When the desktop setup finishes, you may need to restart your computer.

Step 2: Connect your desktop version of Outlook to Office 365

After you have run Office 365 desktop setup, connect the desktop version of Outlook that you're already using to Office 365. You can then access your Office 365 or other Exchange-based email using the desktop version of Outlook, like Outlook 2013, Outlook 2010, or Outlook 2007, or by using the web browser version of Outlook, Outlook Web App.

To connect your desktop version of Outlook to Office 365, see:

- Set up email in Outlook 2010 or Outlook 2013
- Set up email in Outlook 2007
- Set up Outlook 2003 for POP or IMAP access to your email account

If you need to, you can also migrate email and contacts into Office 365.

Tips and troubleshooting

If there's a problem during the setup process, first check Troubleshoot issues you might see when you run Office 365 desktop setup for a possible solution. If the problem keeps happening, contact your organization's Office 365 admin or post a question in the Office 365 Community to get help.

Watch this video to learn about using Office Online in Office 365.

Start using your team site and OneDrive for Business to share the documents you're working on with your co-workers.

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Applies To: Office 365 end user, Office 365 end user, Office 365 admin, Office 365 admin, Office 365 admin, Office 365 admin



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