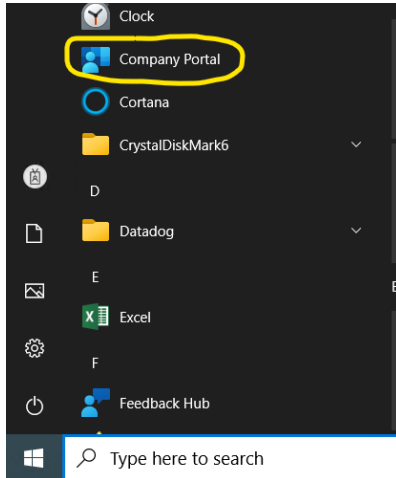
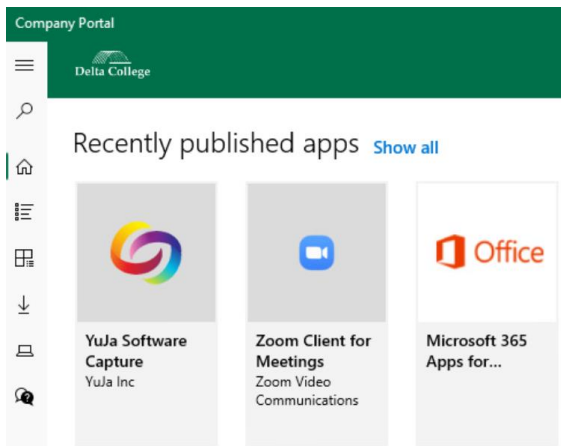


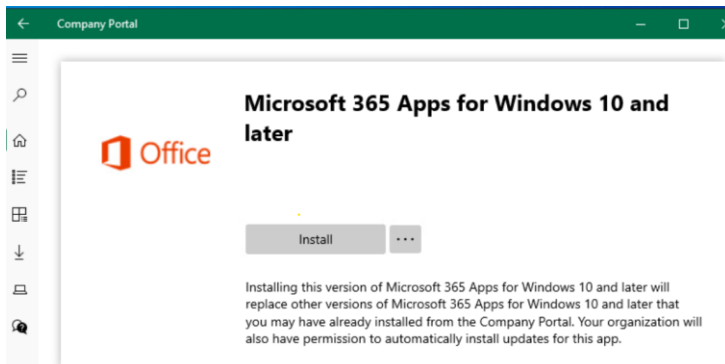
1. Open the Start Menu and launch **Company Portal**. Note: You may be prompted to login when you enter the Company Portal.



2. Within Company Portal, click on **Microsoft 365 Apps for Windows 10 and later** under **Recently published apps**. If it is not listed there, click **Show all** to see all applications. If it says "Installed" it means that you do **NOT** need to run the installation again.



3. Click on Install to begin the installation.



4. The applications will be downloaded and installed. They will replace the existing Office 2016 or Office 2019 applications. Once the installation is finished, you can click **Close** and close the Company Portal. A reboot is **NOT** required. The install should take about 15 minutes but could take longer.