If you do not have Microsoft Office loaded on your home PC you are welcome to download and install Office Pro Plus. **However**, **please note**: downloading Office Pro Plus onto a device that already has Microsoft Office installed will overwrite the original Microsoft Office Suite.

**How to Download and Install Office Pro Plus for Windows**

1. Go to <https://portal.office.com/Home> and **log in** to Office 365



1. If you are asked to choose a Time Zone, please select *(UTC +02:00) Harare, Pretoria*
2. Access the **Settings** **Menu** by clicking on the  button and select **Office 365 settings** from the drop down menu



1. Click on **Software**



1. Click on the **Install** button



Online help is also available [here](https://support.office.com/).