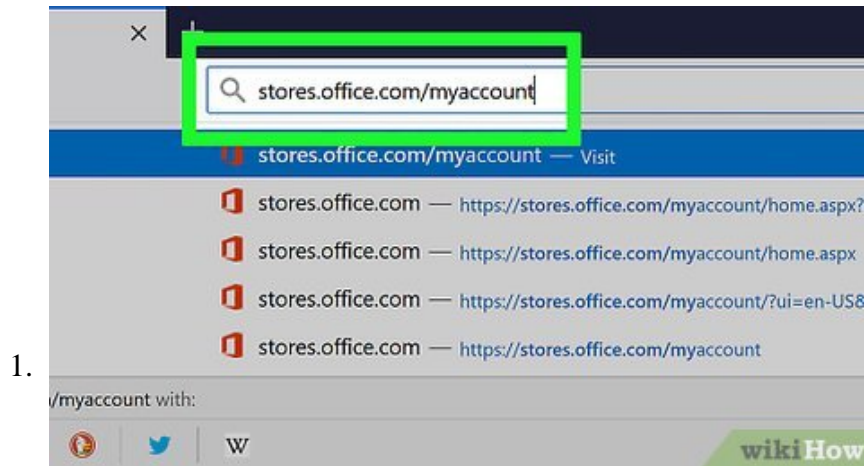


How to Transfer Microsoft Office to Another Computer

This wikiHow teaches you how to transfer Microsoft Office from one computer to another. Before you install Microsoft Office on a new computer, you must deactivate the older computer on your Office 365 account, then you can install it on...

Part 1 of 4:

Deactivating Office on the Old Computer



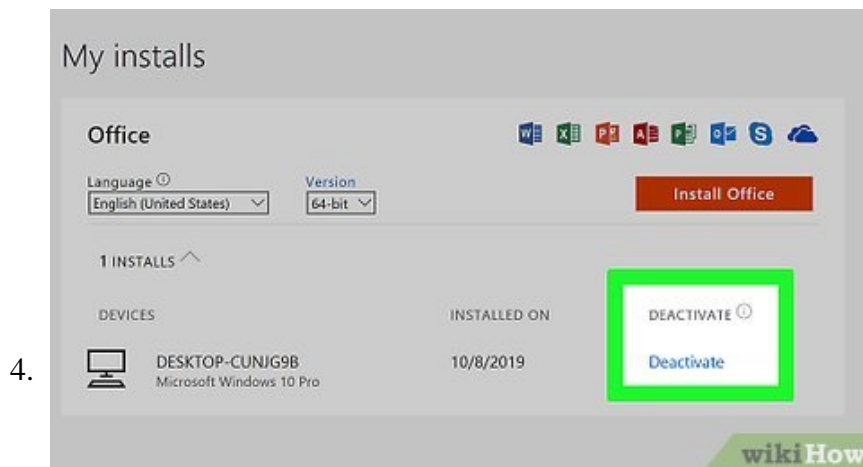
Go to <https://stores.office.com/myaccount/> in a web browser. Launch a web browser on the old computer that currently has Microsoft Office on it.



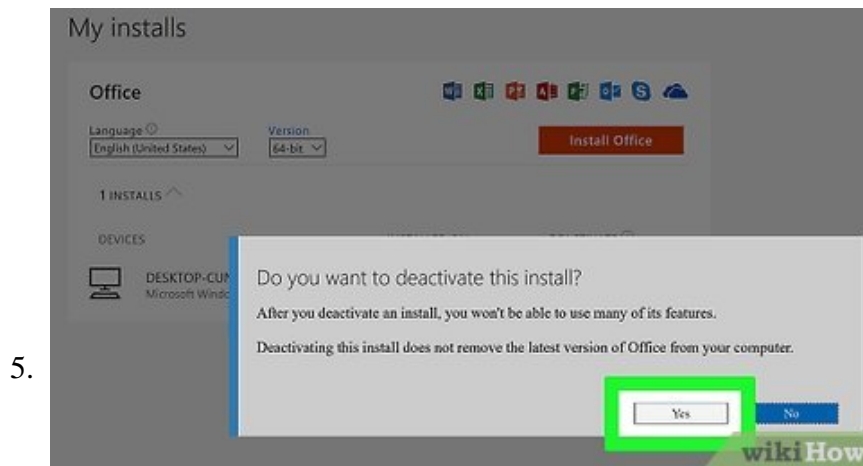
Log in to the Microsoft Store. Use the email address and password associated with your Microsoft account to log in. Once you log in, the website will display the installs you currently have active.



Click **Install**. It's the orange button below the column labeled "Install".



Click **Deactivate Install**. It's below the column labeled "Installed".

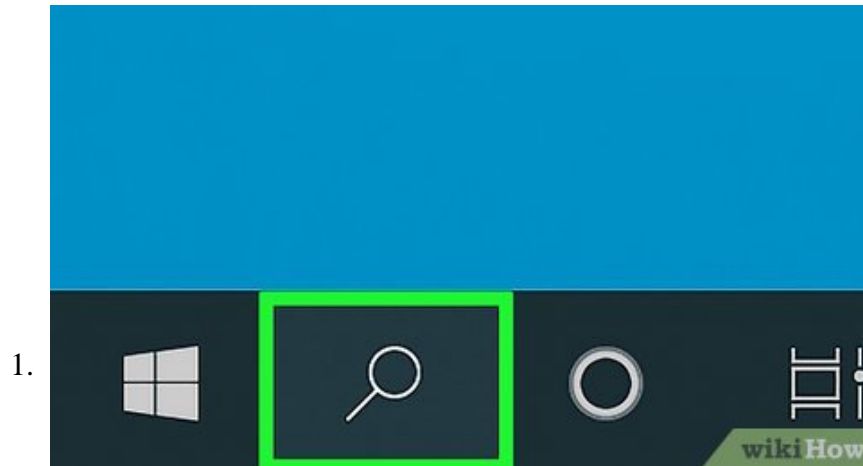


Click **Deactivate** in the popup. This will confirm that you want to deactivate the current installation of Microsoft Office. This will deactivate the current installation of Microsoft Office. Any further use of

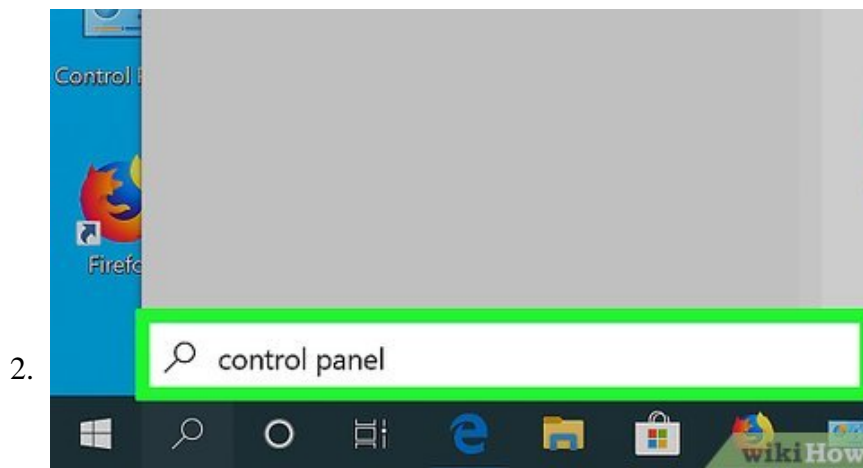
Microsoft Office will have limited capabilities.

Part 2 of 4:

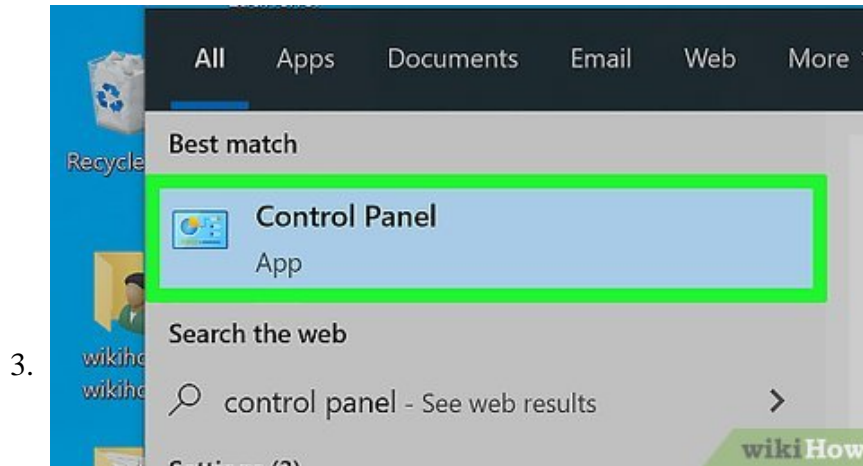
Uninstalling Office On Windows



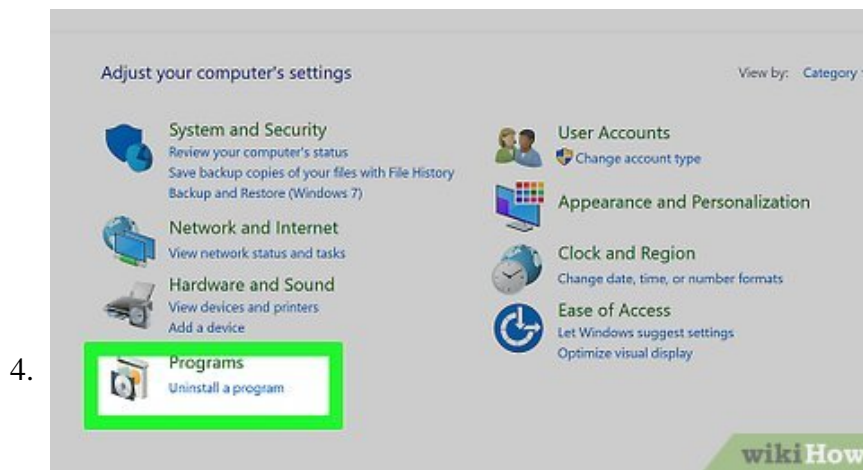
Click the Windows Search button. It's the button that looks like an hourglass or a circle. It's next to the Windows Start menu.



Type Control Panel in the search bar. The search bar is at the bottom of the search menu.

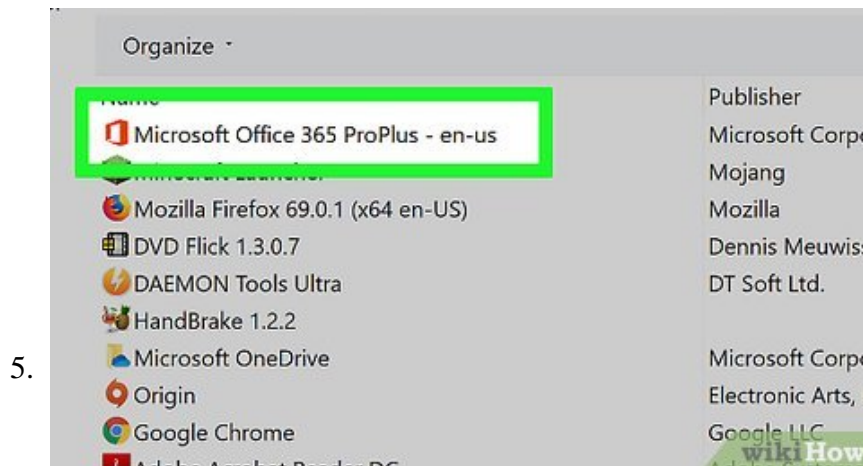


Click **Control Panel**. It's the app that has a blue image with some graphs on it.

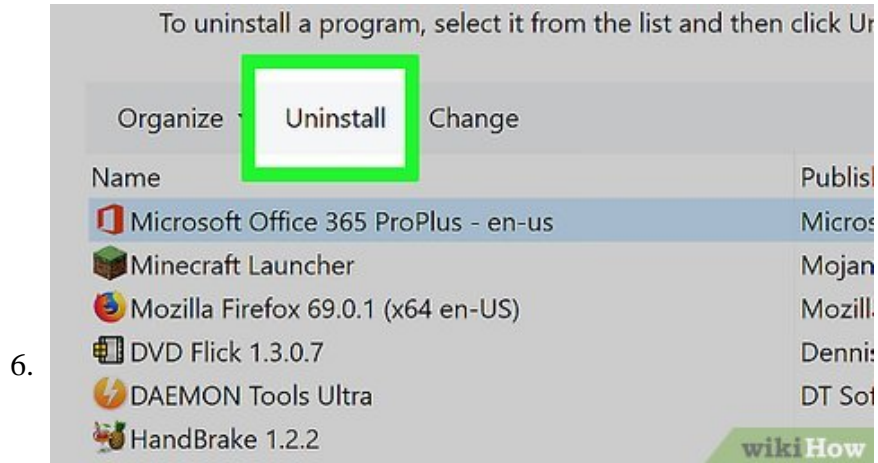


Click **Uninstall a program**. It's below the green header that says "Programs". This will display all the programs you currently have installed on your computer.

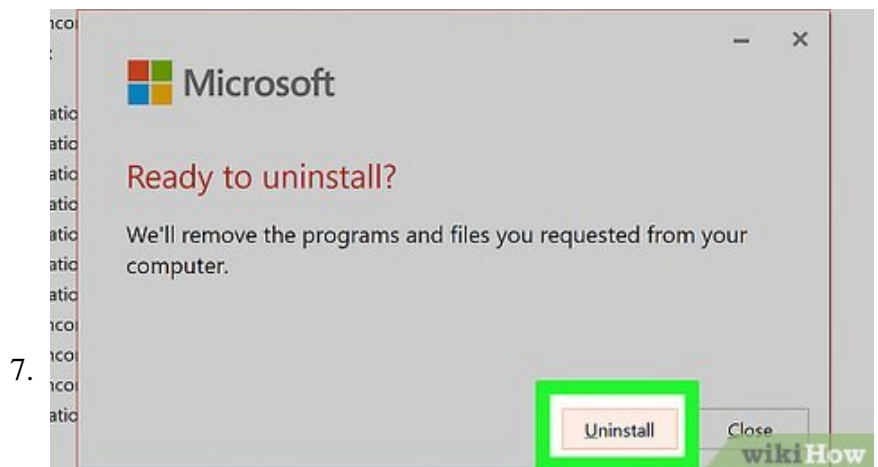
1. If you don't see it, select "Category" in the "View By:" drop-down menu. The drop-down menu is in the top-right corner of the control panel.



Click to highlight Microsoft Office. This could be "Microsoft Office 365", or "Microsoft Office 2016", or whichever version of Microsoft Office you subscribe to.



Click **Uninstall**. It's above the list of programs, between "Organize" and "Change".



Click **Uninstall in the popup.** This will confirm that you want to uninstall Microsoft Office, and proceed to uninstall the software.



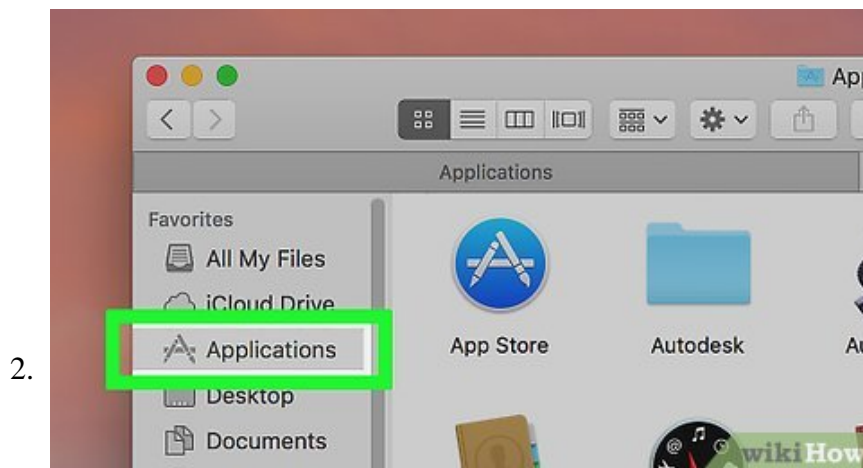
Click **Close** in the popup. You will see this button appear when Microsoft Office is finished uninstalling.

Part 3 of 4:

Uninstalling Office on Mac



Click the **Finder**. It's the app that has a blue and white icon with a smiley face. It's located in the dock.



Click **Applications**. It's in the box to the left.



Right-click Microsoft Office. It may say Microsoft Office 365, or Microsoft Office 2016, or whichever version of Microsoft Office you have installed.

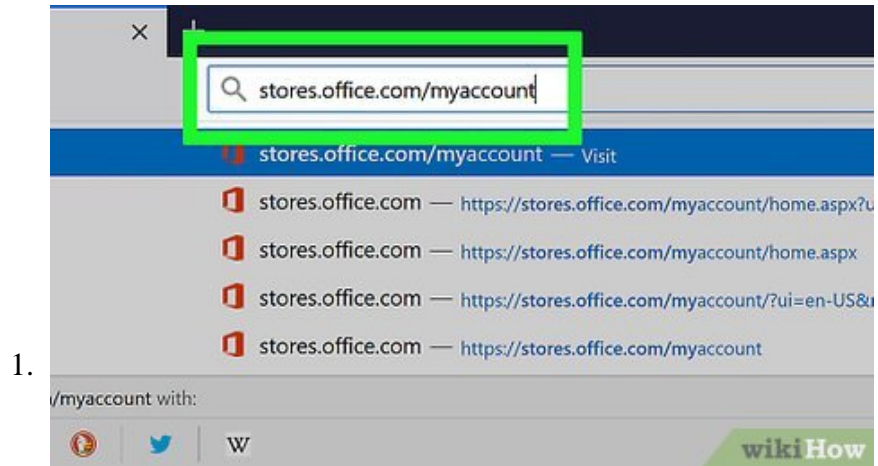
1. If you are using a magic mouse or trackpad, you can perform a right-click by clicking with two fingers.



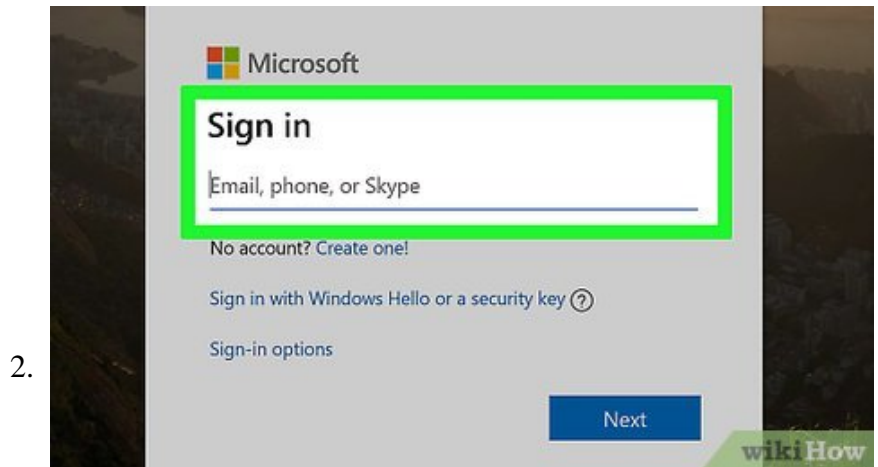
Click **Move to Trash**. This will uninstall Microsoft Office. You can then empty the trash to free up hard drive space.

Part 4 of 4:

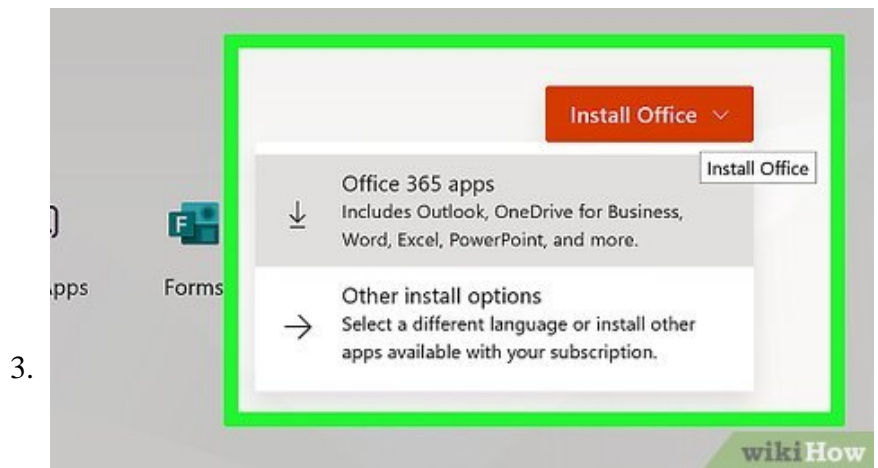
Installing Office on the New Computer



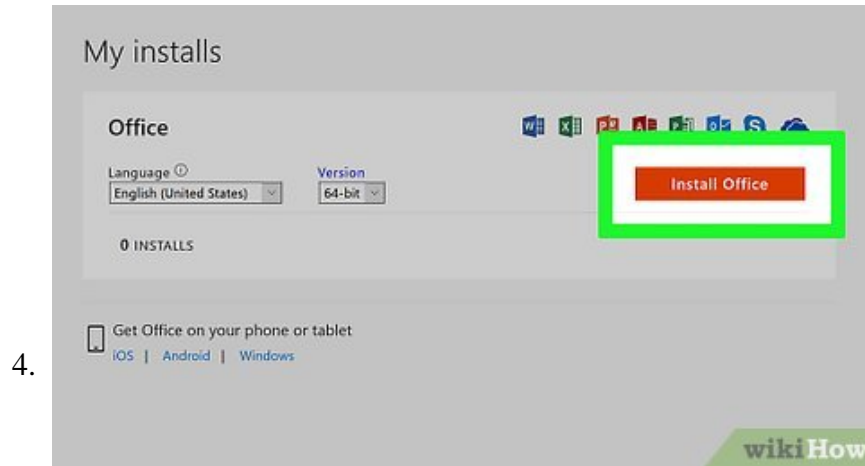
Go to <https://stores.office.com/myaccount/> in a web browser. Launch a web browser on your new computer that you want to install Microsoft Office on.



Log in to the Microsoft Store. Use the email address and password associated with your Microsoft account to log in.



Click [Install](#). It's the orange button below the "Install" heading.



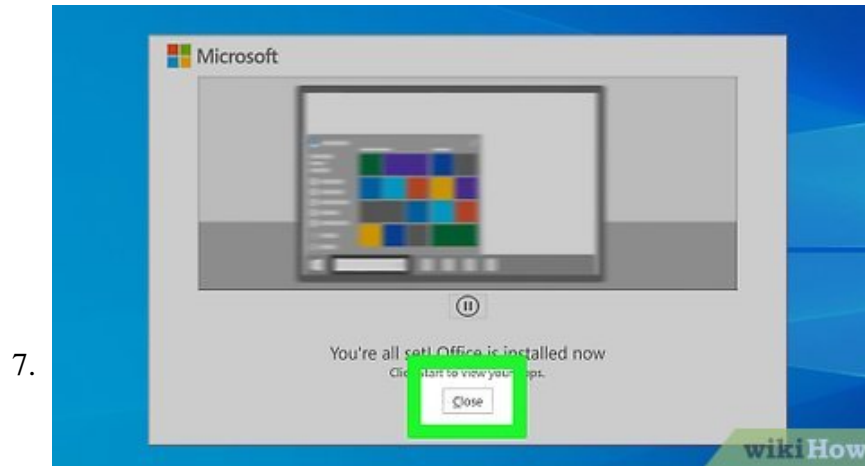
Click . It's the orange button on the right side of the box labeled "Install Information". This will download a setup file.



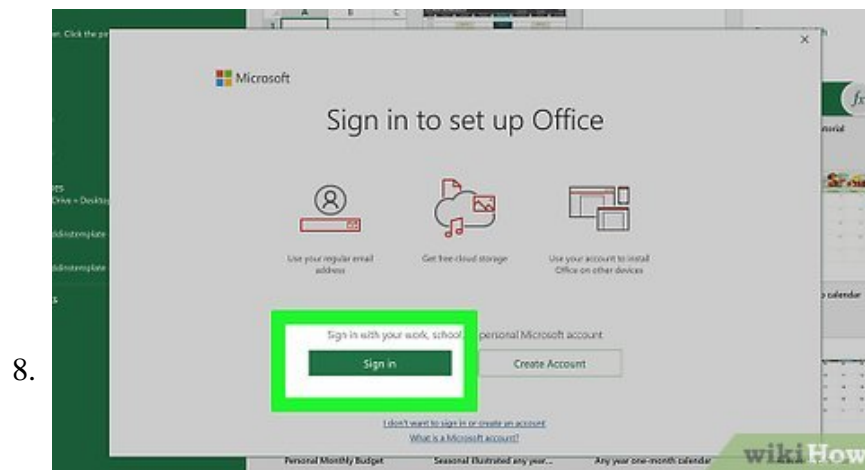
Click the setup file. It's the .exe file that was just downloaded. By default, all downloaded files can be found in your Download folder. It may also be displayed at the bottom of your web browser, depending on what web browser you are using.



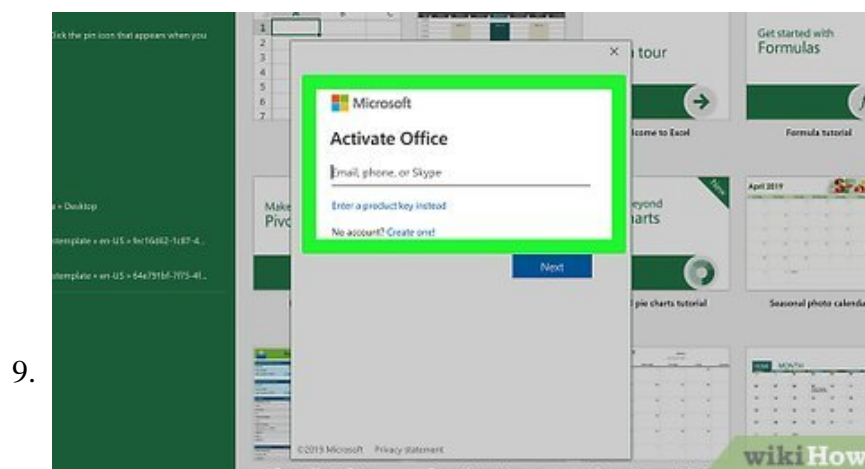
Click in the popup. This will start installing Microsoft Office.



Click **Next**. This button will appear when Microsoft Office is done installing. It will start a video presentation. Click "Next" again if you wish to skip the video presentation.



Click **Sign In**. It's the orange button in the popup Window.



Sign in with the email address and password associated with your Microsoft account. You can now use Microsoft Office on your new computer. However, the software may continue to install in the background for a while longer. Do not restart or turn off your computer until Microsoft Office is

completely finished installing.

You finished reading the article "**How to Transfer Microsoft Office to Another Computer**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
