

How to get the desktop version of Office 365 (Word and Excel)

Everyone here at eFileCabinet has access to Office 365 online. To access it, please sign on to <https://www.office.com/>

Once you are logged into office.com you can create new Word, Excel, or PowerPoint documents. Here are [detailed instructions](#) for doing this.

Once you have created your document, you can store it in Rubex and edit it using the [Microsoft Office Addin](#) for Rubex.

Requesting Microsoft Office Desktop Apps

If your position requires you to have Office Desktop Apps, you can request a license from IT by following this procedure:

- Submit a ticket at <https://ithelp.efilecabinet.com>
 - In your ticket, please set the subject as “Request for Microsoft Office Desktop Apps”
 - In the body of the ticket please explain the task that you need to perform in the desktop app that cannot be performed in the online version.
- Once we get manager approval, we will submit the request for approval.
- If your request is approved, we will activate your license and you can download the software by logging into [office.com](https://www.office.com) with your existing account.

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