



# How to determine which operating system, Microsoft Outlook version and web browser you have for connecting to Office 365

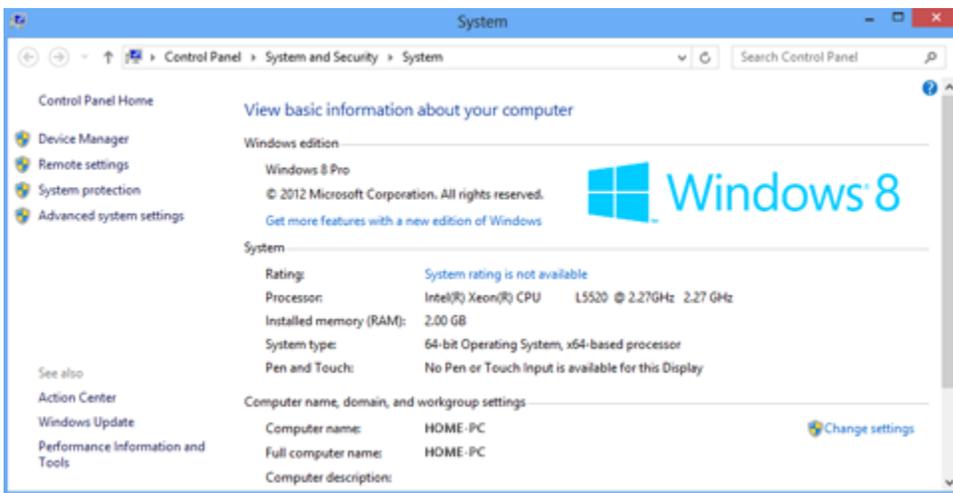
## Objective

This document provides instructions on how to determine which operating system, office client and web browser you're running on your computer. This is necessary in order to ensure your computer meets the requirements for connecting to Office 365.

## Part 1 - How to check which Windows Operating system you're running.

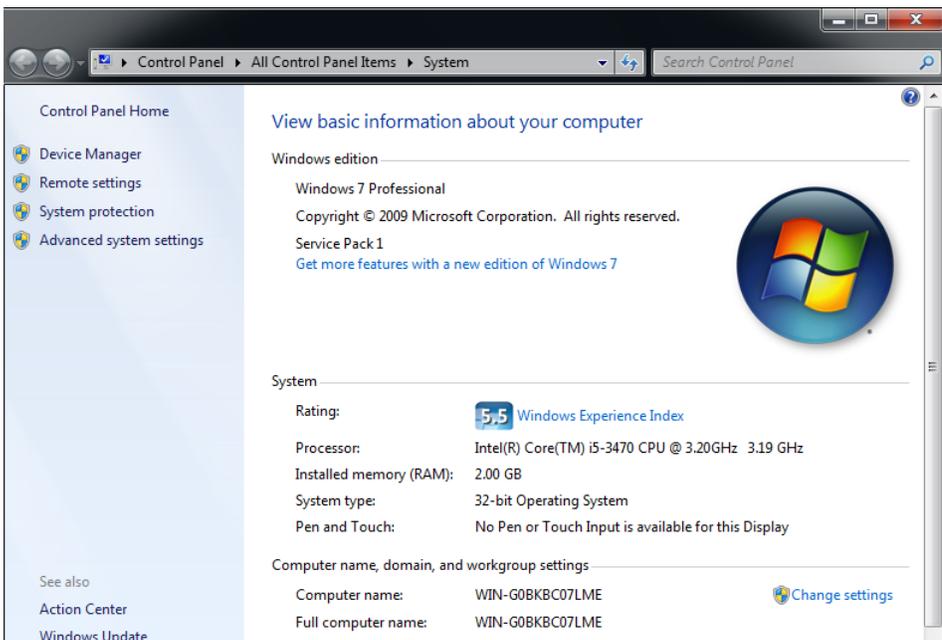
### Windows 8

1. On the Start screen, type **Computer**, press and hold or right-click **Computer**, and then tap or click **Properties**.
2. Look under **Windows edition** for the version and edition of Windows that your PC is running.



### Windows 7 or Windows Vista

1. Click the **Start** button , enter **Computer** in the search box, right-click **Computer**, and then click **Properties**.
2. Look under **Windows edition** for the version and edition of Windows that your PC is running.



## Windows XP

1. Click the **Start** button , click **Run**, type **winver**, and then press Enter.



## Apple Mac OS X

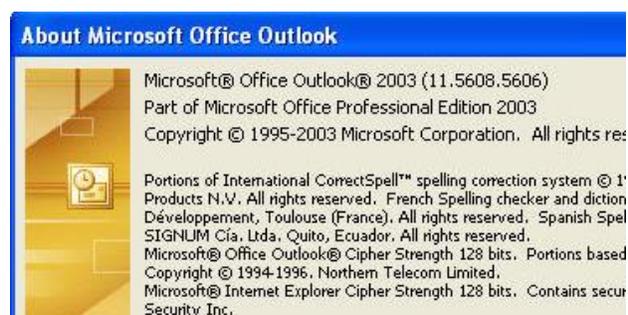
1. From the **Apple** () menu, choose **About This Mac**.
2. Click the Version number underneath where the window says "OS X". The About This Mac window then displays your OS X version number in place of the version number.



## Part 2 - How to check which version of Microsoft Outlook you're running

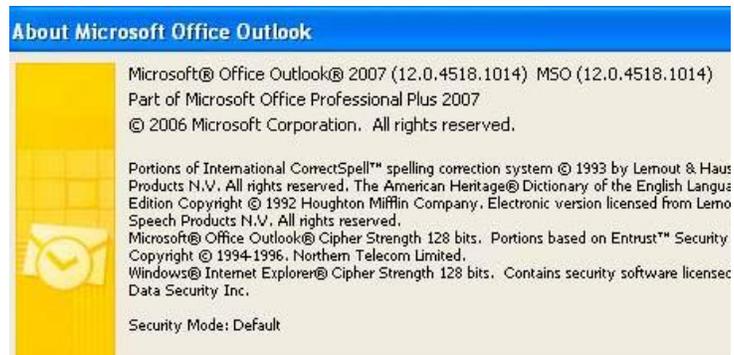
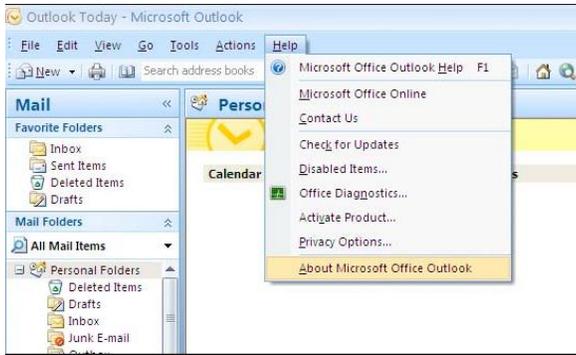
### Outlook 2003

1. Start Outlook, then go to the **Help** menu and choose **About Microsoft Outlook**.



## Outlook 2007

1. Start Outlook, then go to the **Help** menu and choose **About Microsoft Outlook**.



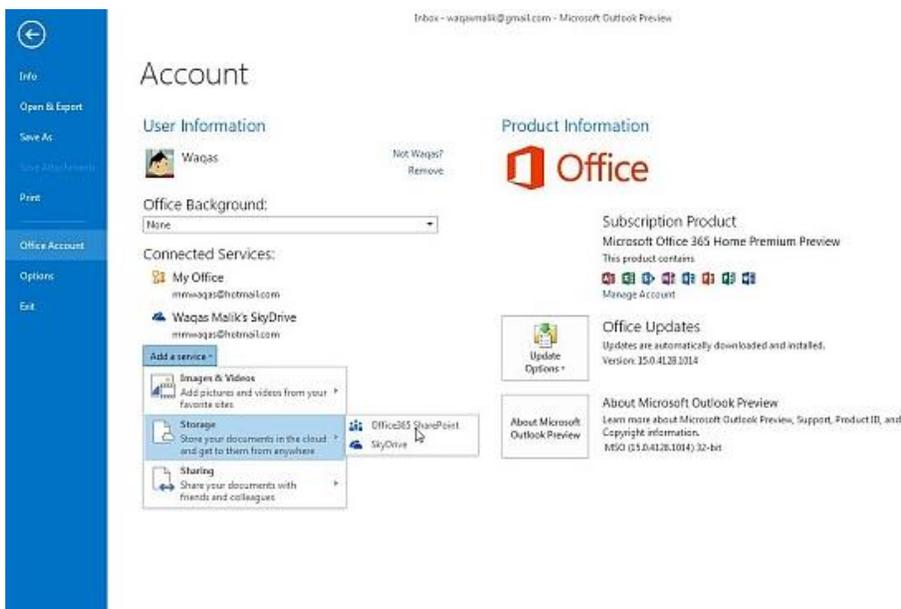
## Outlook 2010

1. Start Outlook, then go to the **File** → **Help** menu.



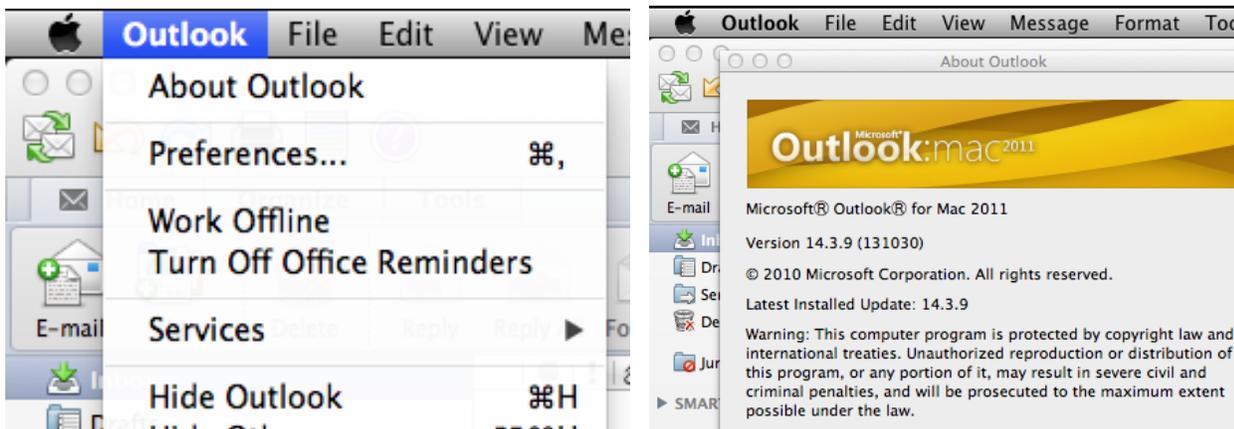
## Outlook 2013

1. Start Outlook, then go to the **File** → **Office Account**.



## Outlook for Mac 2011

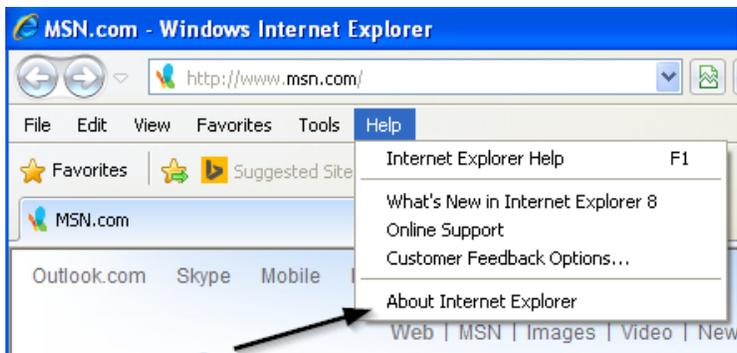
1. Open Outlook, click on the menu labeled **Outlook** (next to the Apple logo  in the top left corner of the screen).
2. Click **About Outlook**.



## Part 2 - How to check which web browser you're running

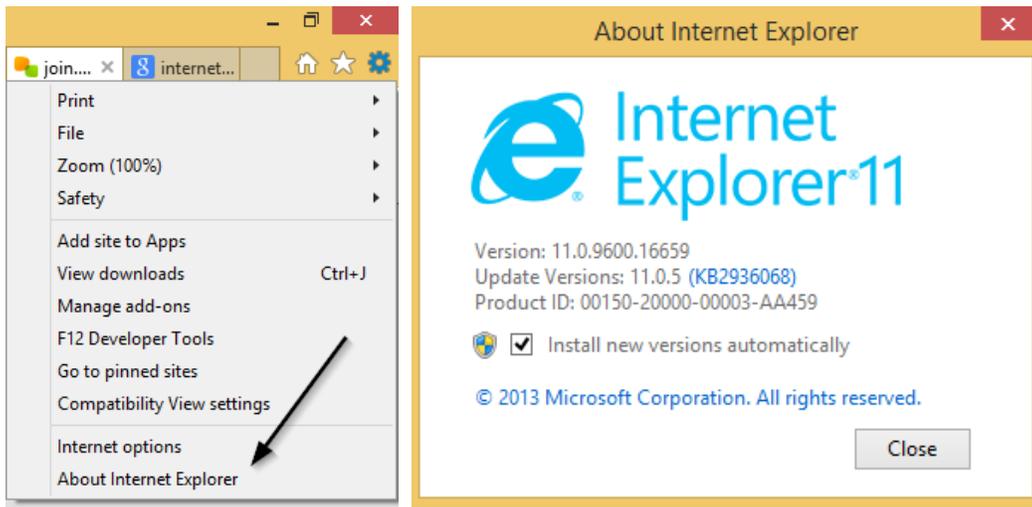
### Internet Explorer 8 or 9

1. Open Internet Explorer.
2. Click the **Help** menu, and then click **About Internet Explorer**.



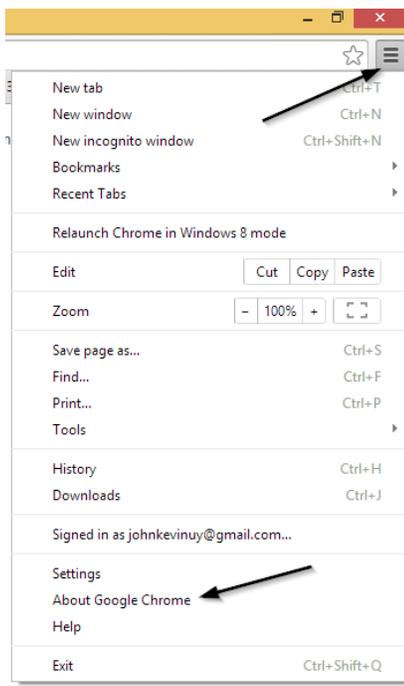
### Internet Explorer 10 or 11

1. Open Internet Explorer.
2. Click the **Tools** button  then click **About Internet Explorer**.



## Google Chrome

1. Open Chrome and go to the **menu icon** → **About Google Chrome**.



## About



## Google Chrome

A web browser built for speed, simplicity, and security

[Get help with using Chrome](#)

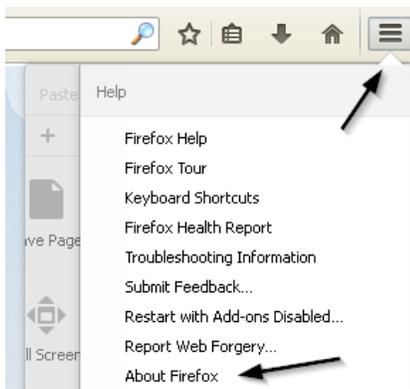
[Report an issue](#)

Version 34.0.1847.131 m

Google Chrome is up to date.

## Mozilla Firefox

1. Open Firefox, click the help **menu icon** → **click help** and select **About Firefox**.



## About Mozilla Firefox



## Firefox

29.0.1

Firefox is up to date

Firefox is designed by Mozilla, a global community working together to keep the Web open, public and accessible to all.

Sound interesting? Get involved!

## Safari

1. Open Safari, click the menu labelled **Safari** (next to the Apple logo  in the top left corner of the screen).

