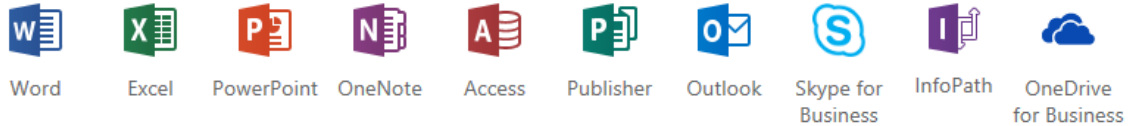


The directions below are for all faculty, staff and students on Windows, who have access to install Office 2016 on personal computers through your Geneva Office 365 account.

These directions will help you sign into your Office 365 account to download and install the Office 365 ProPlus Software. Office 365 ProPlus for Windows is a full version of Office, which includes: Word, PowerPoint, Excel, OneNote, Outlook, and more:

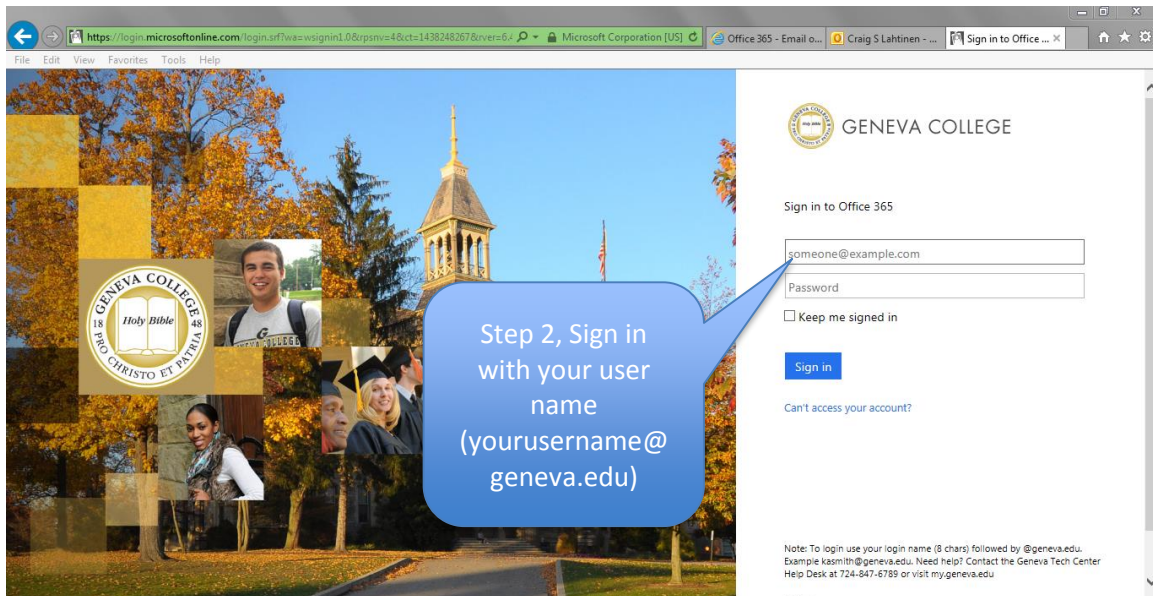


If you already have a purchased version of Office 2010 on your computer, installing the Office 365 version of Office 2016 will NOT overwrite it – the two suites will work side-by-side. If you already have a purchased version of Office 2016 on your computer, you will need to uninstall it to use the Office 365 version.

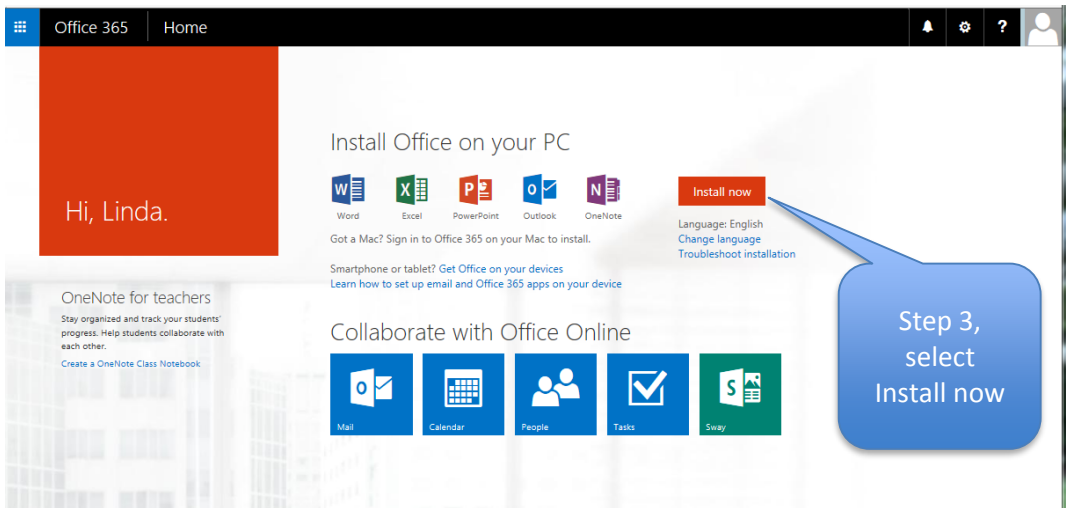
Please note that each user can install Office 365 ProPlus on up to five (5) **home or personally-owned PCs/Macs.**

How-To Download:

1. Navigate to your new Office 365 Account -> <http://my365.geneva.edu>
2. On the Sign in page,
 - a. Enter your username (yourusername@geneva.edu)
 - b. Enter your login password



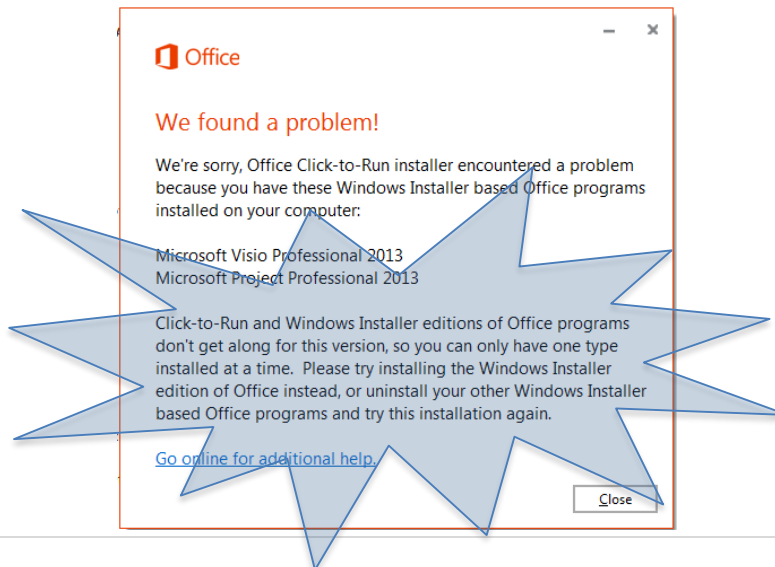
3. From the Office 365 Home Screen, select the “Install now” button
 - a. The site will automatically detect your system (PC or Mac). The default is set to 32-bit as the recommended version.



4. Once you have downloaded the Office 365 ProPlus installer from Microsoft, open and run the file.



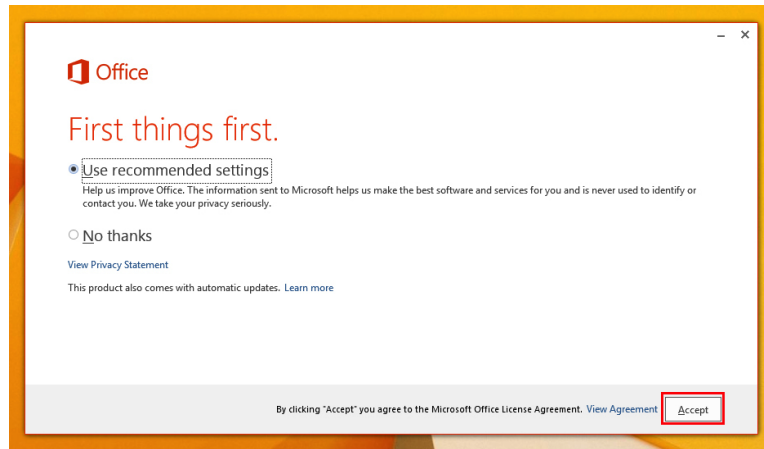
NOTE: If you already have Microsoft Office 2013/2016 products installed on your computer, you will run into the following message. It is recommended that you uninstall your previous version of Office 2013/2016.



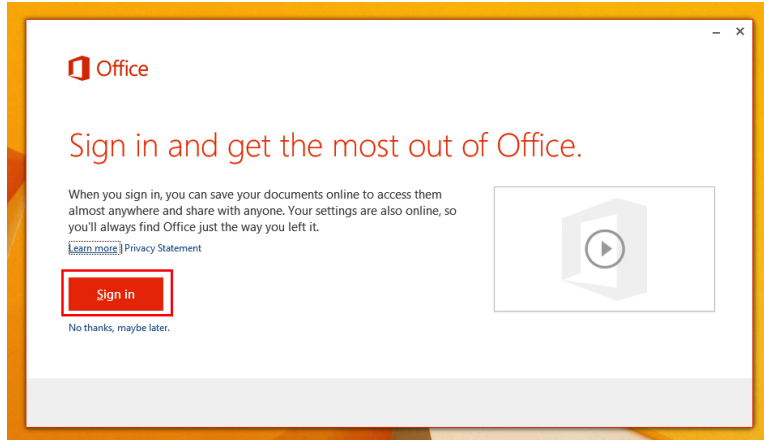
- a. Office will install in the background and will say, “You can use your programs now,” but we recommend that you wait until the installation is finished. You also must stay online with your computer fully on and awake during the entire process.
- b. On the first screen, simply press Next.



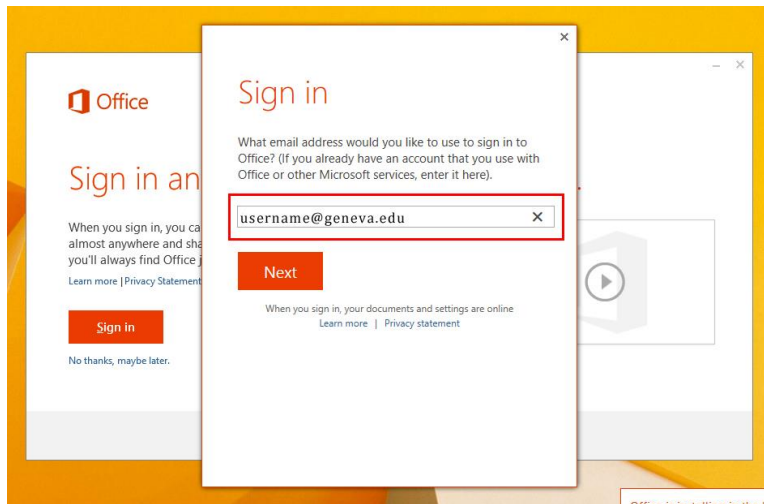
- c. Then you will be presented with two options for providing information to Microsoft. Whichever you choose, then click “Accept.”



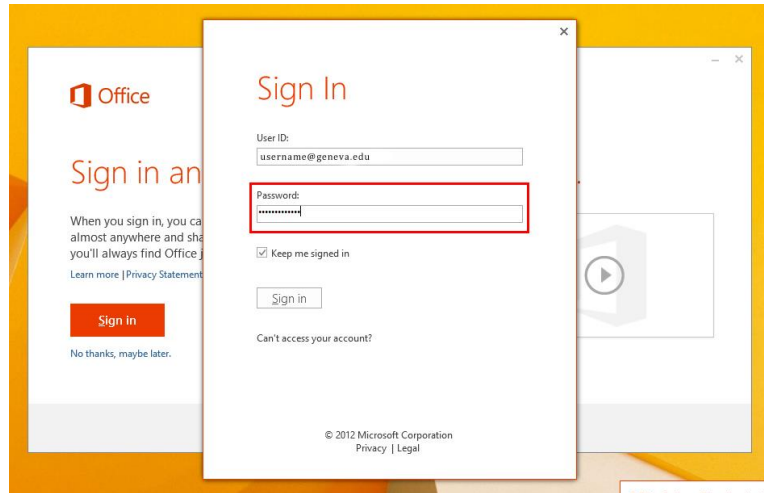
d. At this point, you need to sign in.



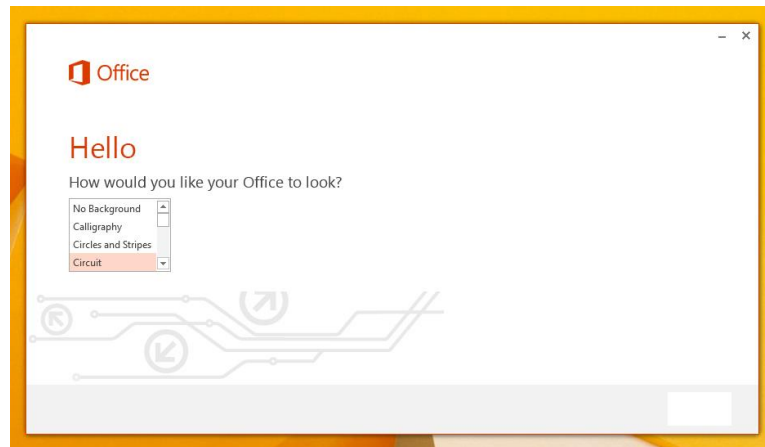
e. When Microsoft asks what email you want to use, you MUST use the Office 365 username – username@geneva.edu.



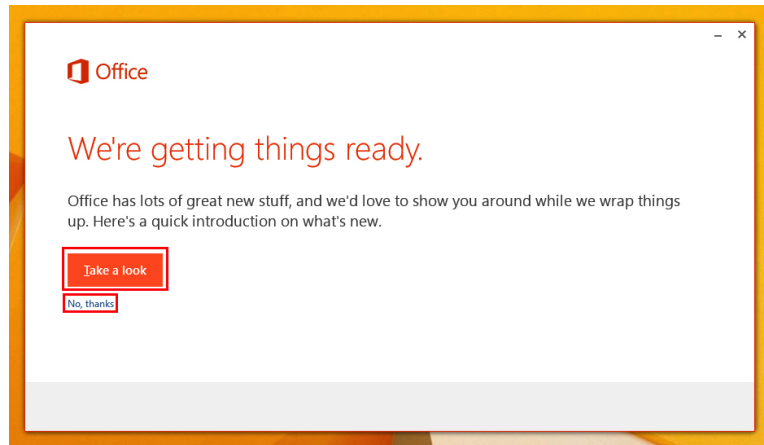
- f. You then need to enter your normal password. Check the “Keep me signed in” box to prevent being asked to sign in again in the future.



- g. With Office 2016, you can now choose a background design for all your applications. Scroll through to see the previews and select one – or No Background, if you do not want one.



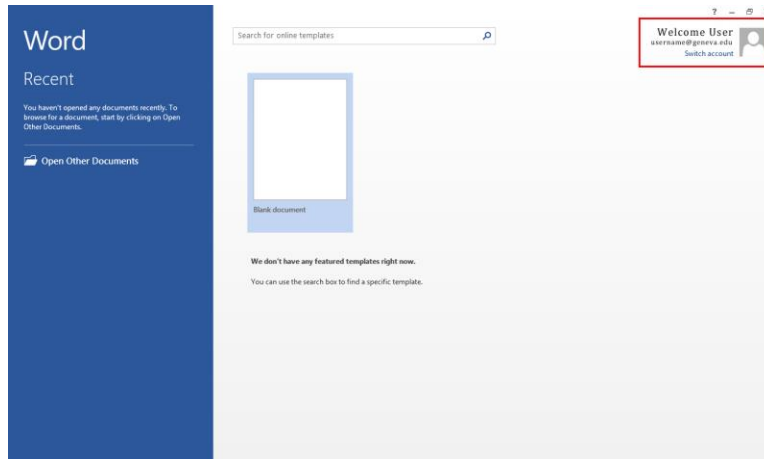
- h. The next screen offers a demo from Microsoft. While it does look different, Office 2016 works just like Office 2010/2013. Choose whether you want to see the demo or not.



- i. And you are all set!



5. When you open any of your new Office applications, you will now see your account logged in at the upper right. If it is not, pull down the menu from there and sign in using your Office 365 username@geneva.edu and password.



- a. After installation, Microsoft will check the validity of your license in the background every 30 days – you may be prompted to re-authenticate your license.
- b. You maintain a valid software license until you leave the college, after which the software will provide read-only access.