

Accessing and installing Office 2016 from Office 365

Central Oregon Community College offers students free access to Office 2016. The College recommends that you:

- Download this from home, noting that you will need Windows 7 or higher to install the latest version of Office. A version is available for Apple products but please refer to the [MAC](#) installation guide on COCC's website.
- Use Firefox internet browser, noting that other options are available but the instructions are slightly different than what is listed below. The system will automatically detect what your operating system is and offer the best version for you.

Option 1

1. Log into your COCC email account and click the "Office 365" icon in the top left hand corner.
2. Click on the "Install Office 2016" button (upper right corner)
3. Select "Office 2016."
4. Save file, then open from your download folder.
5. Follow the prompts. The download may take a few minutes.
6. A confirmation message will appear stating that the software has been installed.



Option 2

1. Login in to your COCC email account and click the "Gear" icon (upper right corner).
2. From the drop-down menu, select "Office365" (bottom of list).
3. In the section "Your App Settings", click on the "Software" link. You will be sent to a new window with the word "Office" at the top.
4. Click the "Install" button on the bottom of the screen to begin installing Office 2016. Depending on your browser, you may receive a pop-up window requesting you to save/install the file. Select "install" (if an option), otherwise select "Save File" and select a location to save this installation file.
5. Once the initial file has been downloaded, select "install" (if not a previous option). Firefox users may need to open the downloaded file location and double click on the file to begin the installation process. If you get a security warning regarding opening the file, select "Run".
6. The download may take a few minutes. An "Office" image will show you your progress.
7. When done, a new window will appear with the "Office" logo and a "Welcome to Your New Office" message. Click the "Next" button (bottom right corner).
8. Choose either "Send us information to help improve Office" or "No Thanks. Your choice will not affect the software installation. Click the "Accept" button (bottom right).
9. The next prompt will ask you to customize the Office environment. Make the selections that match your personal taste and click on the "Next" button.



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10. The next window "We're Getting Things Ready" gives you the opportunity to preview the new Office environment while the installation continues in the background. Click "No Thanks" to skip.
11. A confirmation message will appear stating that the software has been installed.

You should now be able to access the full version of MS Office's latest software on your device.

Important Notes

- You are required to login to your COCC Office 365 e-mail account once every 30 days to keep your Office 2016 software active.
- You have five licenses to install on five devices you own. You are allowed to de-activate a single license in order to activate it on a new device.
- Previous installations of MS Office should not be affected by this installation. It is recommended that you do NOT uninstall these. The new installation will be de-activated within one year after you are no longer a student.
- The COCC Computer Lab Attendants may be able to provide in-person limited support for the installation. Drop-in computer lab assistance is available on all four campuses.
- When saving documents online, select "OneDrive - Central Oregon Community College" and NOT the plain "OneDrive" link unless you have a personal account.
- If you are currently using a personal Outlook account, you may have to transfer your Outlook account to the new Outlook 2016.