

Accessing and installing Office 2016 from Office 365

We recommend that you download from your home network to ensure optimum speed and connectivity. You will need to have Windows 7 or higher to install the latest version of Office. It is also recommended that you have IE10 or higher to access the full features available. These instructions are designed for downloading and installing using Internet Explorer. Note, you may use other browsers, but the instructions may vary slightly. The 2011/2016 Version is available for Apple products at this time. The system will automatically detect what your operating system is and offer the best version for you.

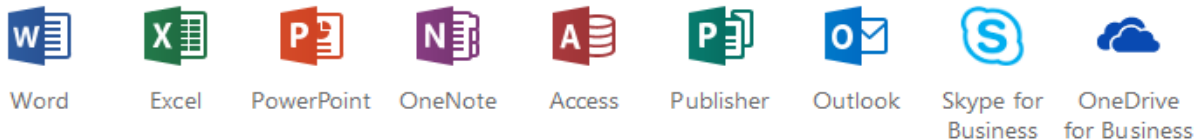
1. After logging into your COCC email account, click the “Gear” icon in the top right hand corner:



2. From the drop-down menu, select “Office365 Settings” from the bottom of the list.
3. Look for a link that says “Software” and click on this link.
 - a. You will be sent to a new window with the word “Office” at the top and a line of logos of Microsoft’s Office products.

Install Office 365 ProPlus with the new 2016 apps (Recommended)

Note: Your admin has enabled First Release, so you get early access to the latest Office features. If you have feedback or problems, please contact your admin.



Language:

English (United States)

Version:

32-bit (Recommended) [Advanced](#)

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Review system requirements](#)

[Troubleshoot installation](#)

▼ [Install Office 365 ProPlus with the 2013 apps](#) [Why would I install Office 2013?](#)

4. Click the “install” button on the bottom of the screen to begin installing Office 2016.
 - a. Depending on the browser you are using, you may receive a pop-up window requesting you to save/install the file. Select “install” (if it is an option), otherwise select “Save” and select a location to save this installation file in.
5. Once the initial file has been downloaded, select “install” (if it was not a previous option). For Firefox users, you may need to open the downloaded file location and double click on the file to begin the installation process.
 - a. If you get a security warning regarding opening the file, select “Run”.
6. This next step may take a few minutes. You should see a brightly colored box for “Office” on the screen, in the bottom of the box will be a % showing the progress of the loading.

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7. A new window should appear shortly with the “Office” logo and a Welcome to your new Office message. On the bottom right corner of the screen click on the “Next” button.
 - a. You will be prompted to either “Send us information to help improve Office” or “No Thanks”, you must select one or the other in order to continue. Your choice here will not affect the installation of the software.
 - b. Press the “Accept” button on the bottom right of the window.
8. Your next prompt will ask you to customize the office environment.
 - a. Make the selections that match your personal taste and click on the “Next” button.
9. 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. You can click “No thanks” to skip.
10. A new window will pop-up stating “All done”. This may not actually be the case. Once that window is closed, you may see a smaller window in the bottom right hand corner of your screen with a % of completion as the software finishes installing.
 - a. 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.

Things to know:

- You are required to login to your Office 365 e-mail account (use link from COCC login page) once every 30 days to keep your account and the Office 2016 software active.
- You have 5 licenses available to you that allows you to install on 5 devices YOU own. You can manage your licenses when logging into the system via the internet.
 - You are allowed to de-activate a single license in order to activate it on a new device – total of 5 devices at one time.
- Previous installations of MS Office should not be affected by this installation. It is recommended that you do NOT uninstall these. The new installation is a subscription based install and will become de-activated within one year after you are no longer a student.
- The ITS department may be able to provide LIMITED support for the installation; we ask that any questions first be addressed by the Drop-in Computer Lab TEAM.
- Internet Explorer 10 or higher is recommended for all the Office 2013 features to be available.
- When saving documents online, select “OneDrive - Central Oregon Community College” and NOT the plain “OneDrive” link unless you have a personal account. You may be required to log-in to authenticate to the selected save location.
- You will also have the option of installing Office 2013 if you do not meet the requirements for the 2016 software.
- You have the option of installing the 64-bit version of this software. You are responsible for ensuring your system has the ability to run 64-bit software.
- If you are currently using Outlook, you may have to transfer your outlook file accounts to the new 2016 Outlook.
- Older versions of some Office products, such as Project 2013 or Visio 2013, are not compatible with Office 2016.
- MAC 2016 is currently limited to ONLY the following software: Word, Excel, PowerPoint, Outlook and OneNote.

Save As

