

BYOD Self-installation guide for Windows

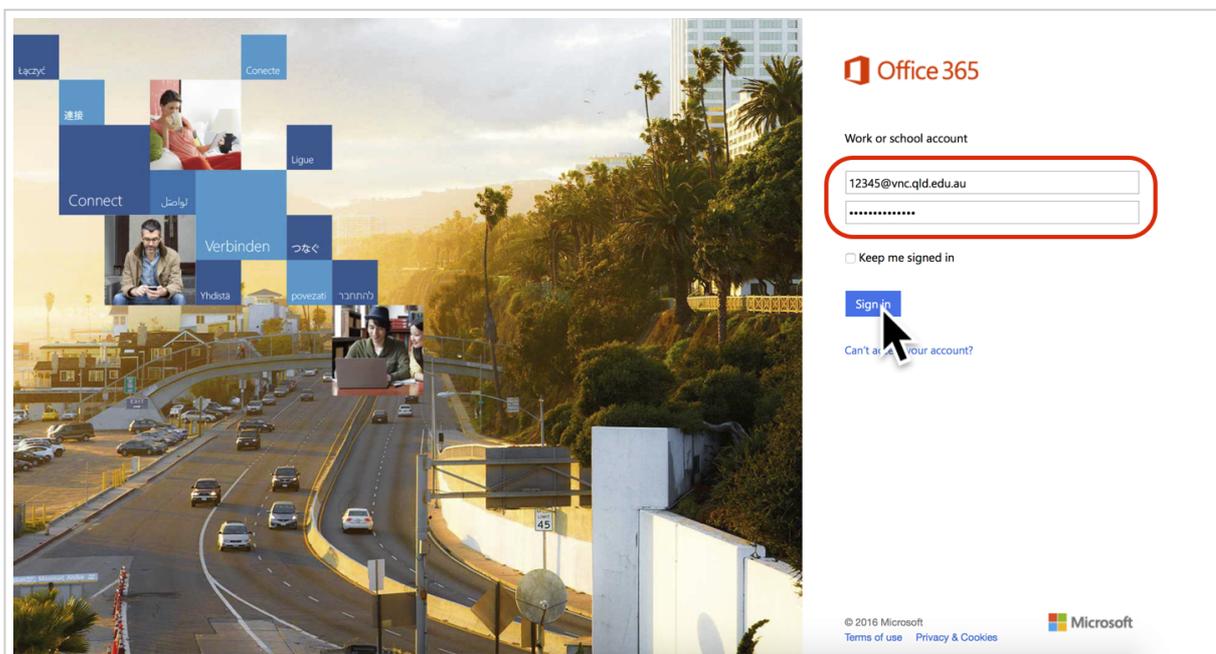
4. Install Office 2016

Office 2016 is the Microsoft range of software including Word, OneNote, Outlook (email program), Excel, Powerpoint and much more. When you install Microsoft Office ensure you have a reliable and fast internet connection as you will be installing a large set-up package in the process (approximately 1.7 GB in size).

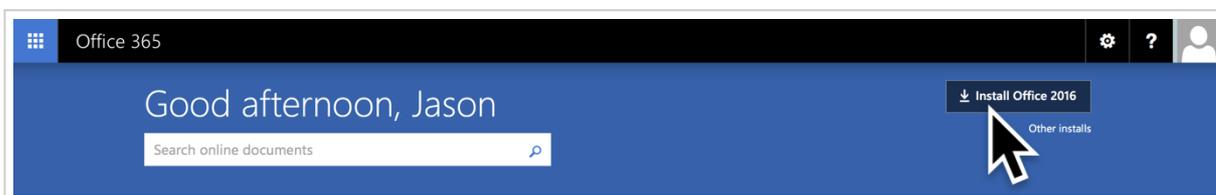
To begin, log in to the Office 365 portal at the following address:

<https://portal.office.com>

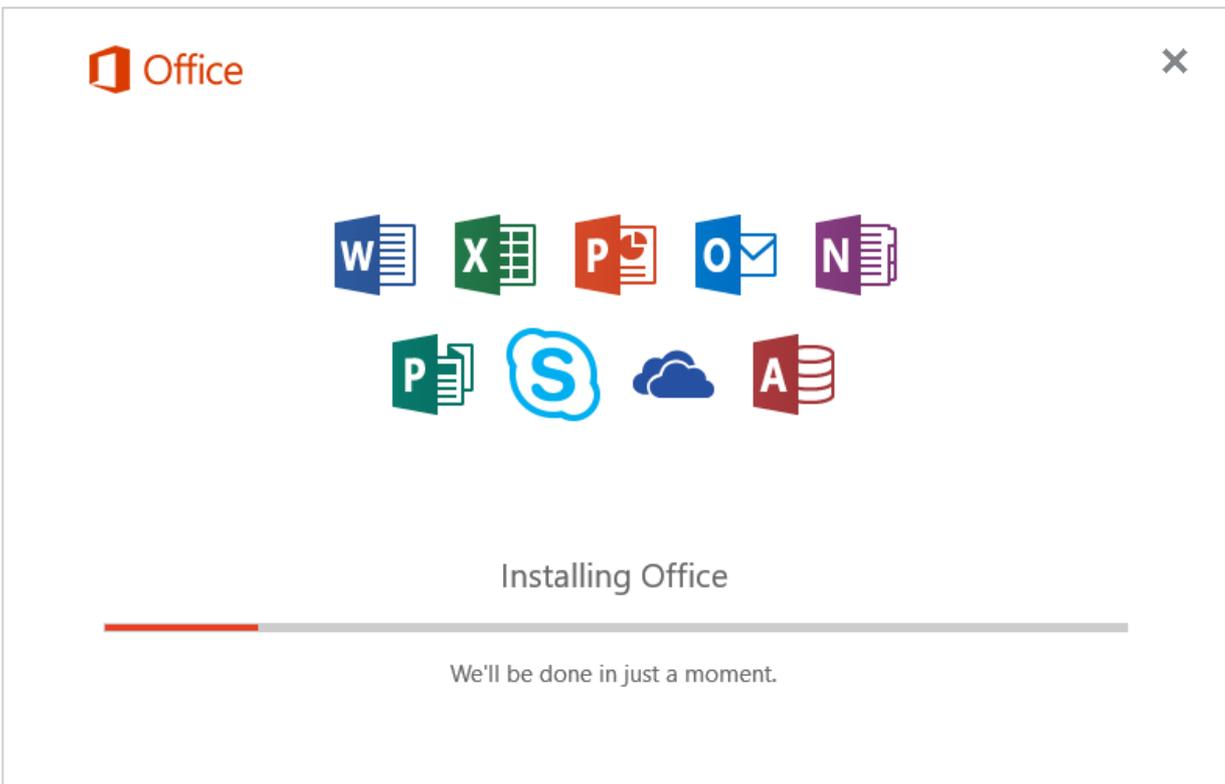
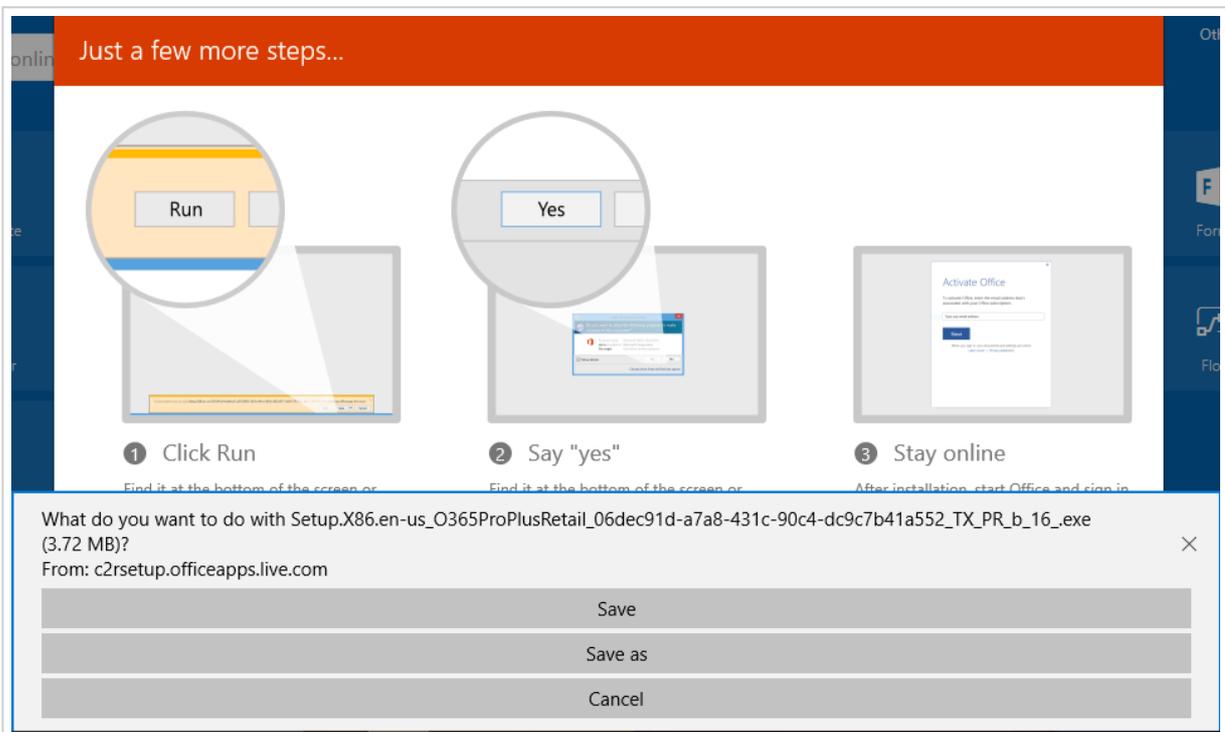
Enter your **College email address** as the username, and your **College network password** for the password. Click the **Sign in** button to continue.



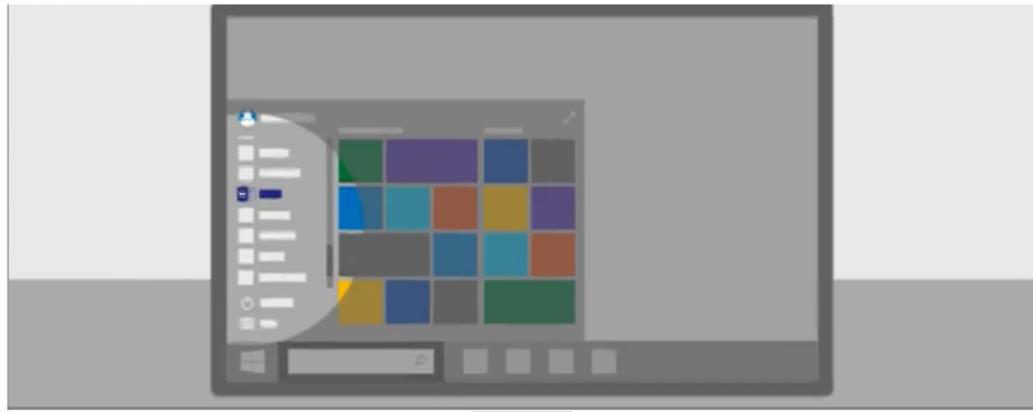
The Microsoft Office Home page will load. In the top right corner of the page, click the **Install Office 2016** button.



A pop-up window will appear with installation instructions. Click **Save** to save the installer package, then click **Run** to begin the installation process. Note: this will take some time as this process involves a large download.



Once finished, you will see the following message. Click the **Close** button to complete the installation process.



You're all set! Office is installed now

Click Start > All Apps.

Close

You may now access the Office 2016 apps via the Start Menu or Search bar. Note: the Office apps have **2016** in their titles, e.g. OneNote 2016, Word 2016, Outlook 2016.