

Installing your free Microsoft Office 2016 Software

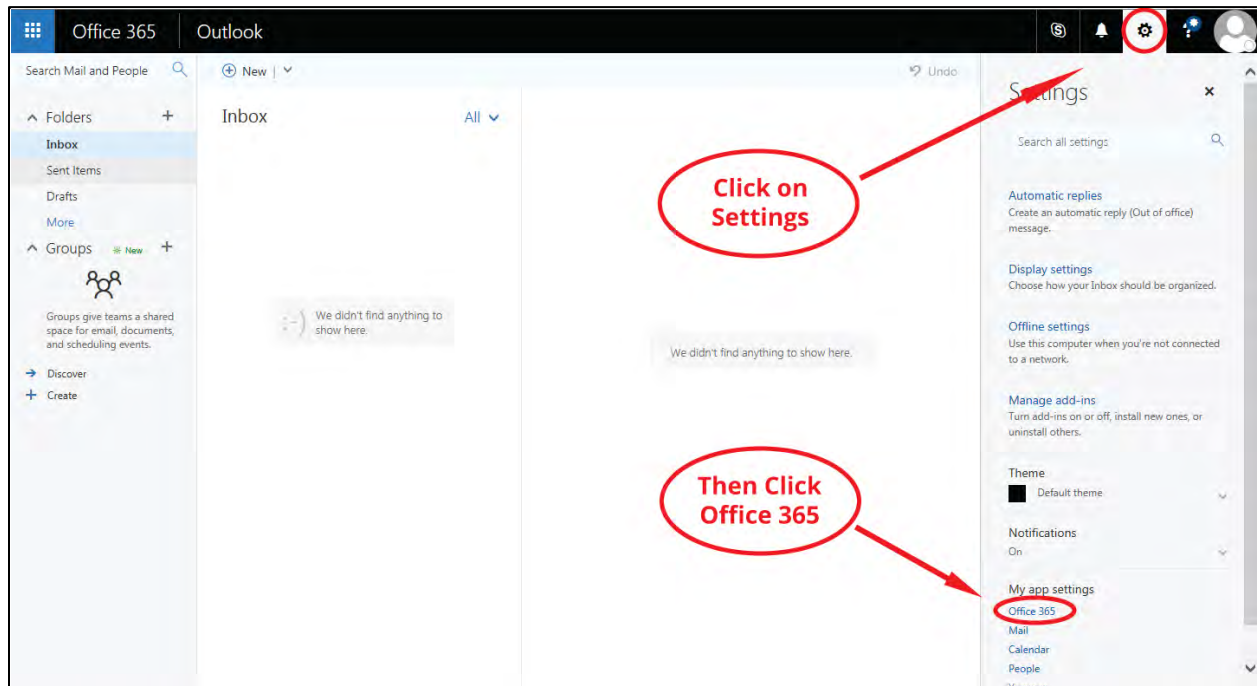
As a SSCC student you are now eligible to receive a free copy of Microsoft Office 2016 Suite. This is a full version of the popular Microsoft Office program that can be installed on up to five of your personal computer devices. Please note the College requires 2016 for use in all Office classes.

To get started you will need to log into your SSCC Office 365 student email account from the SSCC MyMail page (<https://portal.sccc.edu/mymail/index.shtml>), by clicking on **MyMail Office365 | Login**

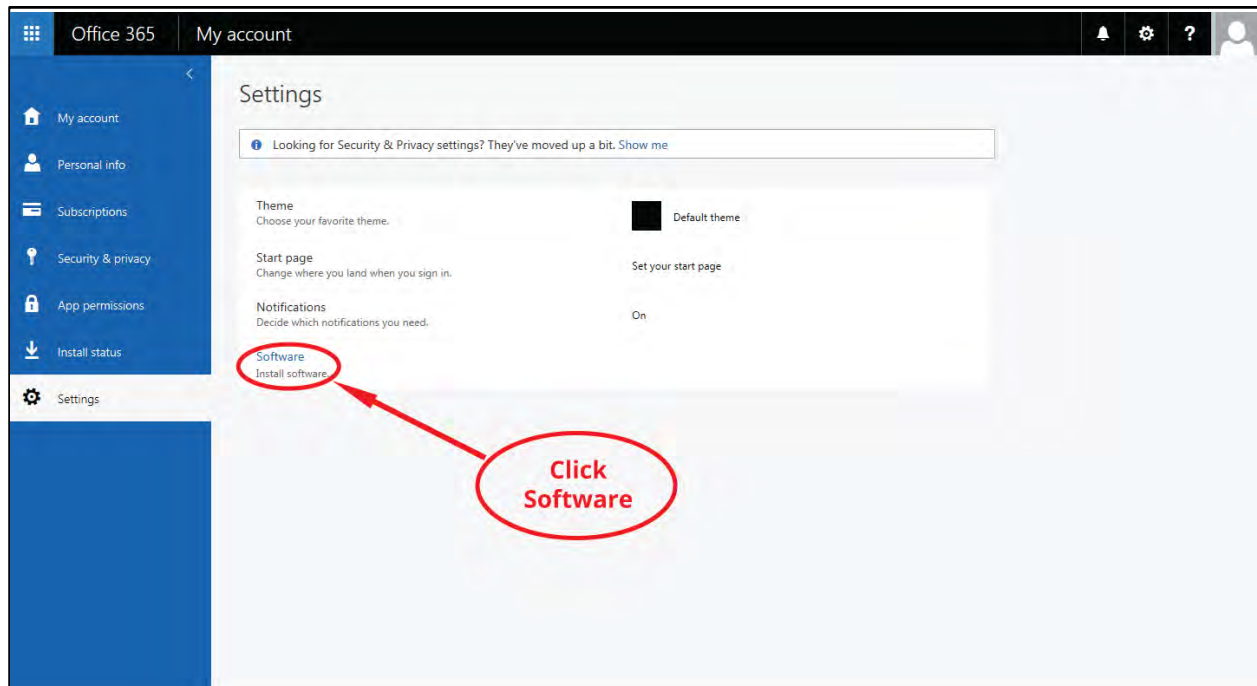
Quick Step Option:

www.sccc.edu --> MySSCC --> MyMail --> MyMail Office365 | Login

Step 1:



Step 2:



Step 3. Choose the language you want to install and click install. **Note:** 32-bit is the default version. If you would like to change to 64-bit, you will need to **click on Advanced under Version.**

Software

Office

Tools & add-ins

Skype for Business

Phone & tablet

Office

Office 365 2016

Install Office 365 ProPlus with the new 2016 apps: [What happened to Office 2013?](#)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business

Word Excel PowerPoint OneNote Access Publisher Outlook Skype for Business OneDrive for Business

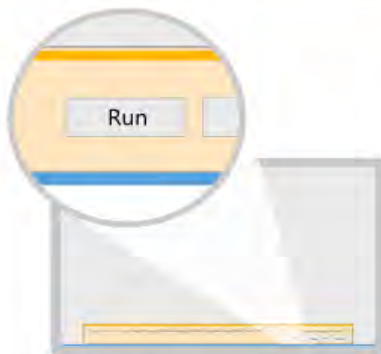
Language: English (United States) Version: 32-bit [Advanced](#)

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 packs are subject to an [install limit](#).

[Review system requirements](#)
[Troubleshoot installation](#)

Install

Just a few more steps...



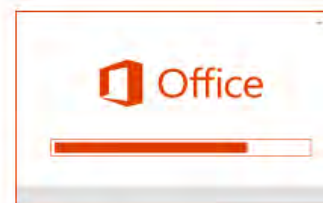
1 Click Run

If asked, click **Save File**, then run the file.



2 Say "yes"

Click **Yes** to start installing.



3 Stay online

Downloading all of Office might take a while.

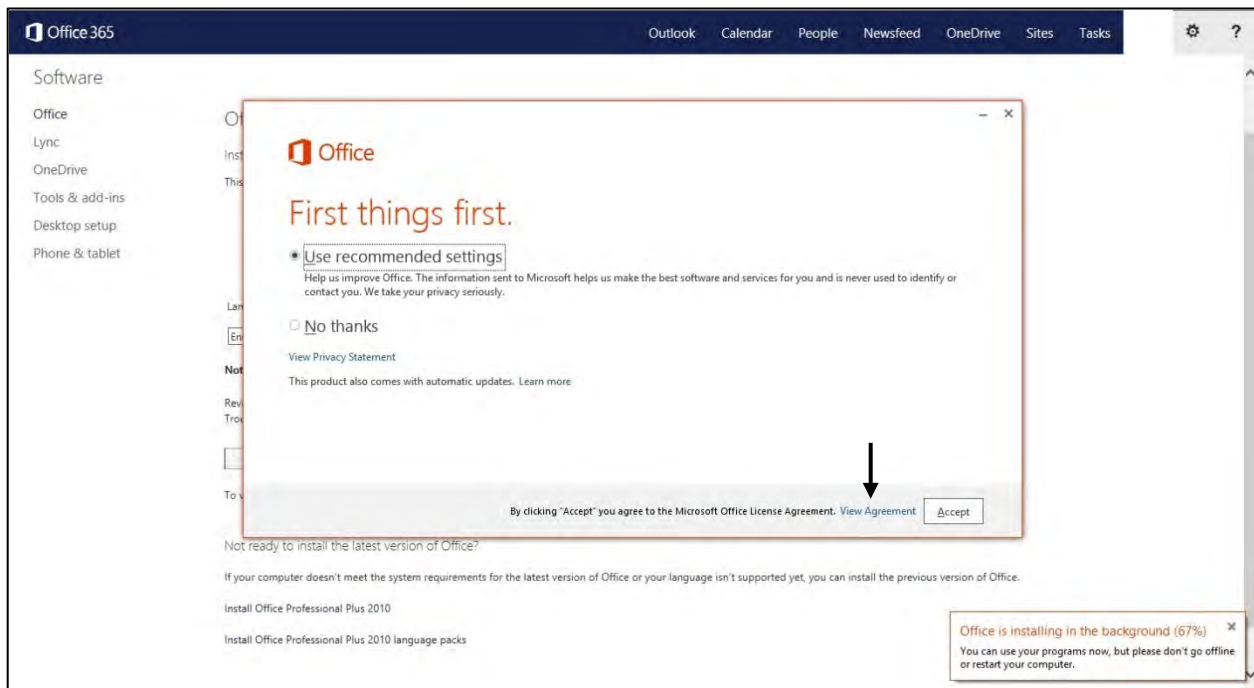
Close

[Need help installing?](#)

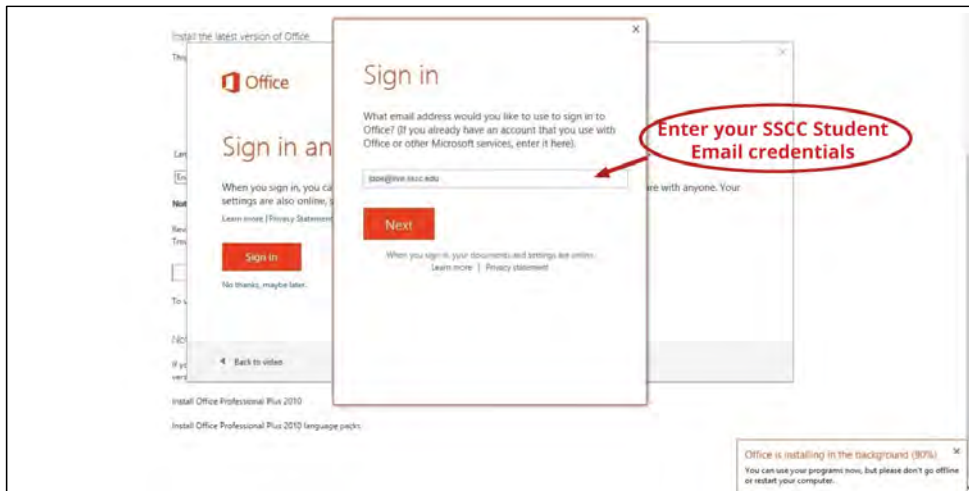
Note: While you are waiting on the installation to finish, you may want to go through the quick tutorial on using Office 365 if you haven't already. If you don't wish to or have already gone through it, you can either ignore it, or click the X at the top right of the tutorial screen to exit the tutorial.



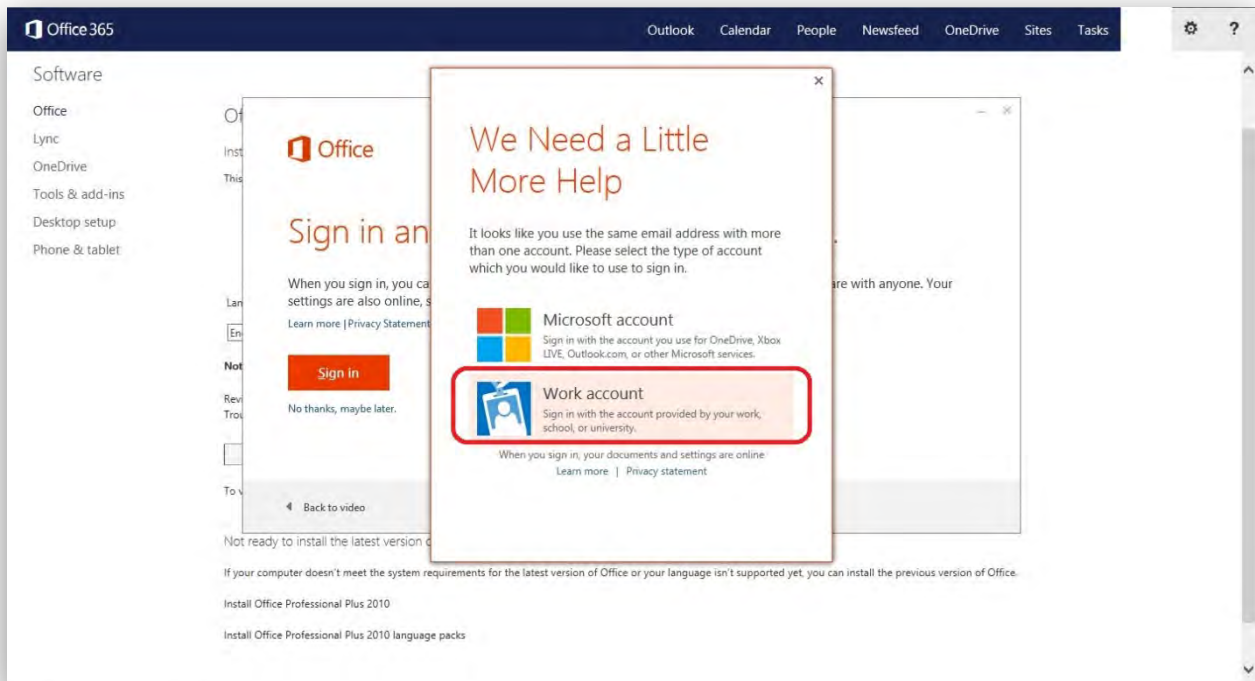
Step 4: On the following screen you can view the license agreement by clicking on the View Agreement link. You will then either need to select **Use Recommended Settings** or **No Thanks** in order to click **Accept** to accept the license agreement:

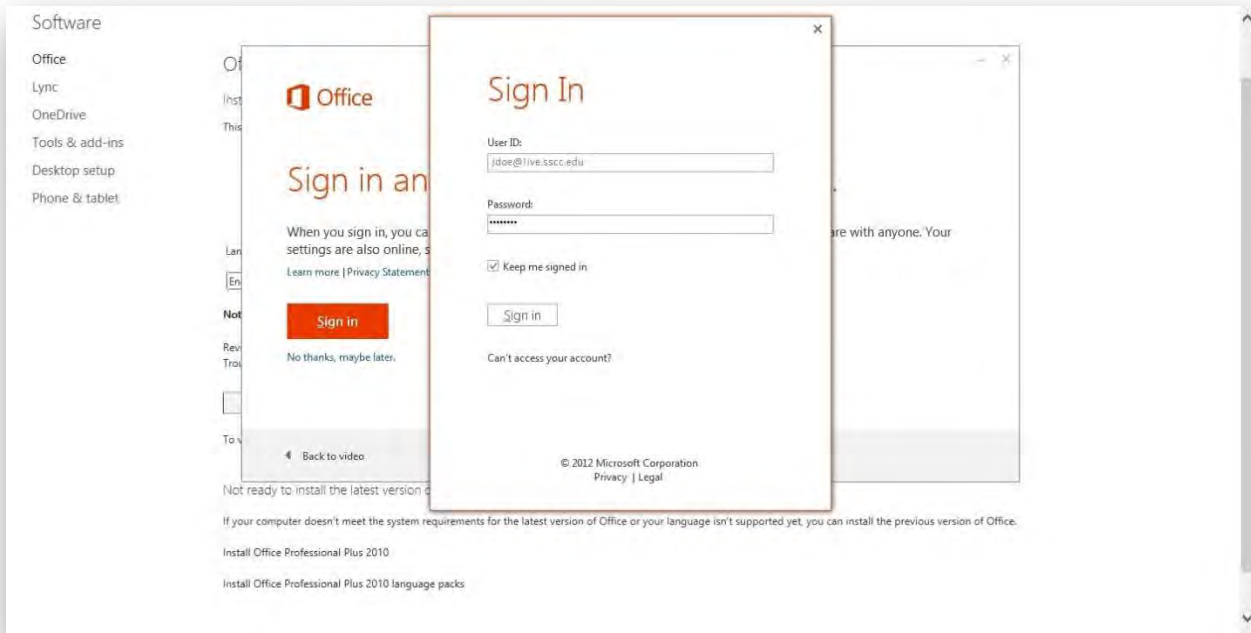


Step 5: On the next screens, you will need to sign into your SSCC Office 365 student email account using your SSCC student email credentials as shown in the following examples:

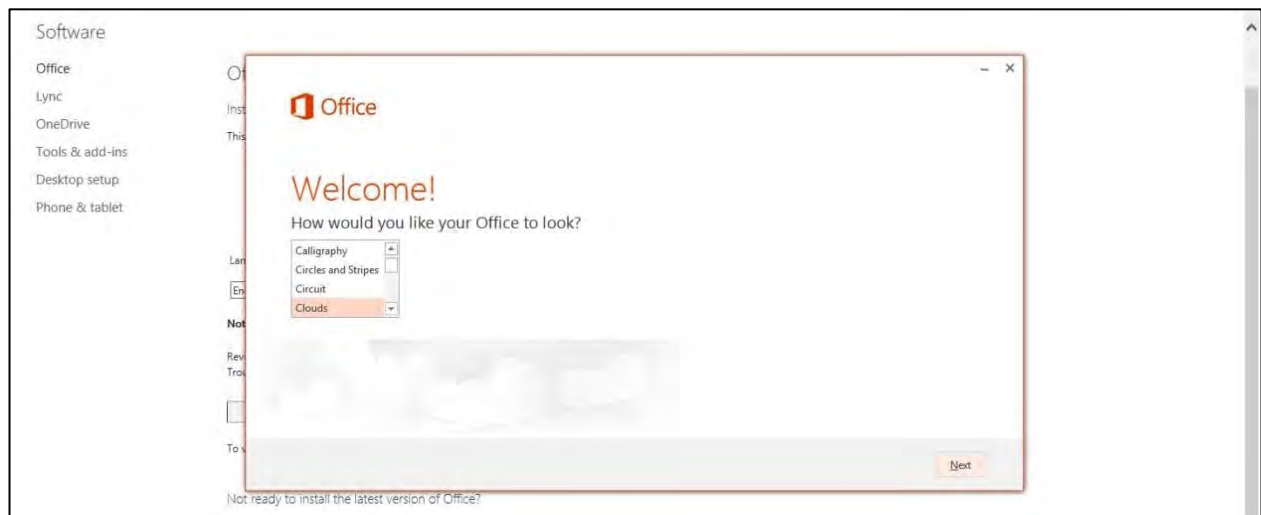


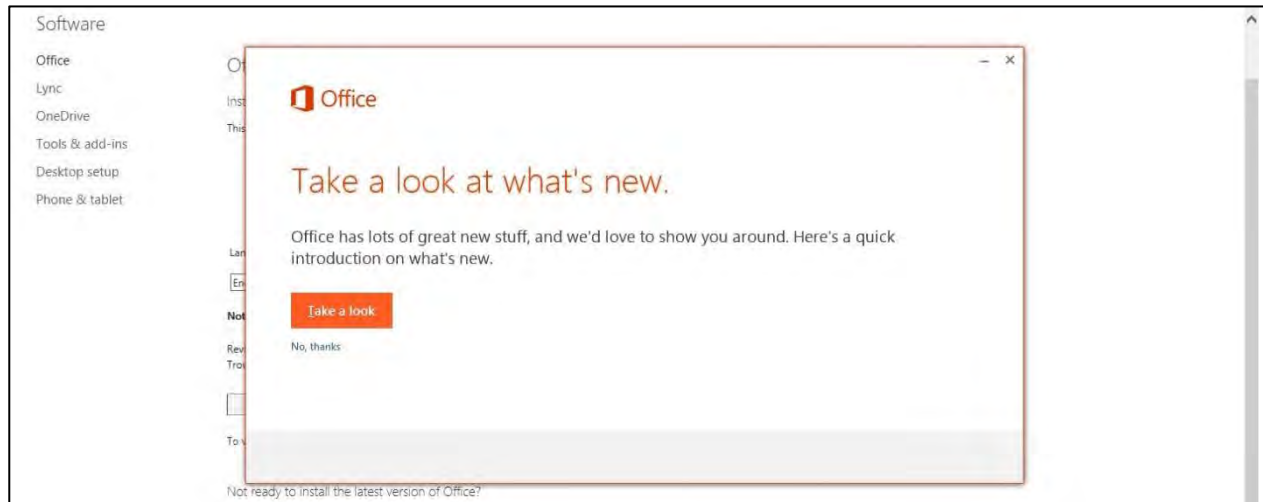
Note: If you use the same email address with more than one account, you will need to specify which type of account you are using to sign in. You will need to select **Work account** and then continue signing-in using your SSCC student account.





Step 6: After you are signed in, you will need to go through the last few setup screens and then click **All-done** as shown in the following examples:





You should now see the Microsoft Office 2016 suite located within your Start Menu on Windows 7. If you are using Windows 8, you may need to click on all start menu items and pin the Office 2016 items you would like to use in your start screen.

-  Excel 2016
-  Google Chrome
-  Internet Explorer
-  Mozilla Firefox
-  OneDrive for Business
-  OneNote 2016
-  Outlook 2016
-  PowerPoint 2016
-  Publisher 2016

Note: On your Office 365 account page, you will be able to see how many licenses you have remaining and what PCs those licenses are attached to. If you would like to move a license from one PC to another, you will need to deactivate the license that is attached to the PC you would like to move it from.

The screenshot shows the Office 365 account page. On the left is a navigation menu with items: Office, Lync, OneDrive, Tools & add-ins, Desktop setup, and Phone & tablet. The main content area is titled "Office" and "Manage installs". It includes a note: "If you don't have any installs left, you can deactivate an install on one computer and install Office on another." Below this is a table with columns: COMPUTER NAME, OPERATING SYSTEM, and INSTALLATION DATE. The table contains two rows: "MySSCCComputer" and "MyHomeComputer", both on "Microsoft Windows 7 Enterprise" installed on "11/14/2014", with a "Deactivate" link for each. Below the table, it says "Remaining installs available: 3".

COMPUTER NAME	OPERATING SYSTEM	INSTALLATION DATE	
MySSCCComputer	Microsoft Windows 7 Enterprise	11/14/2014	Deactivate
MyHomeComputer	Microsoft Windows 7 Enterprise	11/14/2014	Deactivate

Remaining installs available: 3

Install the latest version of Office

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.

Language: Version: 32-bit (Recommended) Advanced

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

Review custom requirements