Students may install the latest version of Office on up to five computers (Windows or Mac).


2. When prompted for your User ID, enter your username followed by @wofford.edu. Click Next.

3. After clicking Next, enter your Wofford password and click Sign in.
4. On the Office software install screen click the **Install** button to download and install the latest version of Office.

5. When prompted with the screen pictured below. Click the **Run** button.

![Image of the Office software install screen]

You must be an administrator on your machine to install the software.

6. If the User Account Control window pops up please select **Yes** to the prompt.

7. After a few moments the Welcome screen will appear. Click **Next**.

8. On the next screen read the License Agreement and click **Accept** if you agree.

9. When the **Sign in** window appears click the **Sign in** button. When prompted enter your *username@wofford.edu* into the field and click **Next**. Enter your Wofford Domain password if prompted. Click **Sign in**.

10. Step through the installation wizard to complete the install.

### Deactivate an installation

If you’ve already installed the latest version of Office with Office 365 on five computers that you use and you want to install Office on a sixth computer, you can do that by first deactivating an installation on one of your current computers.

Open a web browser and point it to [http://portal.office.com/Account#installs](http://portal.office.com/Account#installs).

Login to the portal using the instructions on step 2 of this document.

Go to Software > Office.

Click Deactivate next to the computer you want to deactivate.