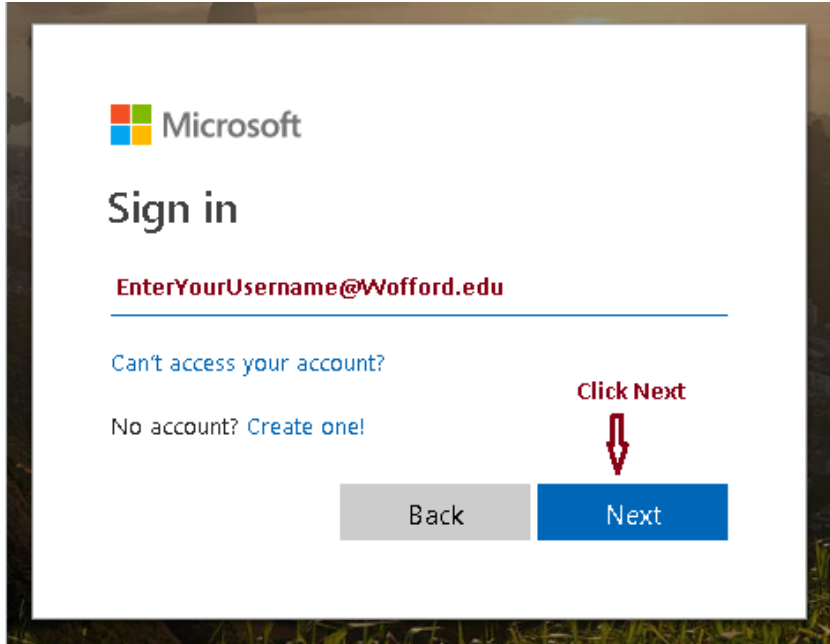


Macintosh Office Professional Plus for Students

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

1. Open a web browser and enter the URL <http://portal.office.com/OLS/mysoftware.aspx>.
2. When prompted for your User ID, enter your username followed by **@wofford.edu**. Click **Next**.



Microsoft

Sign in

EnterYourUsername@Wofford.edu

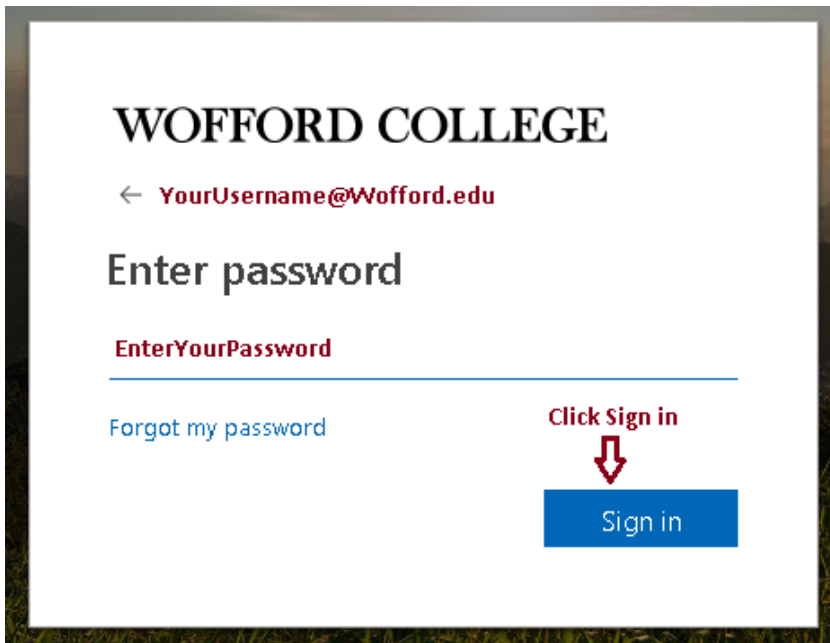
Can't access your account?

No account? [Create one!](#)

Back Next

Click Next

3. After clicking **Next**, enter your Wofford password and click **Sign in**.



WOFFORD COLLEGE

← YourUsername@Wofford.edu

Enter password

EnterYourPassword

[Forgot my password](#)

Sign in

Click Sign in

4. On the Office software install screen click the **Install** button to download and install the latest version of Office.
5. Open the **Downloads** folder, locate the newly downloaded file named **Microsoft_Office_2016_Installer.pkg** and double-click to open it.
6. A new window should pop-up containing an **Office Installer** icon. Double-click the **Office Installer** icon to start the installation.
7. Step through the installation wizard to complete the install.
8. Once the installation completes, a **Get Started with Office 2016** screen will pop-up. Select **Sign in to an existing Office 365 subscription**.
 - a. Enter your Wofford username followed by @wofford.edu into the sign-in screen.
 - b. Enter your Wofford domain password when prompted.
 - c. Select **Yes** to the **Keep Office for Mac up to date?** question.
 - d. Select **No** to the **Join the Customer Experience Improvement Program?** question. Click **Continue**.
9. You may delete the **Microsoft_Office_2016_Installer.pkg** file located in the Downloads folder and the **Microsoft Office 2016** icon located on the desktop.

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> .

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

Click Deactivate next to the computer you want to deactivate.