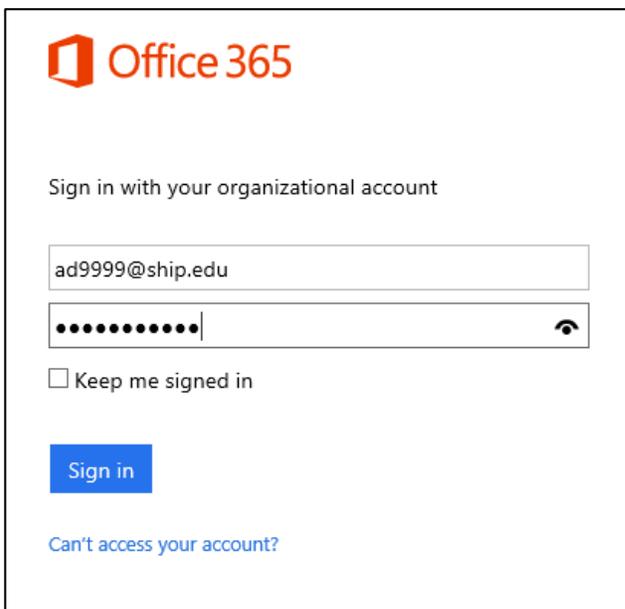


Installing Office 2016 on a Windows PC

Microsoft Office is available to Ship students and employees at no additional cost! **Office 2016** requires a PC with Windows 7 or newer operating system. To install Microsoft Office 2016 on your PC, follow these directions:

1. Uninstall any existing versions of Microsoft Office that are on your computer (including trials) by launching the **Control Panel** and going to **Programs and Features**. Older versions or trial versions of Office that may have come pre-installed with your system will cause the Office 365 installation to fail.
2. Go to <http://portal.office.com>. Sign in with your full Ship e-mail address and password.



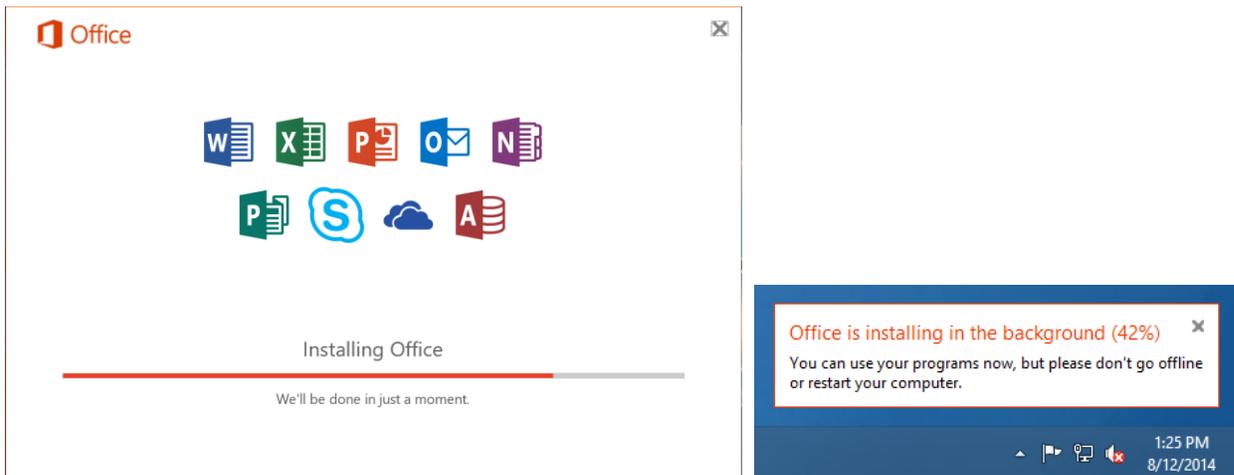
3. Find the button that says **Install Office 2016** and click on it.



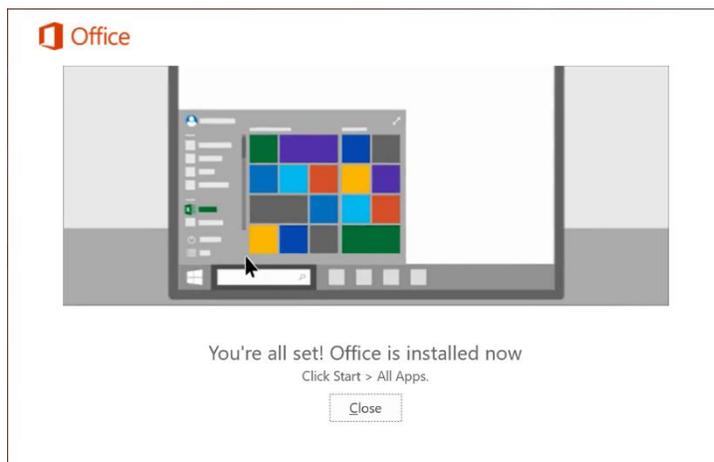
4. The Office setup file will be downloaded to your computer. If prompted to open or save the file, select **Open** or **Run**. If the file downloads automatically, you may have to find it in your Downloads folder and double-click on it to begin installation.



5. The installation wizard will start and Microsoft Office will be installed in the background. During this process, you may see several pop-up notifications that allow you to learn about the features of Office. You will also see a notification that shows the progress of the installation.



6. While Office is installing, you can open and use any of the applications such as Word, Excel, PowerPoint, etc. Note that some features may be unavailable or slow to load until installation is complete. You will be notified when the installation process is complete (see below).



To launch Office applications from **Windows 7**, go to Start > All Programs and select the application to launch.

On **Windows 8** or **Windows 8.1**, click on the Start button and click on the down arrow in the bottom left to show all applications.

On **Windows 10**, click on the Start button and find the application you wish to run in the list of programs.

Need Help?

The Technology Help Desk can assist you with installing Microsoft Office!
Bring your laptop or mobile device to the Help Desk (Ezra Lehman Library for students or MCT 071 for employees) and we can help you install Microsoft Office.

717-477-HELP (x4357)
helpdesk@ship.edu