Accessing and Installing Office 2016 from Office 365 for Staff

We recommend that you download from your home network to insure optimum speed and connectivity. You will need to have Windows 7 or higher to install the latest version of Office. It is also recommended that you have IE10 or higher to access the full features available. These instructions are designed for downloading and installing using Internet Explorer. The 2016 Version of Microsoft Office is available for Apple products as well. The instructions vary slightly using Safari or Firefox. The system will automatically detect what your operating system is and offer the correct product.

1. Navigate to the following link: http://login.microsoftonline.com
2. There will one or more logins that will need to be done to access the download portal. Use your email address and password for each one. (It might attempt to fill in a different username for you, remove it and type your email address).
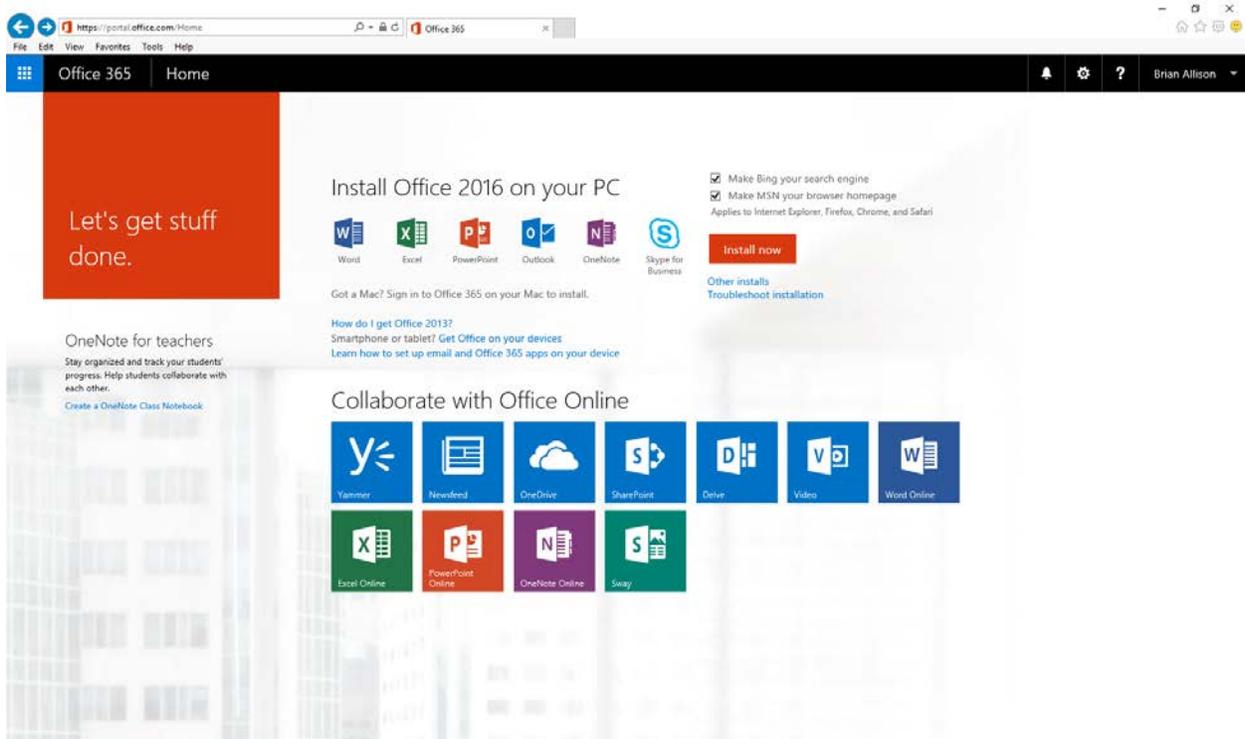
3. Uncheck both boxes above the orange "Install Now" button.
4. Click the orange "Install Now" button.
5. A pale yellow security bar might pop up under the menu at the top. Click on the bar and choose "Download File". You will be returned to the portal. Redo steps 3 and 4.
6. Follow the instructions that come up to complete the installation.