How to Install Office 2016

1. Navigate to www.thiel.edu and click on Webmail in the upper right corner.

2. Login with your credentials.

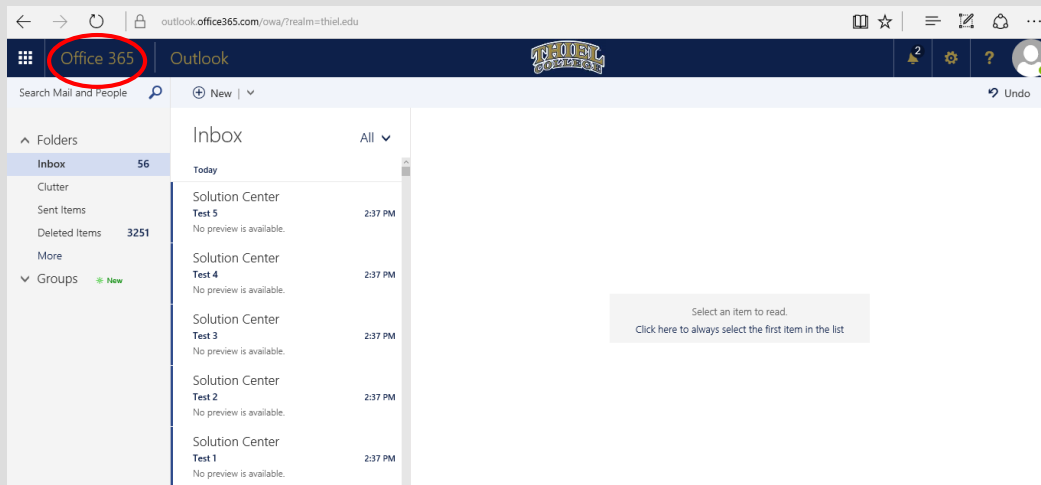3. Your email account will load. Click on Office 365 in upper left corner.

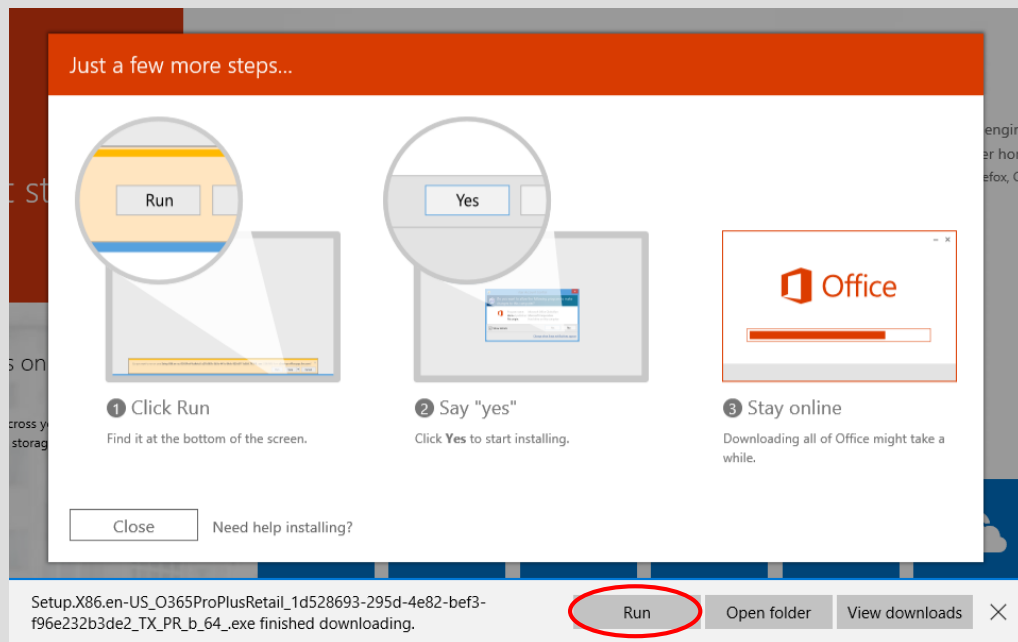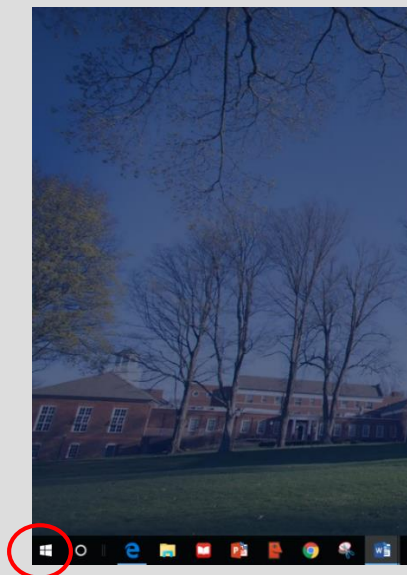4. Uncheck the two boxes above the Install now button. Click Install now.

5. Click Run. Say "yes". Wait for Microsoft Office to download.

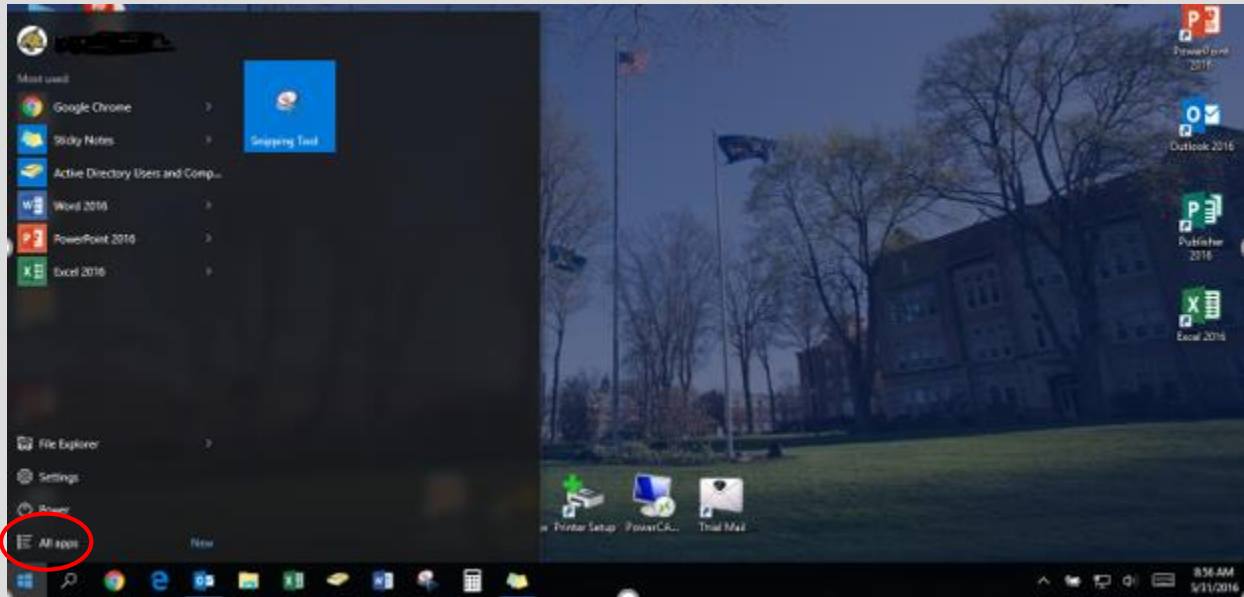6. Click the Windows Start Menu. Click on All Apps to locate the downloaded Microsoft Office products.

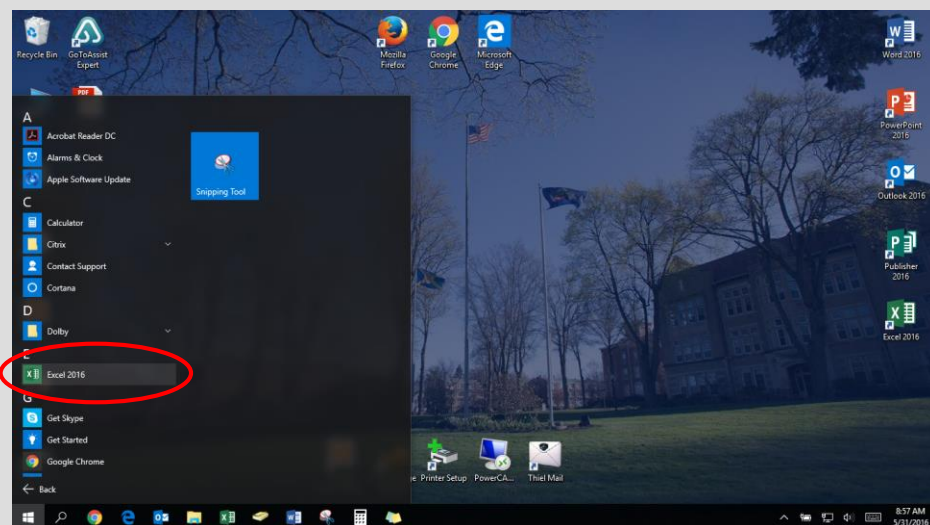7. Click on All apps to locate the Microsoft Office products.

8. Each of the downloaded applications can be pinned to your Start bar or Task bar by right clicking on it and choosing the appropriate selection.

9. Please contact the Solution Center at solutioncenter@thiel.edu or 724-589-4000 with any questions or concerns.