

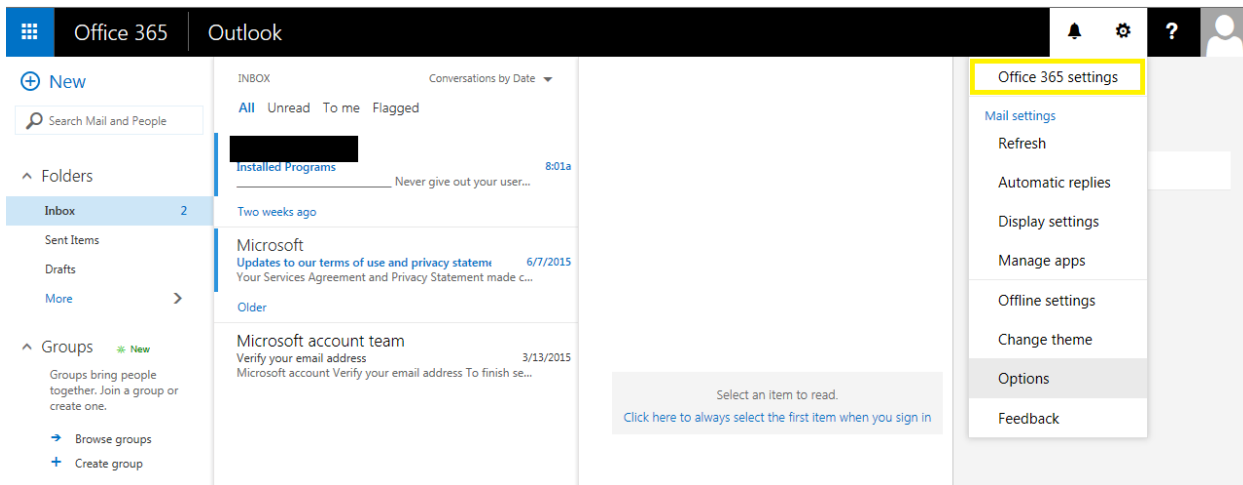
Installing Microsoft Office for Home use

FGCU faculty, staff and Students will now have the ability to install Office products directly to their computer and other portable devices by logging into their FGCU webmail account. All Faculty & Staff will get a total of five Office licenses to install on five different devices.

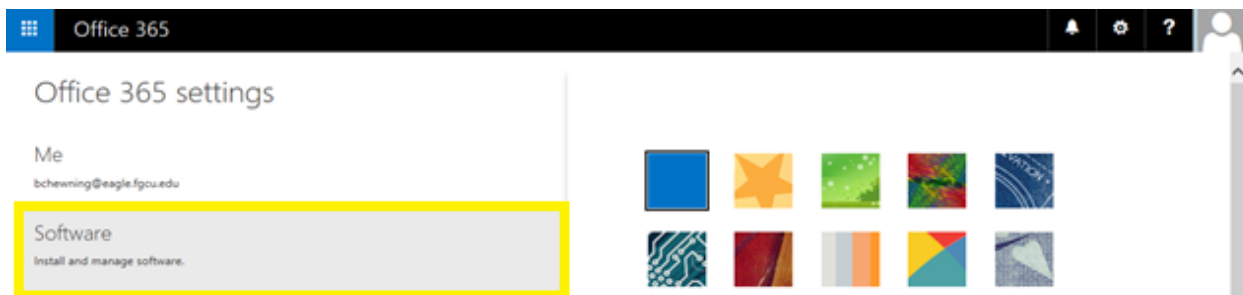
1. Log into your webmail <http://outlook.com/fgcu.edu>
2. Click on the **Settings** icon (looks like a gear/sprocket) in the upper right-hand corner after logging in



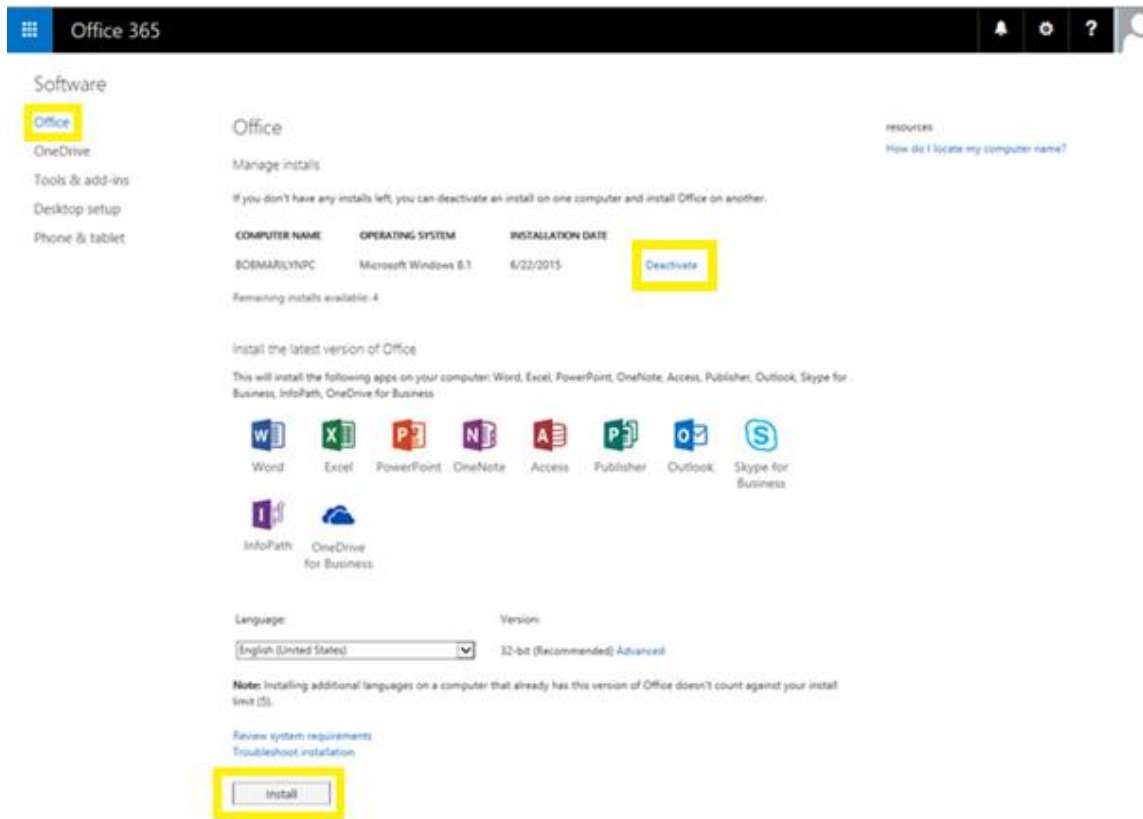
3. From the drop down menu, select **Office 365 Settings**



4. Select the **Software** group on the left



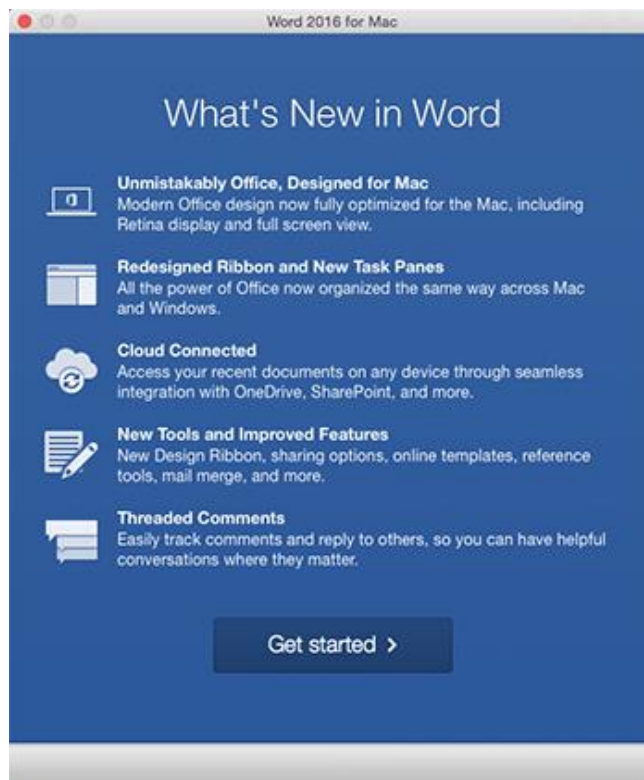
5. Select the **Office** section on the left. From here, you can **Install** and manage your licenses of Office on various devices. Where it says **Computer Name**, you will see what computer the license is installed on and the date of installation. To the right of the **Installation Date** section, you can **Deactivate** existing license if you wish to transfer the license to a different computer.



6. Once you hit the **Install** button, Office will begin to install. Follow the prompts and you will have all the above Office products installed on your device.
7. **To Activate Office**
 - a. Activate Office on a Windows computer
 - i. If you're connected to the Internet when you install Office, it should automatically activate for you. If it doesn't, open an Office application, click File > Account > Activate Product.
 - ii. Activate a free Office 365 subscription that came with your computer
 - iii. On the Start screen, click the Office tile.
 - iv. Sign in with your Microsoft account. If you don't have an account, you can create one.
 - v. At the bottom of your screen, click Run.
 - b. Activate Office 2013 on a different PC
 - i. If you move Office 2013 to a different PC, you'll need to activate by phone. You'll find the number in the Activation Wizard:
 - ii. In any Office application, click File > Account > Activate Product.
 - iii. In the Activation Wizard, click I want to activate the software by telephone > Next.
 - iv. Select your country/region.
 - v. Call the Product Activation Center phone number that's under Step 1.
 - c. Activate Office 2011 for Mac:
 - i. Open an Office application and click Activate Now.
 - ii. In the Get Started wizard, click Sign in to an existing Office 365 subscription, and sign in with the email address that's associated with Office.
 - iii. Note If you have Office as a one-time purchase, see Activate Office for Mac 2011.



- d. Activate Office 2016 for Mac:
 - i. After Office 2016 for Mac is installed, Word 2016 for Mac opens so you can activate Office and confirm your subscription. You should only have to do this once.
 - ii. Review the Word 2016 for Mac What's New screen, and then select Get started.



- iii. On the Sign in to Activate Office screen, select Sign In, and then enter the same Microsoft account credentials you used to purchase and download Office 2016 for Mac.
 - iv. After you sign in, you may see an alert asking for permission to access the Microsoft identity stored in your keychain. Select Allow or Always Allow to continue.
 - e. On the next screen, choose an appearance for your Office installation, select Continue, and then select the Start Using Word button to open the app and complete the Office 2016 for Mac activation.
8. If you need any assistance or have questions, please contact the **FGCU Helpdesk** at 239-590-1188.