
HOW TO DOWNLOAD OFFICE **INFORMATION TECHNOLOGY**

Document Change Record

Revision	Document Changes and Implementation Plan	Effective Date
001	First Release	8/24/2015
002	Edited to 2016 from 365	4/8/2020

1. **PURPOSE**

This document is to provide step by step instructions for faculty, staff and students to login to Office 2016 and download the Office Ready to Run application to install the Office product on their personal PC.

2. **SCOPE**

This is for everyone that will use Office 2016 to download and install the full Office application on a device that is not owned by Wayne Community College.

3. **DEFINITIONS**

AD – Active Directory: a centralized user database that IT staff manages that contains user account information that will allow end users to log in on the laptops and PC's on campus.

Click to Run – The install method where the installer will run and download the application to install in the background so that the end user can continue to work.

Office 2016 – Microsoft's hosted solution for online Office applications such as Word, Excel, and PowerPoint. This is product available to all faculty, staff, and students.

4. **INSTRUCTIONS**

4.1 What NOT to do!

PLEASE DO NOT INSTALL THIS OFFICE APPLICATION ON ANY LAPTOP OR PC THAT WAYNE COMMUNITY COLLEGE IT STAFF MAINTAIN.

The IT department uses an alternate method of licensing the Office application that is installed on all of the laptops and computers that are on campus.

What is being discussed here is to allow you to install Office 2013 on your personal computer or laptop that you own.

If you are a student & faculty or staff:

Go to OKTA sign in <https://waynecc.okta.com/> (Fig. 1)

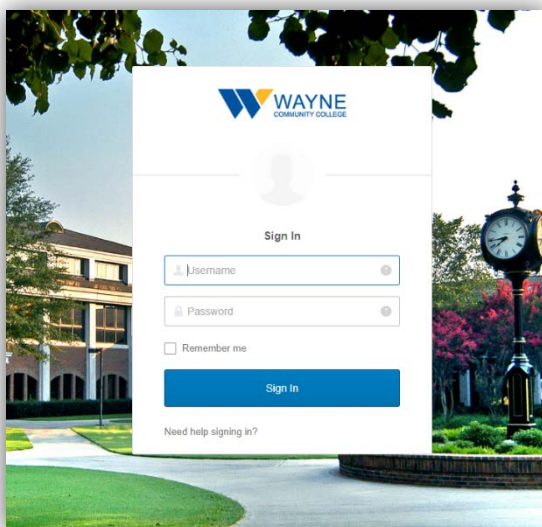
You will type in your username and password that you would use to login into GMail, WebAdvisor, and Moodle.

For example:

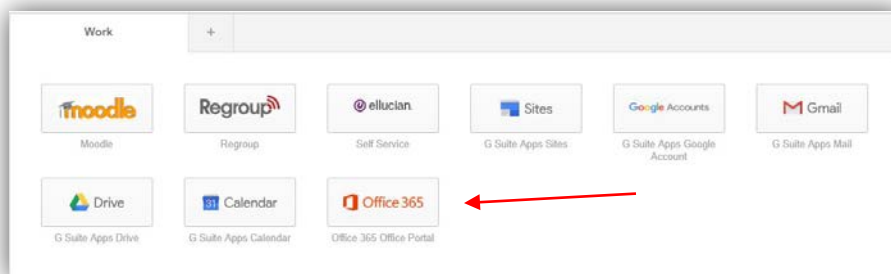
Username: loginID

Password: your password to grant you access to access WebAdvisor, Moodle and AD.

Once you have signed in successfully you will be presented with a screen such as the following. Select *Office 2016 Office Portal* (Fig. 2)



(Fig. 1)



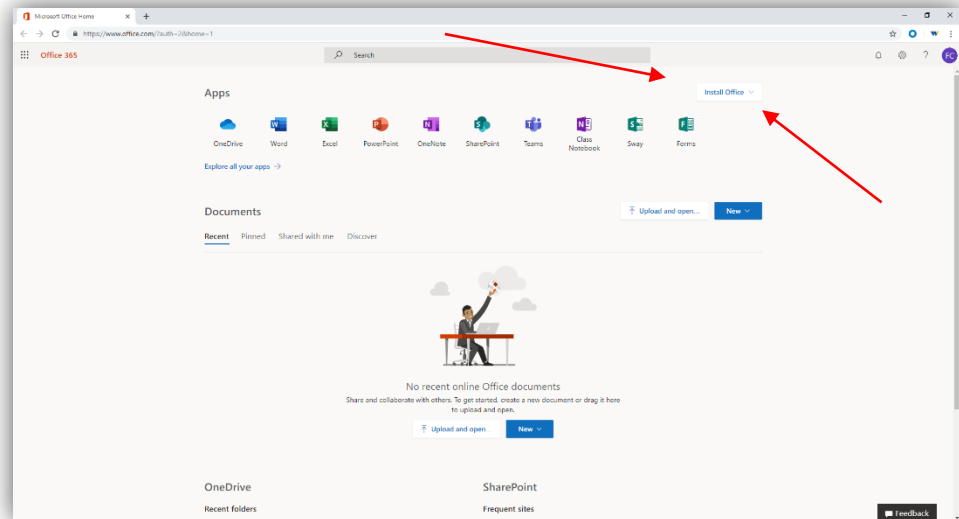
(Fig. 2)

4.2 Downloading the Office Installer

Now that you have successfully logged into the Office 365 portal, you have the capability of installing Office from the main page. Please make note of the “Install Office” button located near the right of the page. (Fig. 3)

Windows Users: Select Office 365 apps

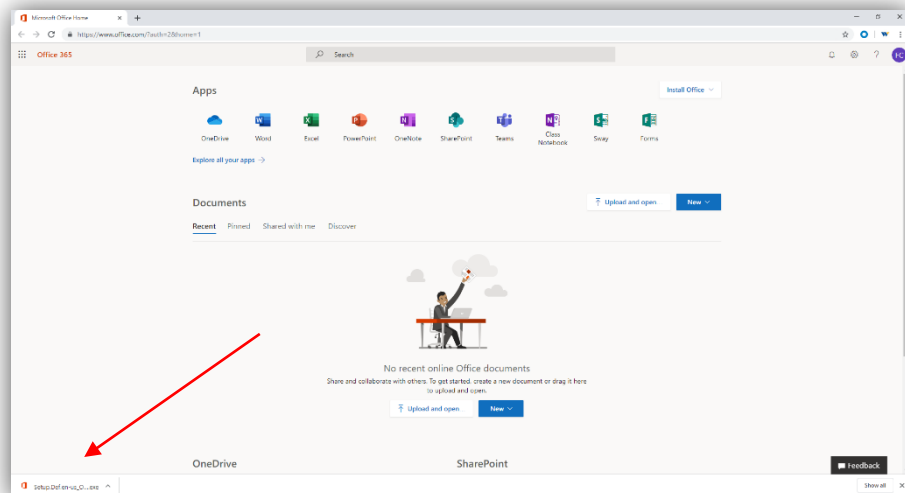
iOS Users: Other install options



(Fig. 3)

Once you have clicked the “Install Office” button, a small executable file will be downloaded to your PC. You can either browse to the executable’s location and double click it or select to open the file directly from the browser.

Please note that this example is using the Chrome. The executable has been downloaded and ready to run (Fig. 4).



(Fig. 4)

Run the executable and follow the prompts to install the Office product on your laptop or PC.

Due to the limited resources of the IT staff, we cannot support any additional assistance on personally owned devices. We apologize for the inconvenience.