

Download Office 2016 Suite of Applications from Office 365 on your Personal Computer

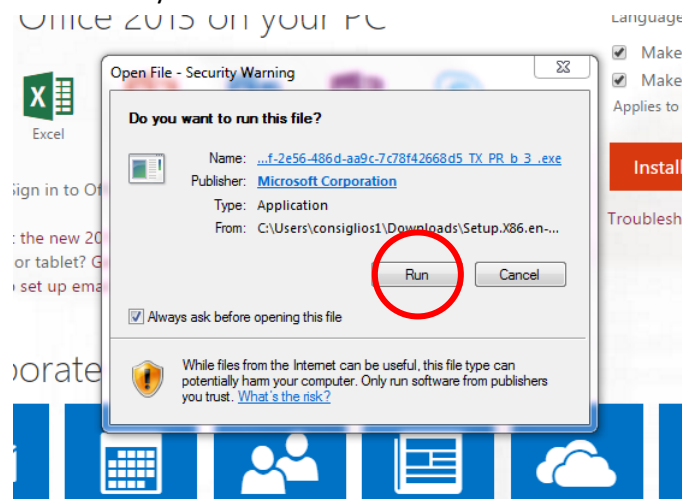
As an employee or student of Manhattanville College, you may install up to five free copies of Microsoft Office 2016 applications. These can be downloaded and installed via your Outlook 365 mail account. After installation you will have access to Word, Excel, Outlook, and other Office 2016 applications.

1. Sign into your Manhattanville email account:
Faculty and Staff should login at: <https://outlook.office.com/owa/>
Students can login at: <http://outlook.com/owa/student.mville.edu>

2. Select 'Office 365' from the top left of the page, then select "Install Office 2016" from the top right of the Office 365 page.



3. The file will automatically download. Click on it and select 'Run'



4. You now have access to Word, Excel, Outlook, and the other Office 2016 applications.

Note: You must have administrator rights on the computer. You cannot install this software on Manhattanville computers.