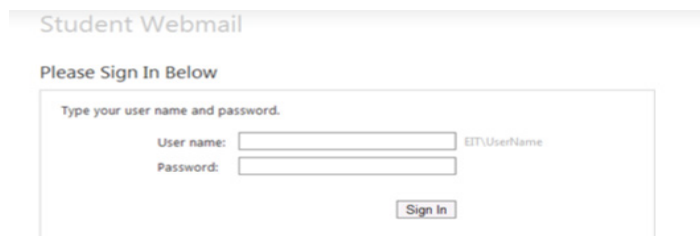


Download Microsoft Office 2016 for Windows computer or device

Microsoft Office 2016 is compatible with Windows 7, Windows 8, 8.1 and Windows 10.

1. Go to the Download Office page: <http://myeit.eit.ac.nz/office365.html> and click on the **"Click Here"** button.
2. Enter your EIT username and password and click **Sign In**.



3. Click **Install** to start installing the Office 2016 applications to your computer or device.

Software

Office

Tools & add-ins

Skype for Business

Phone & tablet

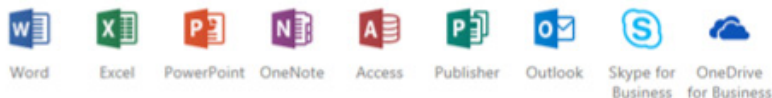
Office

Manage installs

Want to deactivate Office on one computer and install it on another? Go to [My account > Install status](#).

Install Office 365 ProPlus with the new 2016 apps (Recommended)

Note: Your admin has enabled First Release, so you get early access to the latest Office features. If you have feedback or problems, please contact your admin.



Language:

Version:

English (United States)

32-bit (Recommended) [Advanced](#)

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Review system requirements](#)

[Troubleshoot installation](#)

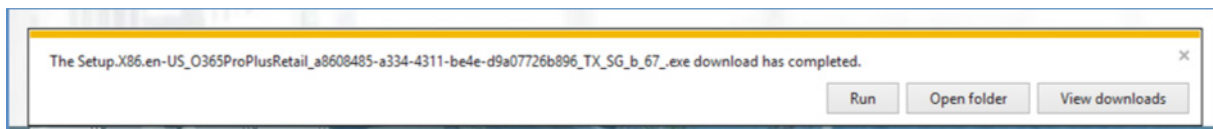
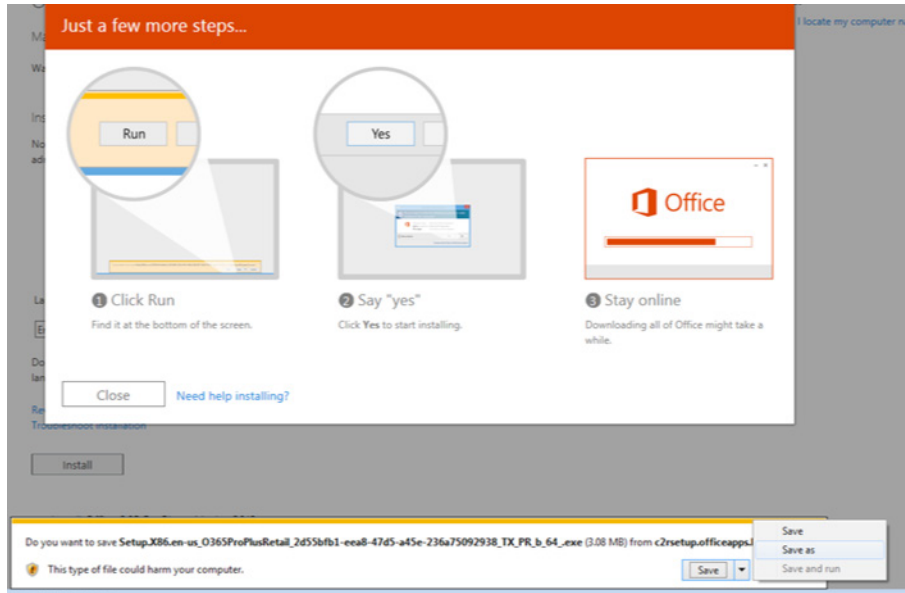
Install

▼ [Install Office 365 ProPlus with the 2013 apps](#) [Why would I install Office 2013?](#)

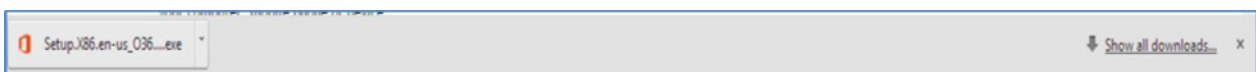


Want more information?
974 8000 ext 6045
twist@eit.ac.nz

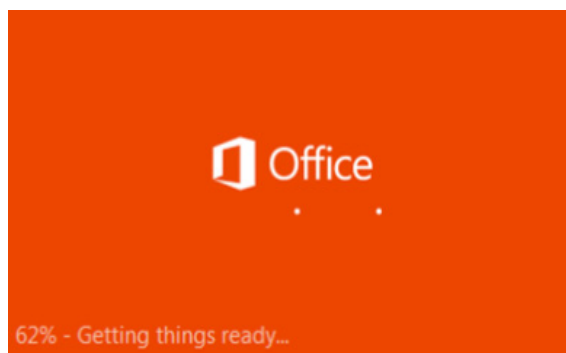
4. Depending on the web browser you are using you may be asked to either run or save the installation file. If you are using Internet Explorer, click **Save** and then click **Run**. If you are using other web browsers such as Google Chrome or Firefox double left click the installation file.



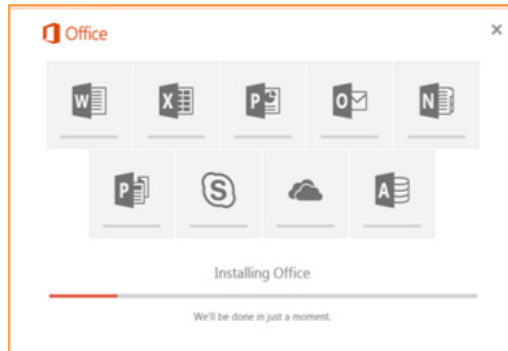
Google Chrome or **Firefox**: Double left click the .exe file to run the installation.



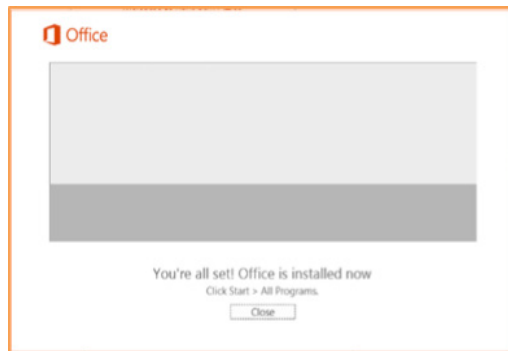
5. A user account security message pop up may appear. If it does, click **Yes**. The .exe file will download and will install onto your computer or device. It may take several minutes depending on the broadband connection you have.



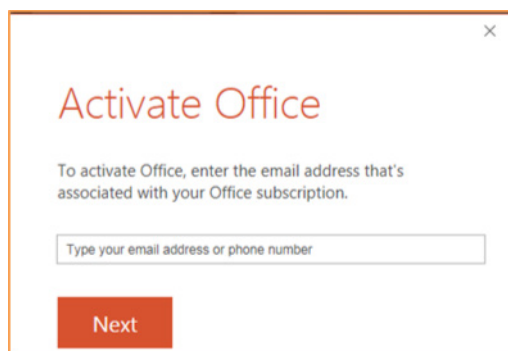
6. The below screen will then appear showing the applications that are downloading.



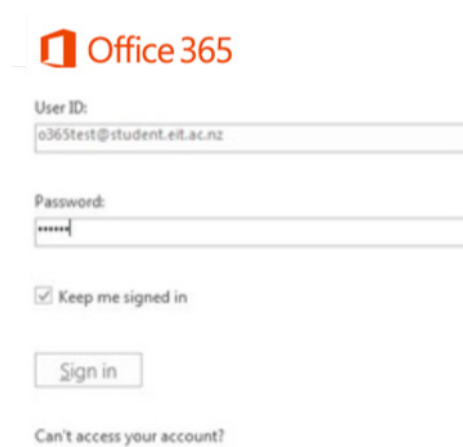
7. Once all applications have been downloaded, the below screen will appear. Click **Close**.



8. When you open an Office application for the first time, it will ask you to activate your EIT Office account. Type in your EIT student email address e.g. **smithj1@student.eit.ac.nz**. Click **Next**.

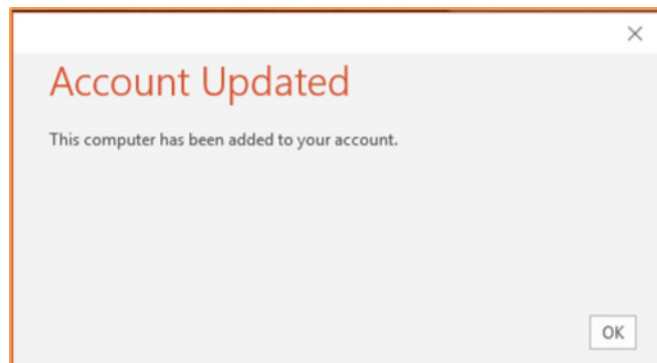


9. Another sign in screen will appear. Your EIT student email address will appear at the top. Type in your EIT password and click **Sign in**.



The image shows the Office 365 sign-in interface. At the top left is the Office 365 logo. Below it, the text 'User ID:' is followed by a text input field containing the email address 'o365test@student.eit.ac.nz'. Below that, the text 'Password:' is followed by a password input field with six asterisks. A checkbox labeled 'Keep me signed in' is checked. Below the password field is a 'Sign in' button. At the bottom, there is a link that says 'Can't access your account?'.

Once this has been done, the below screen will appear saying that Office 2016 will be installed onto your computer or device. Click OK and is now ready for you to use.



If you would like to know more about how to use your Office 365 account go to:
http://www2.eit.ac.nz/library/ls_computer_office365.html for more information.



Want more information?
974 8000 ext 6045
twist@eit.ac.nz