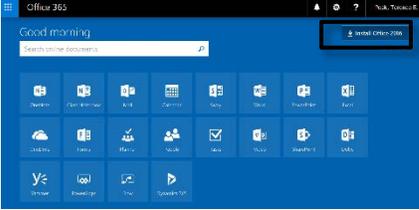


# Install Office 2016 (PC)

Installing Office 2016 is an option. It replaces older versions of Office on your PC. The install is free and you can install the software on your home computer. When your desktop is upgraded to Windows 10, it will be upgraded to Office 2016.

	<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.office365.com">www.office365.com</a></li> <li>2. In the upper right corner, click <b>sign in</b></li> <li>3. Sign In with your <i>UIW email address</i></li> </ol>
	<ol style="list-style-type: none"> <li>4. You will be re-directed to the <i>UIW Office 365 Login Page</i></li> <li>5. Login with your <b>UIW username and password</b></li> <li>6. Click <b>sign in</b></li> </ol>
	<ol style="list-style-type: none"> <li>7. Office 365 Opens</li> <li>8. Click <b>Install Office 2016</b></li> </ol>
	<ol style="list-style-type: none"> <li>9. Click <b>Save File</b></li> </ol>
	<ol style="list-style-type: none"> <li>10. Once downloaded, double-click on the <b>Install icon</b></li> <li>11. Click <b>Save</b></li> </ol>
	<ol style="list-style-type: none"> <li>12. The Installing Office window opens. When complete, the screen will change to read "<i>You have Office Installed Now</i>".</li> <li>13. Be sure to pin the Office icons to the Taskbar or Start Window</li> </ol>