

1. Sign in with your account (Username@keyanomail.ca) at <http://portal.office.com/OLS/MySoftware.aspx>








If you don't see Office listed, your email may not have a license assigned. Please contact ITSHelpdesk@keyano.ca OR Call +1 780 791 4965.

2. On the **Office** page, go to the version of Office you want to install. For example, you will get two option to install Office 2016 or Office 2013.

Office

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

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook

Word Excel PowerPoint OneNote Access Publisher Outlook

Language: Version: 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 pack](#)

[Review system requirements](#)
[Troubleshoot installation](#)

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

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook

Language: Version: 32-bit (Recommended) [Advanced](#)

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your language limit.

[Review system requirements](#)
[Troubleshoot installation](#)

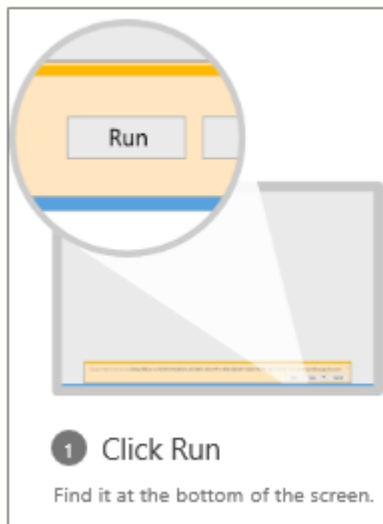
IMPORTANT: The process that installs Office 2016 also uninstalls all Office 2013 products. See ["Stop, you should wait to install Office 2016" error](#) or [How do I reinstall Office 2013 after an Office 2016 upgrade](#).

3. Select a **Language**, and accept the default to install 32-bit, or select **Advanced** and choose 64-bit from the drop-down list. If you're not sure which version to install, see [Choose the 64-bit or 32-bit version of Office 2016](#).

Language:	Version:
English (United States) ▼	32-bit (Recommended) Advanced
Version: Which version is right for me?	
64-bit ▼	

4. Select **Install**.
5. Depending on your browser, go to the install pop-up that appears and click **Run** (in Internet Explorer) **Setup** (in Chrome), or **Save File** (in Firefox).

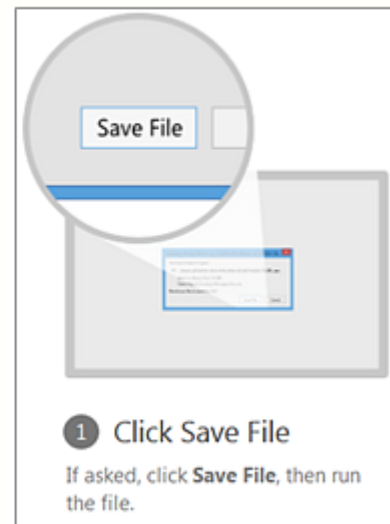
Internet Explorer



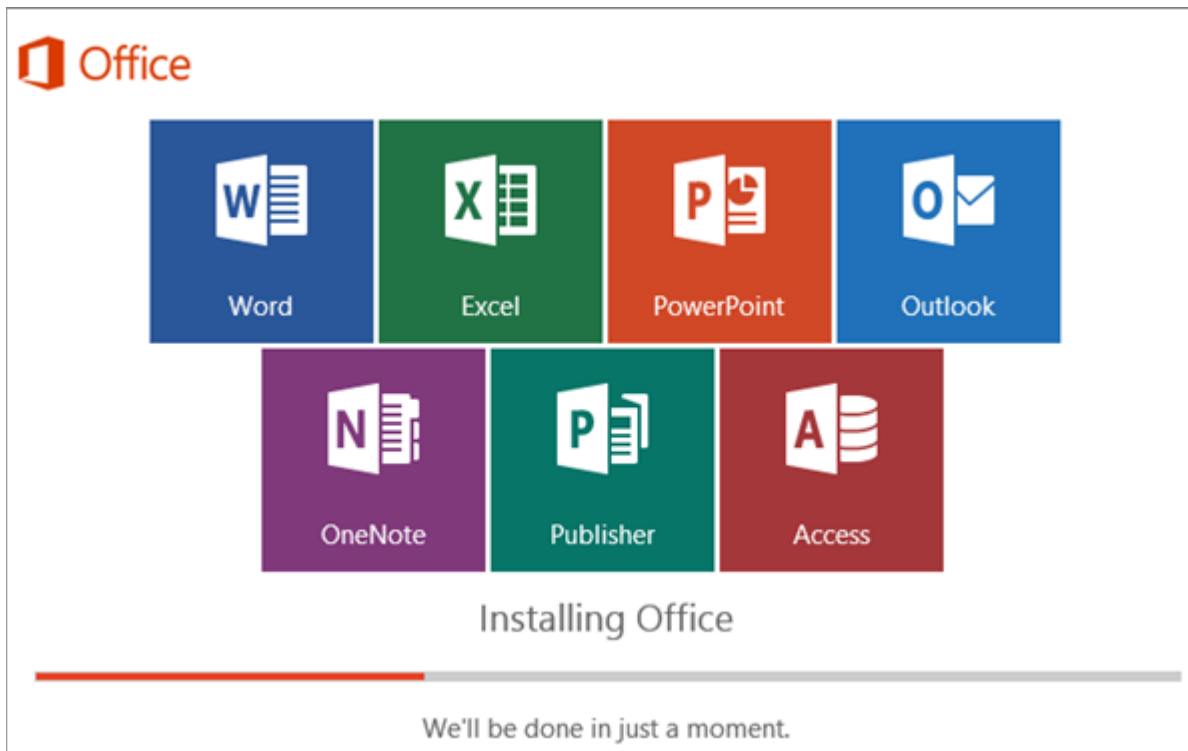
Chrome



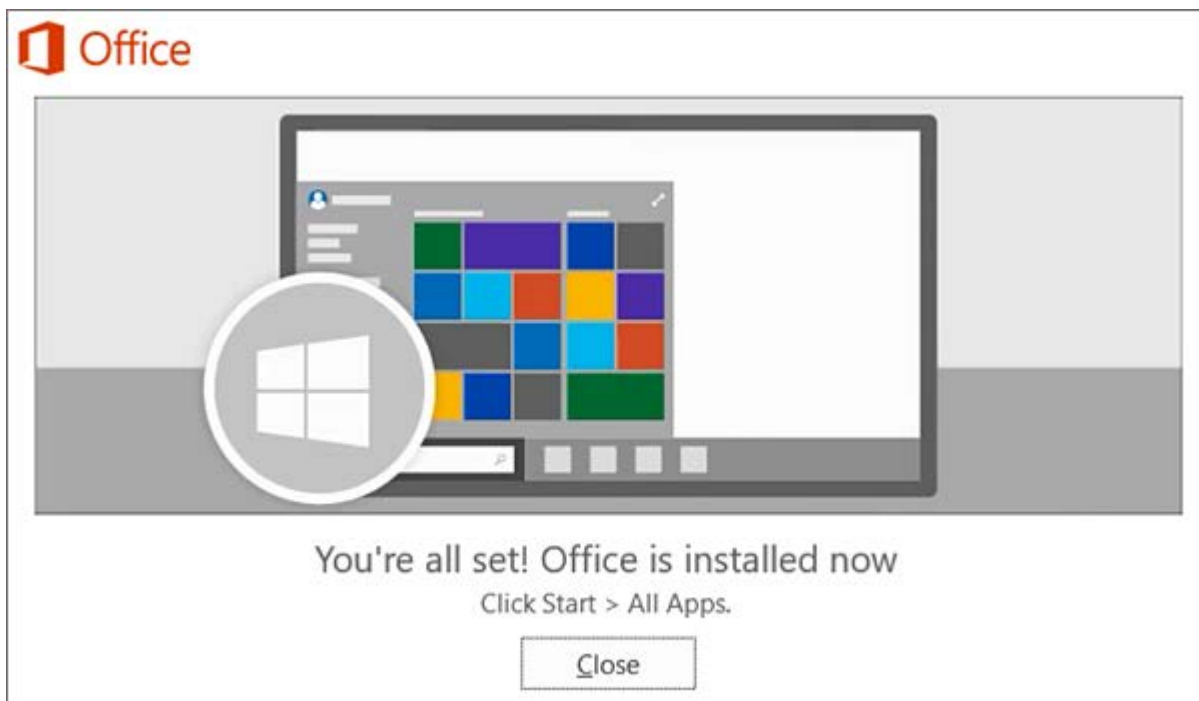
Firefox



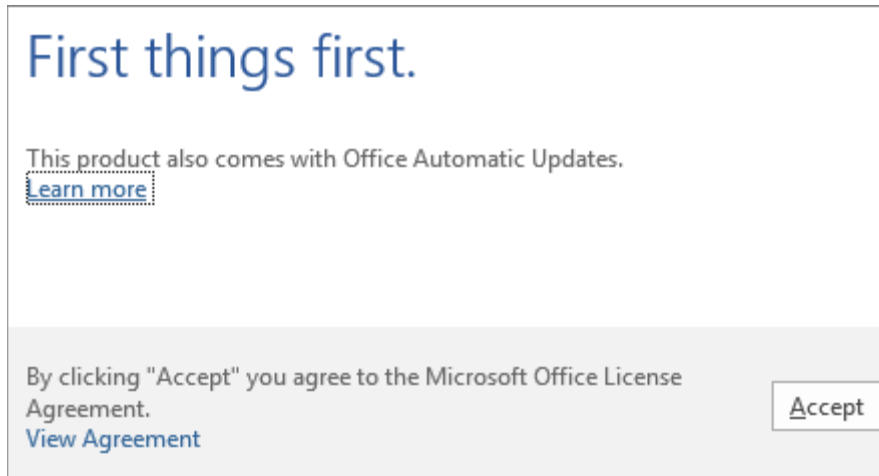
6. The install begins.



7. Your install of Office 2016 is finished when you see the phrase, **You're all set! Office is installed now** and an animation plays to show you where to find Office applications on your computer. Follow the instructions in the window, for example **Click Start > All Apps** to see where your apps are, and select **Close**.



8. Start using an Office application right away by opening any app such as Word or Excel. In most cases, Office is activated once you start an application and after you agree to the License terms by clicking **Accept**.



The image shows a dialog box with a white background and a thin black border. At the top, the text "First things first." is displayed in a large, blue, sans-serif font. Below this, in a smaller black font, it says "This product also comes with Office Automatic Updates." followed by a blue, underlined link "learn more" that is enclosed in a dashed rectangular box. The bottom portion of the dialog box has a light gray background. On the left side of this gray area, the text "By clicking 'Accept' you agree to the Microsoft Office License Agreement." is written in black, with "View Agreement" in blue below it. On the right side of the gray area, there is a white rectangular button with a thin black border containing the word "Accept" in black text.