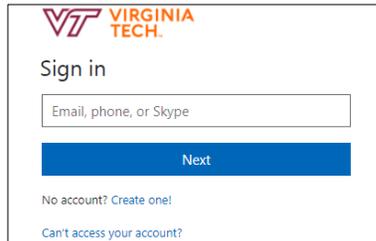
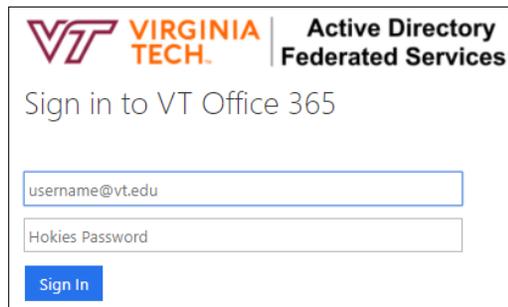


1. Go to my.office365.vt.edu and when prompted, enter your **VT Email Address** in the “Email, phone, or Skype” field and then click **Next**. You will then be redirected to a Virginia Tech sign in page.



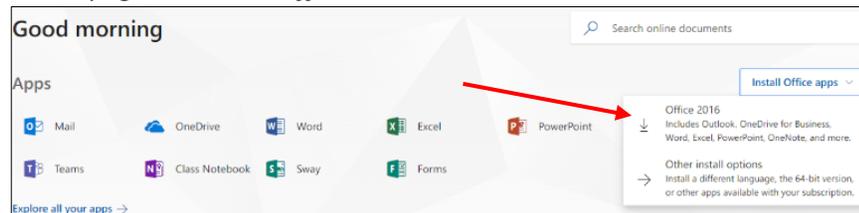
NOTE: If you are asked whether this is a “Work or School Account” or a “Personal Account”, select “Work or School Account” to continue

2. Log in with your **VT Email Address** and password.



NOTE: If you need to reset your Office 365 password, you can do so by going to <https://hokiespwdreset.w2k.vt.edu/>

3. Once you have logged in, click the **Install Office apps** button on the upper right of the page and select **Office 2016** as shown below.



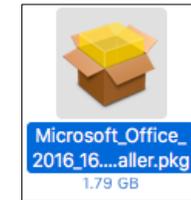
4. The Office 2016 installer should start downloading automatically. If prompted, click **Save**.

5. When the download is complete, locate the downloaded file and double click on it to run the installer, and follow any onscreen prompts.

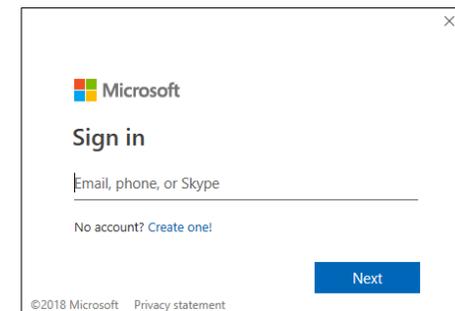
Windows



macOS



6. When the installation is complete, you will need to sign in to the Office applications in order to activate them.
 - In macOS, you will be prompted to do this the first time you open an Office application.
 - On Windows you will need to open any of the Office applications and click the “Sign in to get the most out of Office” link in the upper right of the window.
7. In the sign in window, enter your **VT Email Address** as your username and click Sign In. You will then be taken to the VT login portal where you will sign in using your password and 2 factor authentication method.



NOTE: If you are asked whether this is a “Work or School Account” or a “Personal Account”, select “Work or School Account” to continue.