

## Faculty/Staff

*These instructions were made using the self-executable download of Office 2016. If you are using the MS Office DVD media to install, run the "setup.exe" file and begin directions at step 5.*

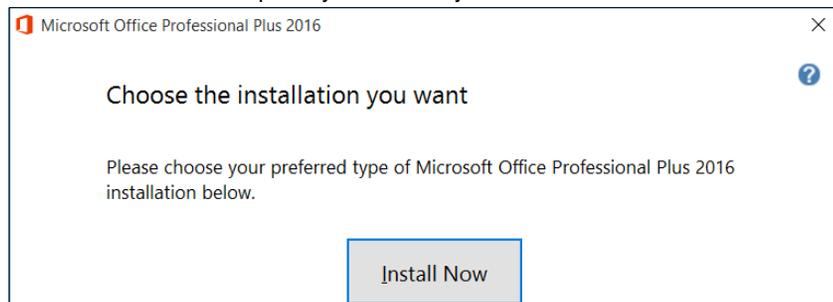
1. Access <http://network.software.vt.edu> and login using your VT PID and password. Select **Microsoft Software** to expand the menu and select **Microsoft Office 2016 Professional for Windows download**. There will be a 32-bit and a 64-bit version. Choose the one that fits your computer.

2. After accepting the license agreements, you will see a screen similar to the image below. Write down the serial number for activation later. Click **Continue**.



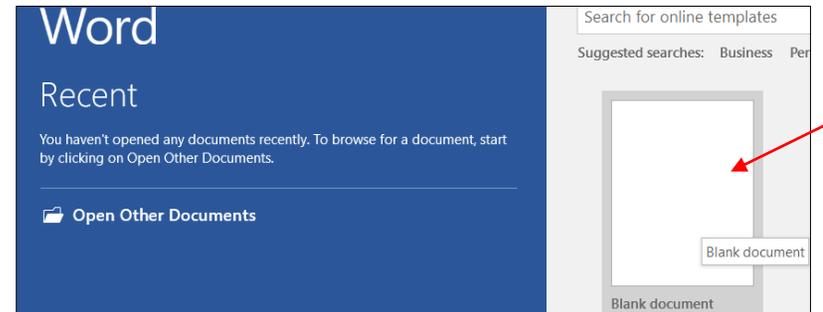
Copy this product key for use later during activation

3. Click the download link on the next page and **save** the downloaded file to your desktop. **Do not** choose 'open' when downloading the file.
4. Navigate to the location on your hard drive where the downloaded file was saved. **Double click** on the downloaded file and let the file self-extract. Setup will then begin.
5. In the window that opens, click the check box to agree to the license terms and click **Continue**.
6. On the next page, click **Install Now** to begin the installation. **Note:** The *Install Now* button will say *Upgrade* if you currently have an earlier version of MS Office installed. If that is the case, click the *Upgrade* button to begin installation. This will replace your currently installed version of MS Office.



7. After the installation completes, click **Close** to finish. **NOTE:** If prompted to choose settings upon opening an Office product, choose "Use recommended settings".

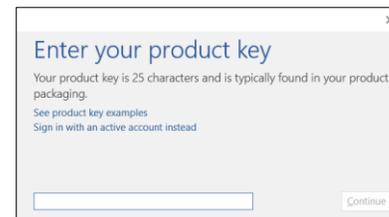
8. To activate Office 2016, open Microsoft Word and choose to create a **Blank document**.



9. Open the **File** menu and choose **Account**.



10. On the Account menu, click "**Change Product Key**" and enter the product key from Step 2 in the resulting windows. Click **Continue**.



11. You must close MS Word and reopen it to verify activation has occurred.