

# Office 365 – Licensing, Installation, and Activation



## Office 365

Thiel College subscribes to a Microsoft volume licensing program for the most commonly used Microsoft software. [Microsoft Enrollment for Education Solutions](#) is an annual subscription licensing program for Microsoft software.

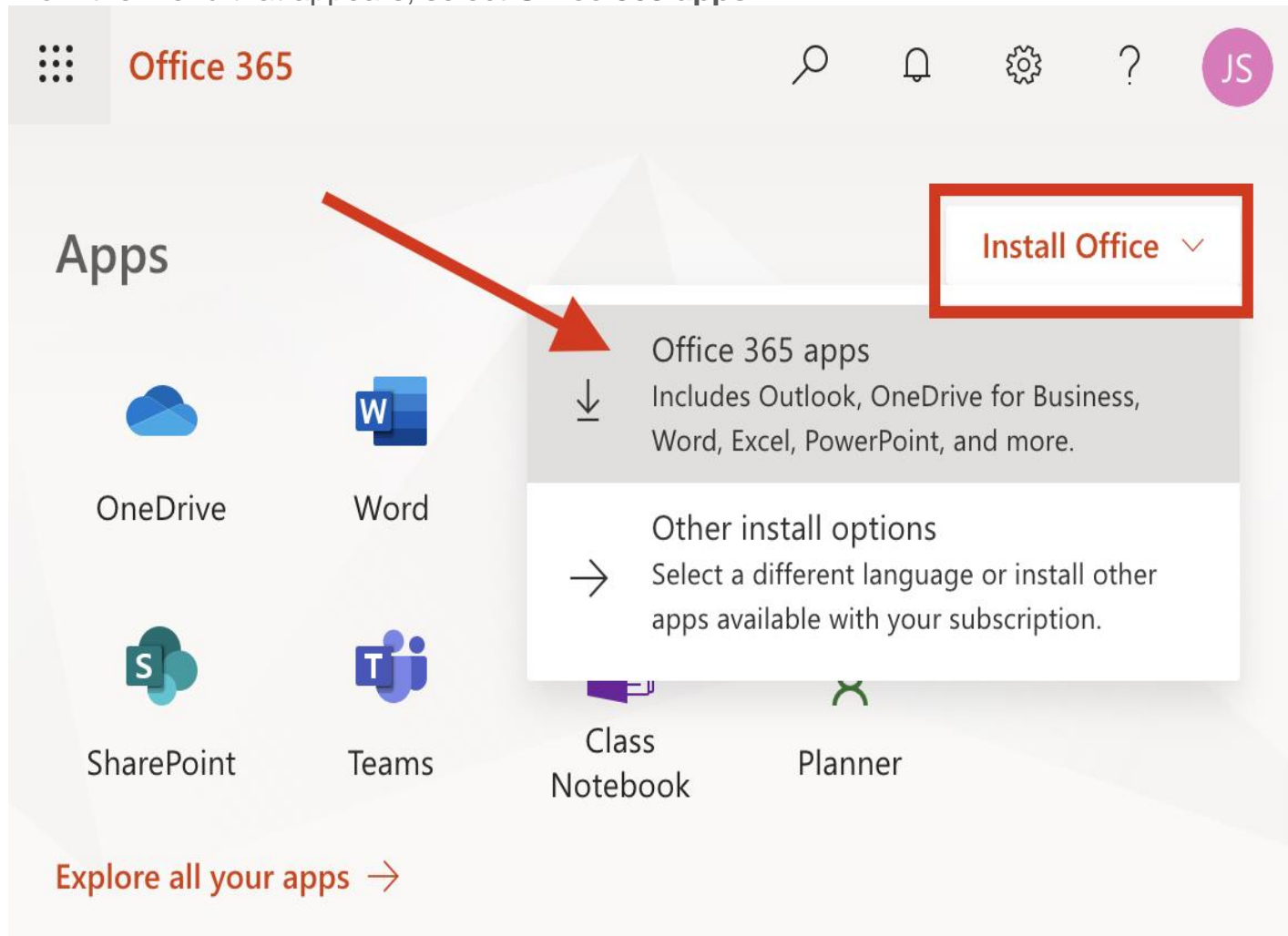
Our EES agreement includes the **Student Advantage** and the **Employee Advantage** programs, which offer Microsoft Office at no charge to current **UVM students, Faculty**, and **Staff** for *personal* use on up to five devices, including computers, smartphones and tablets.

Please use the appropriate guide below to install Office 365 on your device.

### Windows - Install Office 365

1. Navigate to <https://webmail.thiel.edu>
  - o If prompted, login with your Thiel ID Number followed by @thiel.edu and password.
2. From the Office 365 landing page, click the **Install Office apps** button located in the upper right corner of the page.

3. From the menu that appears, select **Office 365 apps**.

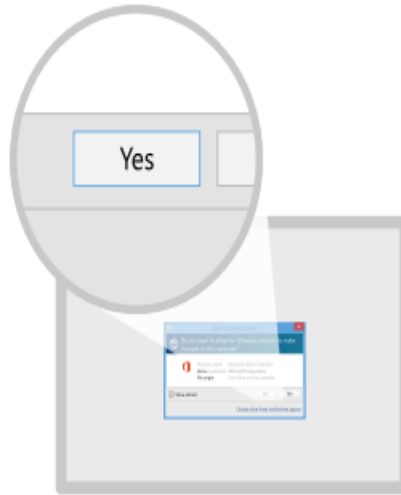


4. The installer will begin downloading to your computer. When the download completes, locate and launch the installer.



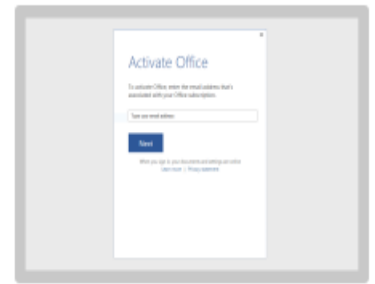
**1** Click Run

Click the Setup file at the bottom of the screen.



**2** Say "yes"

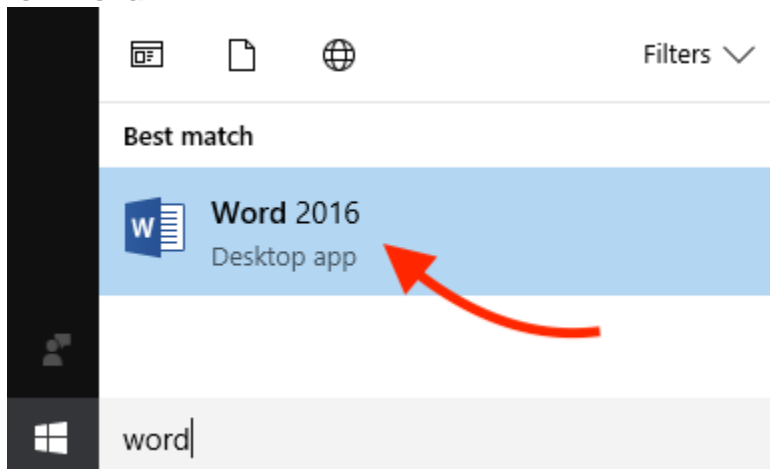
Click Yes to start installing.



**3** Stay online

After installation, start Office and sign in with the account you use for Office 365: your\_netid@uvm.edu.

5. When the installation of Office 2016 has finished, click the button and search for **Word**.



**NOTE:**


You should be done! Windows installations of Office 365 are usually activated automatically. **However, if activation is required please proceed to Step 6.**

6. Enter your email address in the following **ID#@thiel.edu** format.

**NOTE:**

In order for Office to activate, **you MUST enter your email address in ID#@thiel.edu format.** Using your email address **will NOT work.**

×



## Activate Office

Email, phone, or Skype

---


Enter a product key instead

No account? [Create one!](#)

[Next](#)

©2018 Microsoft [Privacy statement](#)

×



## Enter password

Enter the password for [support@thiel.edu](#)

Password

[Forgot my password](#)

**Need help?**

Need Help? Please contact the Thiel College Solution Center at [724-589-4000](tel:724-589-4000) or [support@thiel.edu](mailto:support@thiel.edu)

[Sign in with another account](#)

[Privacy statement](#)


[Sign in](#)


- If prompted, specify that the account type you're using is a **Work or school account**.



## We need a little more help

It looks like this email is used with more than one account from Microsoft. Which one do you want to use?

 **Work or school account**  
Created by your IT department

 **Personal account**  
Created by you

Tired of seeing this? [Rename your personal Microsoft account.](#)

7. You'll be asked to add this account to Windows. You can click on Yes or Skip for now.

×

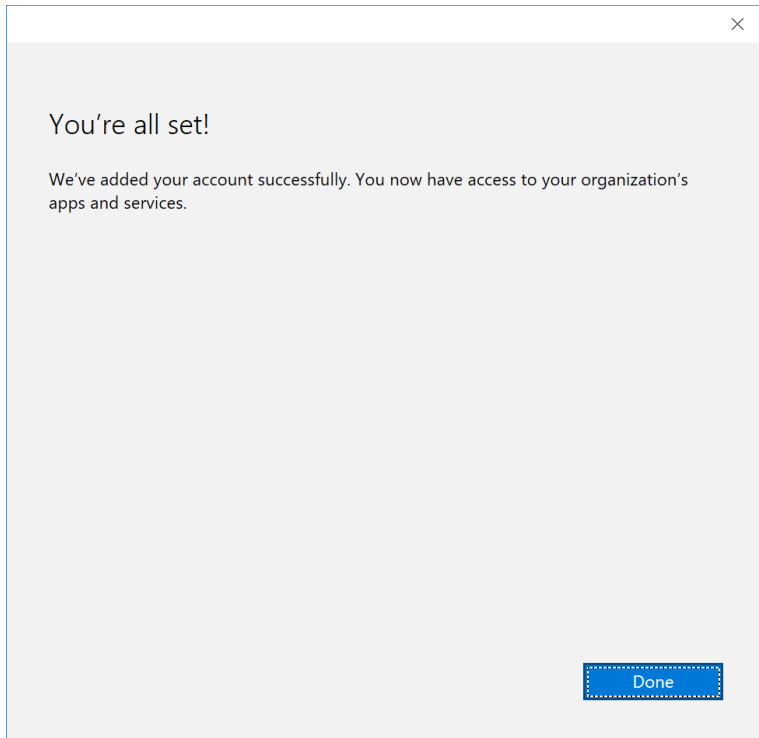
Add this account to Windows?

Windows can remember [redacted]@thiel.edu, making it easier to sign in to other apps and websites.

Clicking Yes below means you won't have to enter your password each time, and that you'll have access to resources your organization provides to devices.

[Skip for now](#)

[Yes](#)



8. That's it! Your Office 365 license should have successfully activated all Office 2016 apps installed on your PC.