

THIEL COLLEGE

Information Technology Support Center

VISIT US IN AC-125 OR CALL X4000 FOR HELP

How to Install Office 2016

1. Navigate to www.thiel.edu and click on **Webmail** in the upper right corner.



2. Login with your credentials.

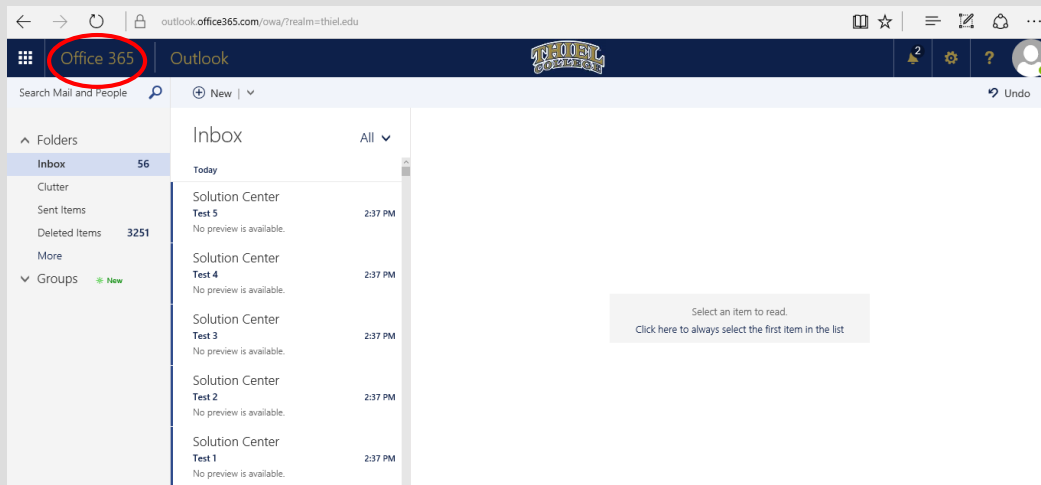
A screenshot of the Thiel College "Sign In" page. The page has a white background. At the top, it says "Sign In" in a light gray font. Below that is the Thiel College logo, which consists of the word "THIEL" in a large, bold, serif font, with "COLLEGE" in a smaller, spaced-out, serif font underneath. Below the logo is the URL "fs.thiel.edu". Underneath the URL is a box with the instruction "Type your user name and password." Inside this box, there are two input fields: "User name:" and "Password:". To the right of the "User name:" field is a small example text: "Example: Domain/username". At the bottom right of the input box is a "Sign In" button.

THIEL COLLEGE

Information Technology Support Center

VISIT US IN AC-125 OR CALL X4000 FOR HELP

3. Your email account will load. Click on **Office 365** in upper left corner.



4. **Uncheck** the two boxes above the Install now button. Click **Install now**.

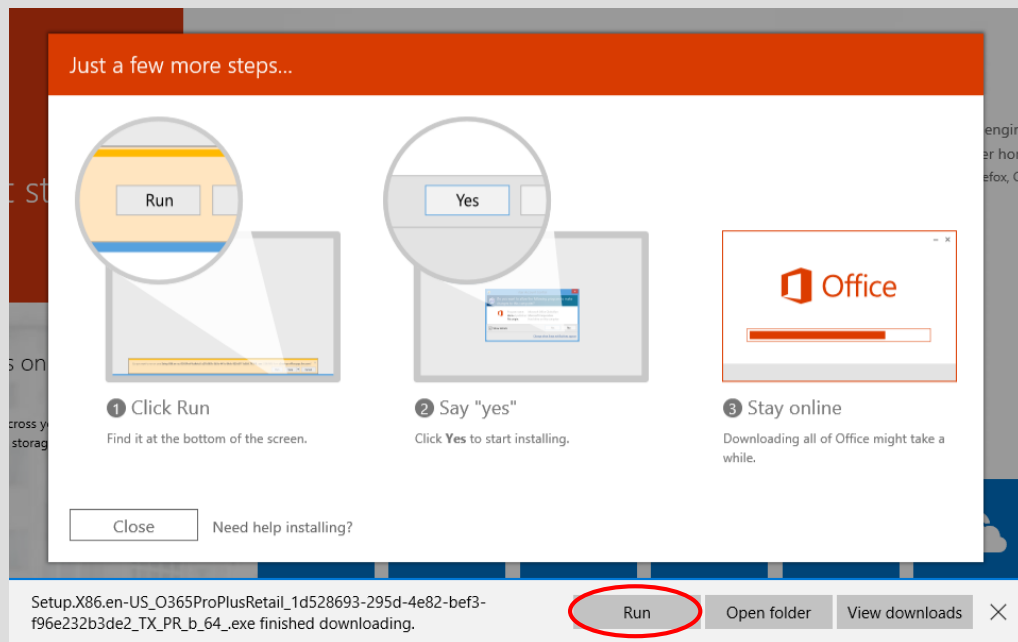


THIEL COLLEGE

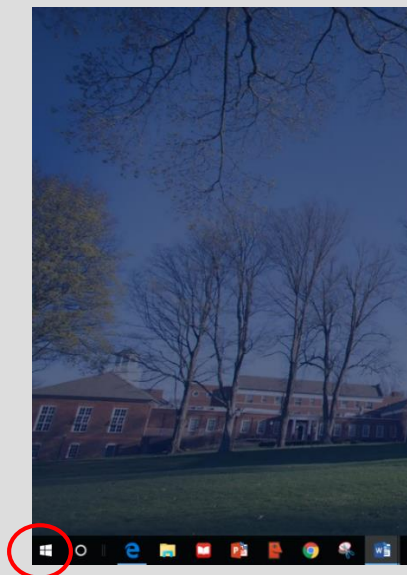
Information Technology Support Center

VISIT US IN AC-125 OR CALL X4000 FOR HELP

5. Click [Run](#). Say “yes”. Wait for Microsoft Office to download.



6. Click the [Windows Start Menu](#). Click on [All Apps](#) to locate the downloaded Microsoft Office products.

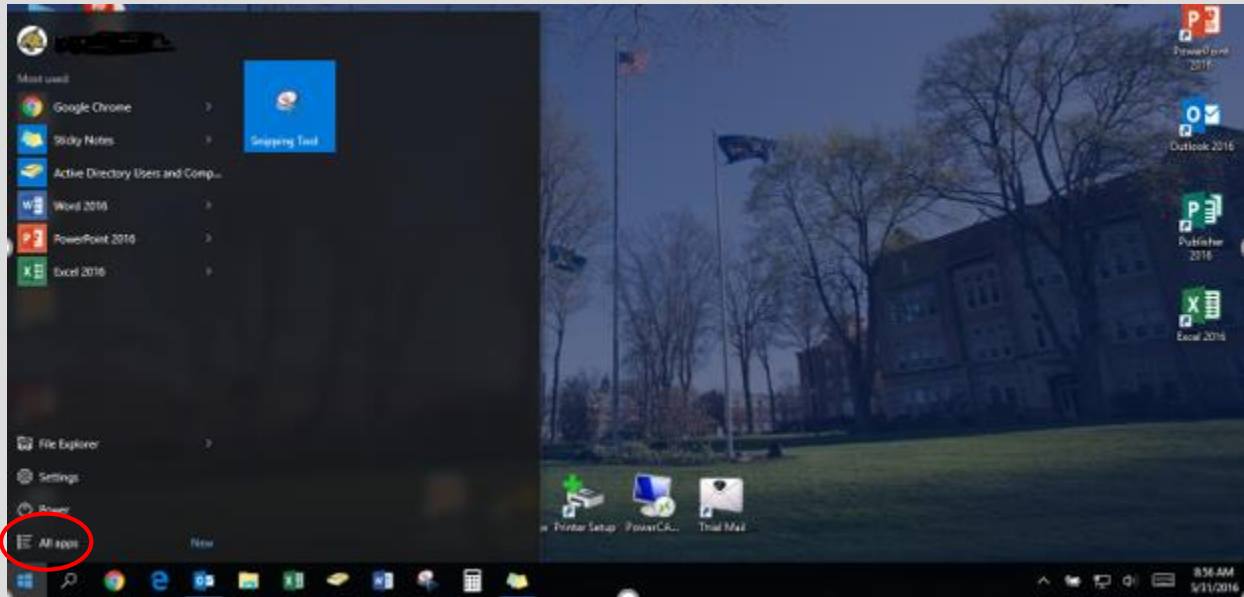


THIEL COLLEGE

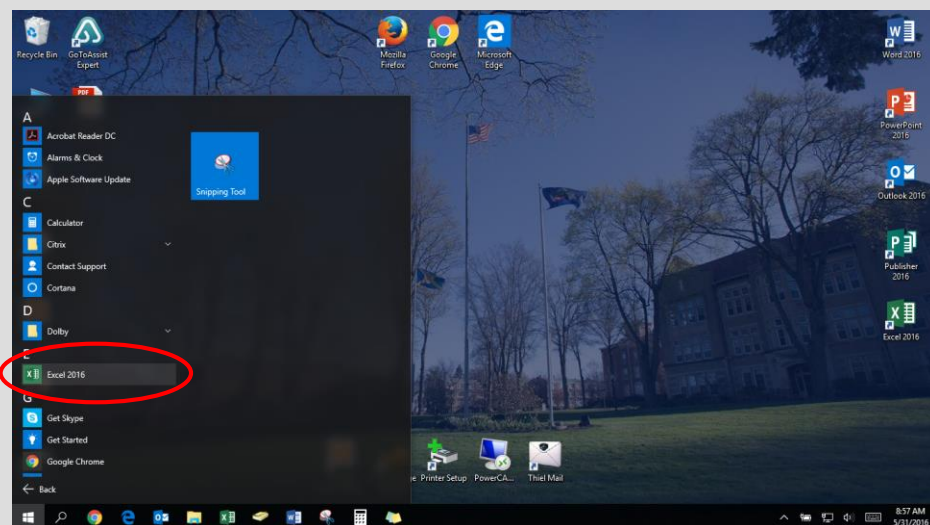
Information Technology Support Center

VISIT US IN AC-125 OR CALL X4000 FOR HELP

7. Click on **All apps** to locate the Microsoft Office products.



8. Each of the downloaded applications can be **pinned** to your **Start** bar or **Task** bar by right clicking on it and choosing the appropriate selection.



THIEL COLLEGE
Information Technology Support Center
VISIT US IN AC-125 OR CALL X4000 FOR HELP

9. Please contact the **Solution Center** at solutioncenter@thiel.edu or 724-589-4000 with any questions or concerns.