
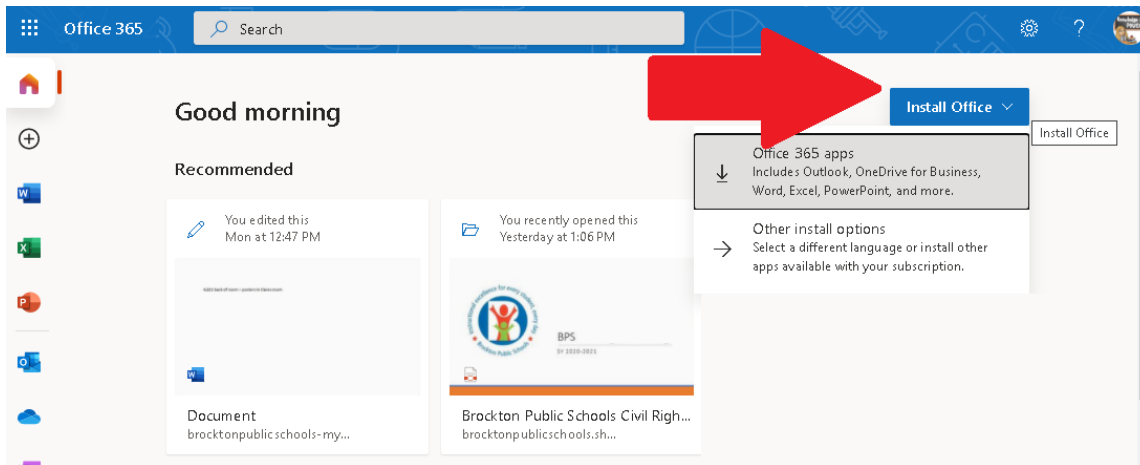


Download and install or reinstall Office 2016 for BPS Users

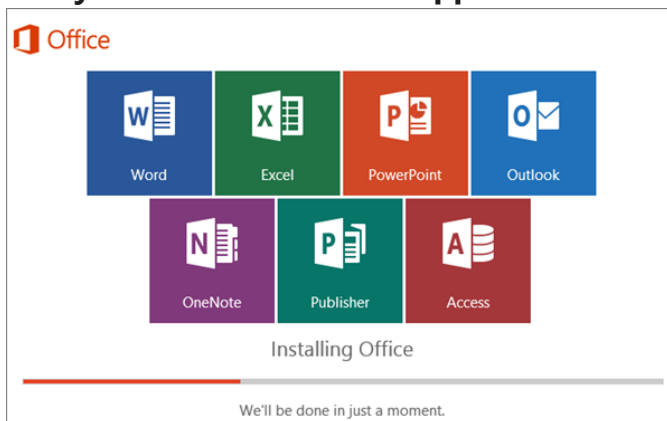
1. Go to your [BPS Email account](#).
2. Click the Microsoft 365 App Launcher (Waffle Icon)  located in the top left-hand corner of your Email home page. When clicked, it opens and connects you to your [Microsoft account dashboard](#).
3. Once at your [Microsoft account dashboard](#) click the **Install Office Button** (See large arrow below).
4. Or click the selection in the menu beneath the **Install Office Button** titled: "**Office 365 Apps**" to find the Office product you want to install and select **Install**.



5. Depending on your browser:
 - Select **Run** (in Edge or Internet Explorer),
 - **Setup** (in Chrome), or
 - **Save File** (in Firefox).

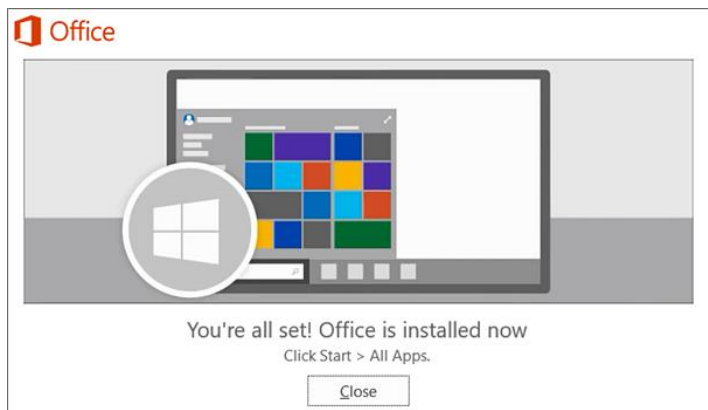
If you see the User Account Control prompt that reads:

Do you want to allow this app to make changes to your device? select **Yes**. The install begins.



6. The install is finished when you see the message:

"You're all set! Office is installed now".



7. A short animation plays to show you where to find Office applications on your computer. Select **Close** in this window →.

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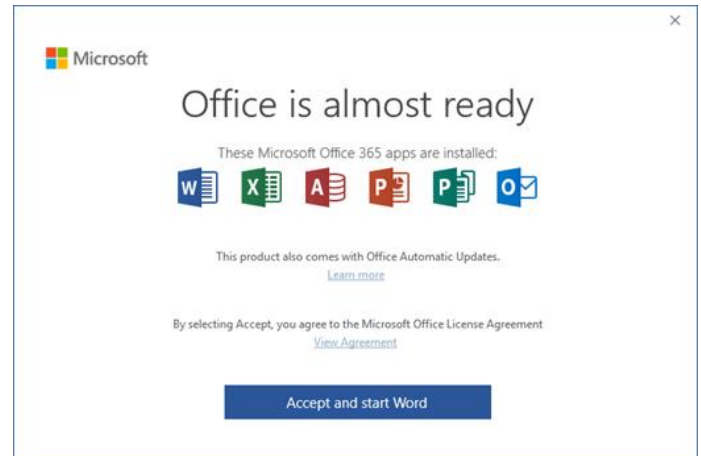
8. In most cases, Office is activated once you start an application and after you agree to the License terms by selecting **Accept**.

For example, if you open MS Word, you may see a message window that reads:

"Office is almost ready".

Click the button that reads:

Accept and start Word. →



9. Office might activate automatically. However, depending on your product you might see the Microsoft Office Activation Wizard. If so, follow the prompts to activate Office.



Need to install **Office 2016 for Mac?** Click the link to view instructions.