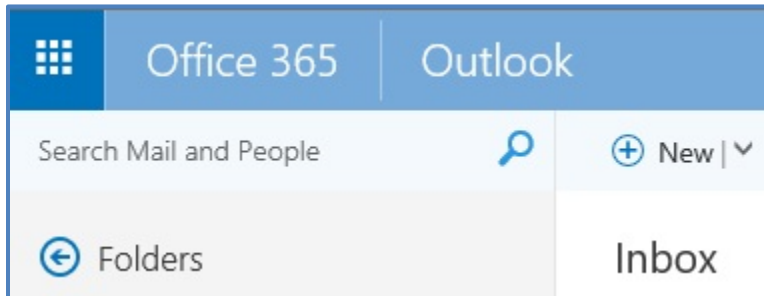




Office 2016 download

NOTE: Start this process on the computer you intend to install Office 2016!

1. Sign in to WUmail (open a browser and go to wumail.widener.edu).
2. Click on '**Office 365**' in top left next to the Apps Launcher.



3. On right, click on **Install Office 2016**.
4. Click **save file** at pop up.
5. Follow instruction at 'Just a few more steps' window to complete the installation.
6. You have 5 licenses to use on personal devices. To see the status of your licenses:
 - a. Click on the gear icon in Outlook and click on **Office 365** at the bottom under 'Your app settings'.
 - b. On the left, click on '**Install status**' to manage installs.