

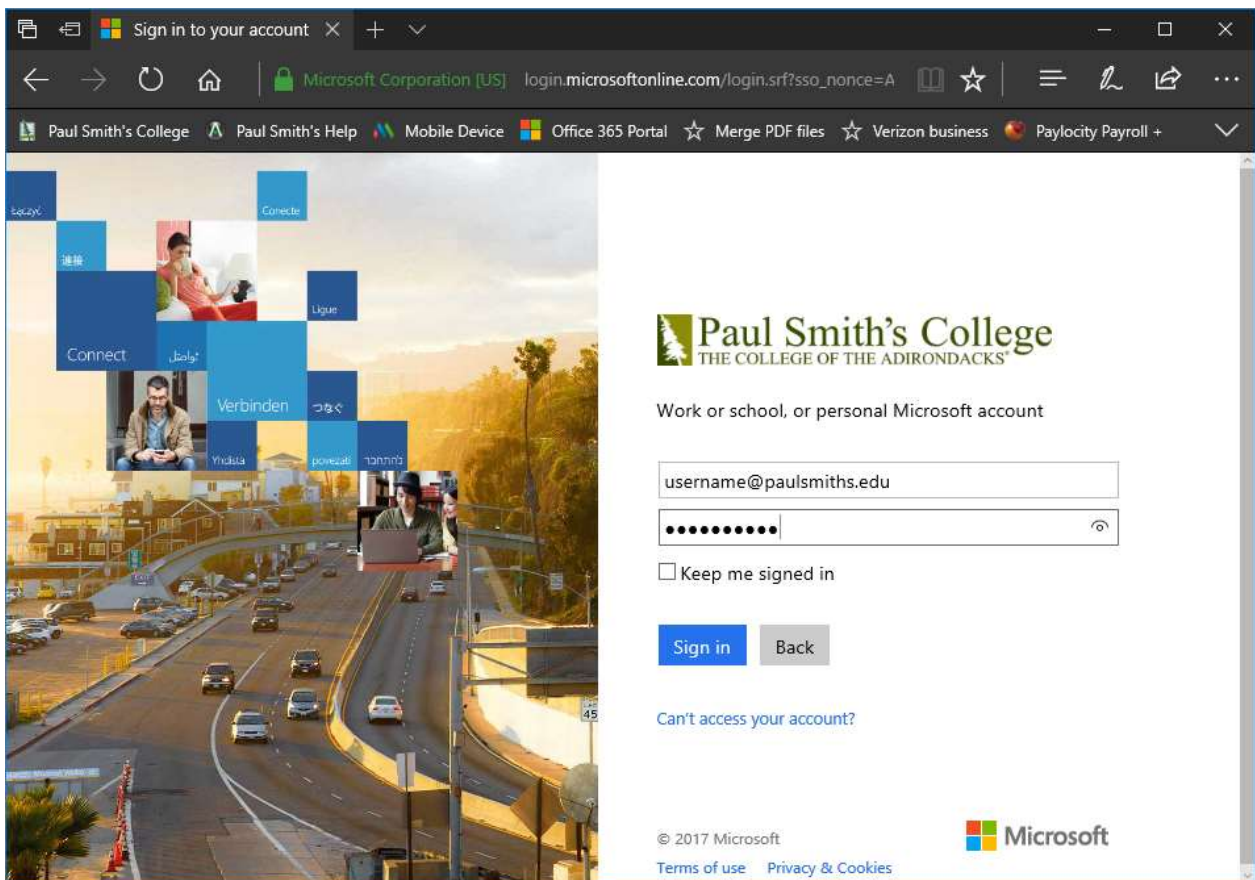
Paul Smith's College is providing you Microsoft Office!

It is our pleasure as the Information Technology Department to be able to provide our students with a copy of Microsoft Office for use in their classes. This will work on both Macs and PCs and can be installed with a few simple clicks. If you experience any issues, please feel free to stop into the IT Office located in the Joan Wiell Adirondack Library, Room 112.

-The Paul Smith's College IT Department

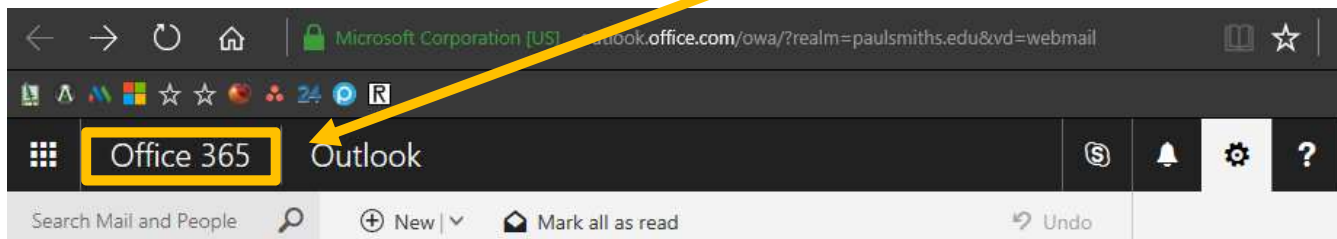
Step 1: Login to your PSC Email

In a web browser, navigate to: [webmail.paulsmiths.edu](mailto:username@paulsmiths.edu) and sign in with your PSC email address.



Step 2: Click the Install Office 2016 button

Click the **Office 365 Button** in the upper left of your browser window.



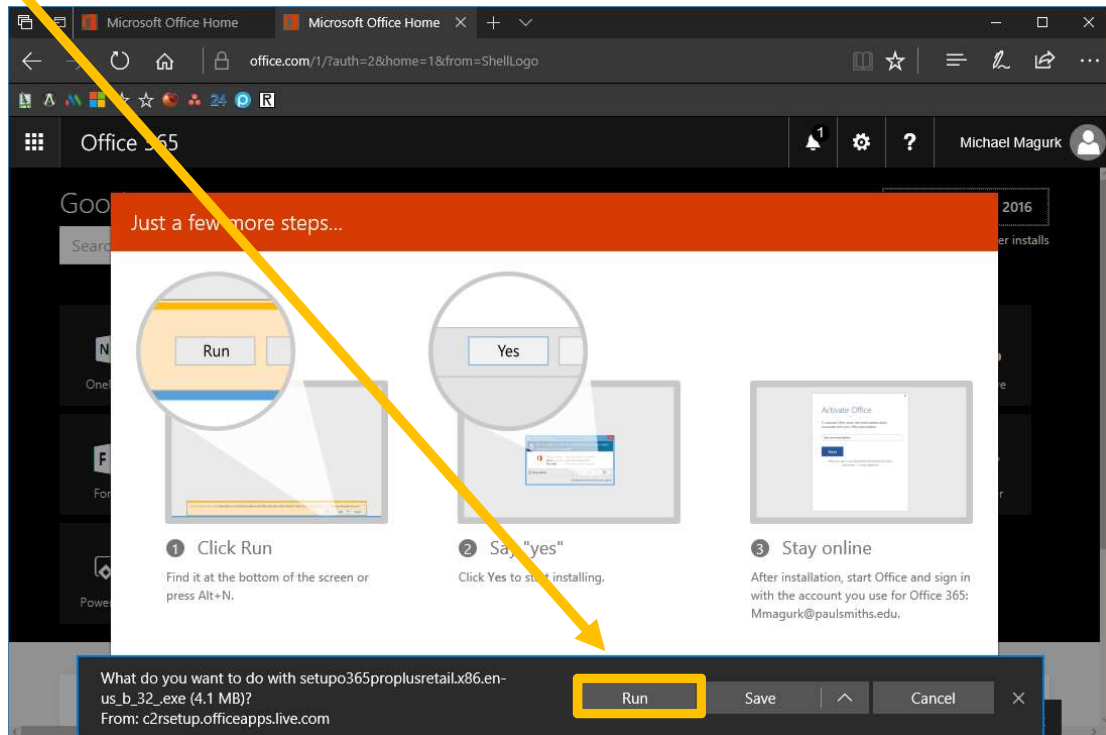
Next click the Install Office 2016 button in the upper left corner of your browser window.



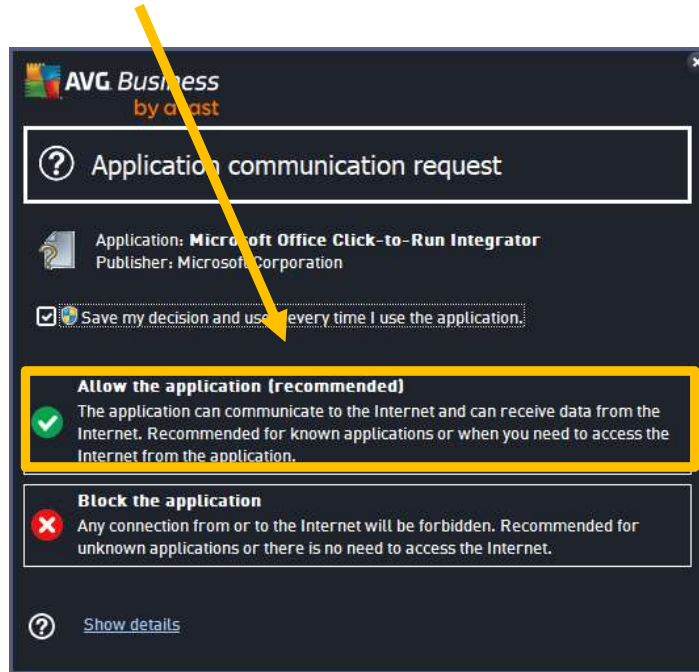
Step 3: Click Run

You will be asked: What do you want to do with setupo365proplusretail.x86.en-us_b_32_.exe (4.1 MB)?

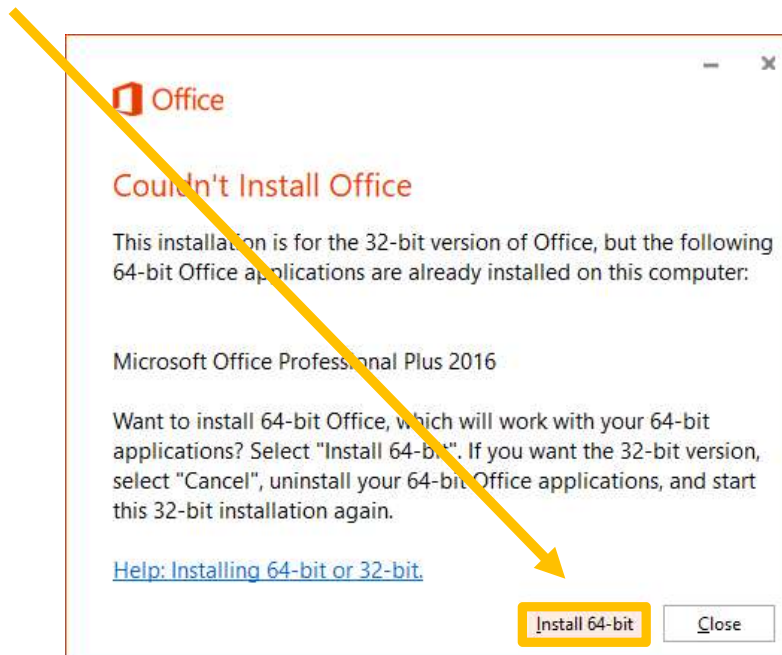
Just click **Run**



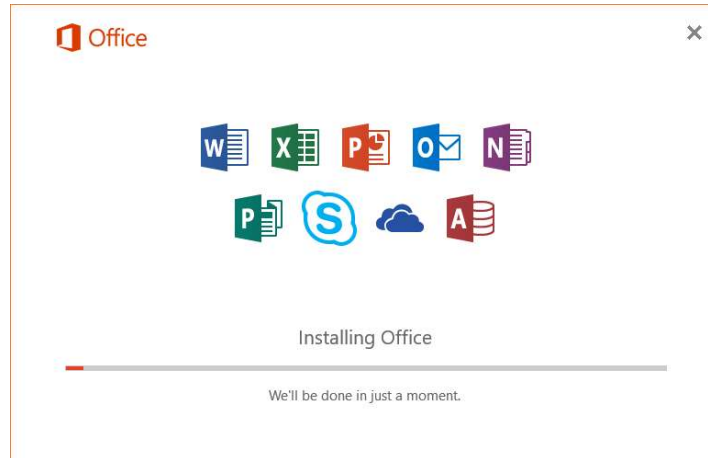
You may receive firewall notification pop-up windows after you click run. If you do receive any messages like the example below click the **Allow** button.



You may also receive a message informing you to install a different version of Microsoft Office based on the type of hardware you are using. If you receive a message like the example below, you can click the install (Other Version) button.



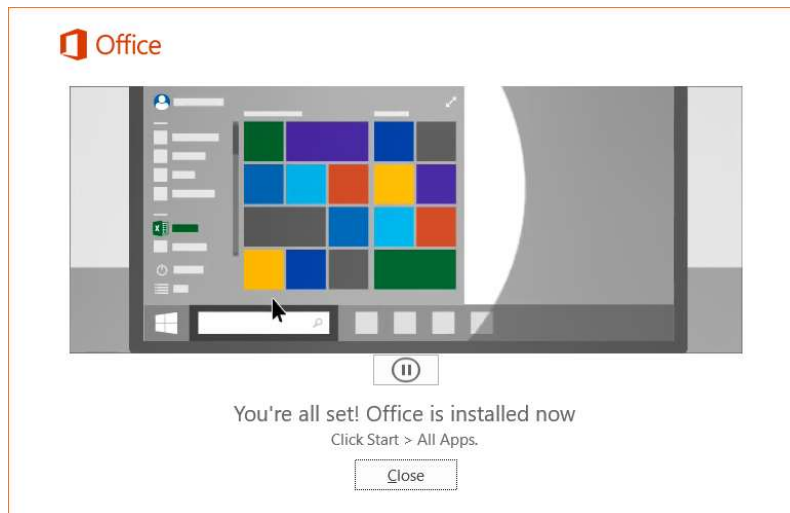
While the installation is running you should see the following progress dialog window.



Step 4: Finish

Congratulations!

Office should be installed on your computer now for your use. Please note that this is a 1-year license and will need to be renewed next year.



If you experience any issues, please feel free to stop by the IT Office in JWAL 112