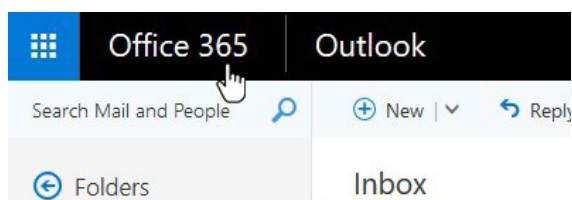


# Installing Office 2016 for Personal Computers

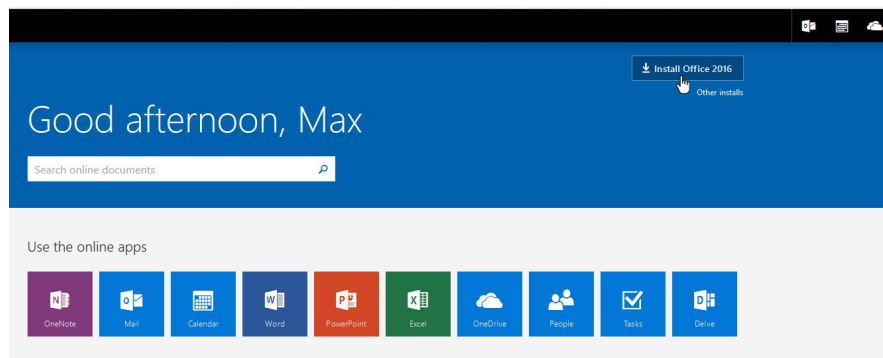
Included with your Bryn Mawr College email account is the option to install Microsoft Office 2016 on up to 5 personal computers. Follow the instructions for your preferred platform to install the suite and get started today!

## Windows

- In your preferred browser, log into to <https://webmail.brynmawr.edu> using your Bryn Mawr College username & password.
- Navigate to the Office 365 Home Page. If you log into another app, such as Mail, Calendar, or People, you can click **Office 365** in the upper-left corner of the page.



- Click the **Install Office 2016** button and follow the onscreen prompts to install the Office 2016 suite.



- The first time you open an Office 2016 application, you will be logged into your Bryn Mawr College account by default.

## Mac OS X

- Download the Office 2016 installer as described above in the **Windows** section.
- Run the installer, inputting your password to authenticate the installation if prompted.
- Once installation is complete, you will be prompted to log into your BMC email account the first time you use an Office 2016 application.
- Repeat the previous step with each user profile on the computer.

**Note:** On either platform, you can log out after initial sign-in & continue to use the software without logging in again.