



Download Your Own Copy of Microsoft Office 2016

With your SCS Office 365 account, you are allotted a total of 5 free downloads of the Microsoft Office 2016 suite. This guide will walk you through this download process for each computer.

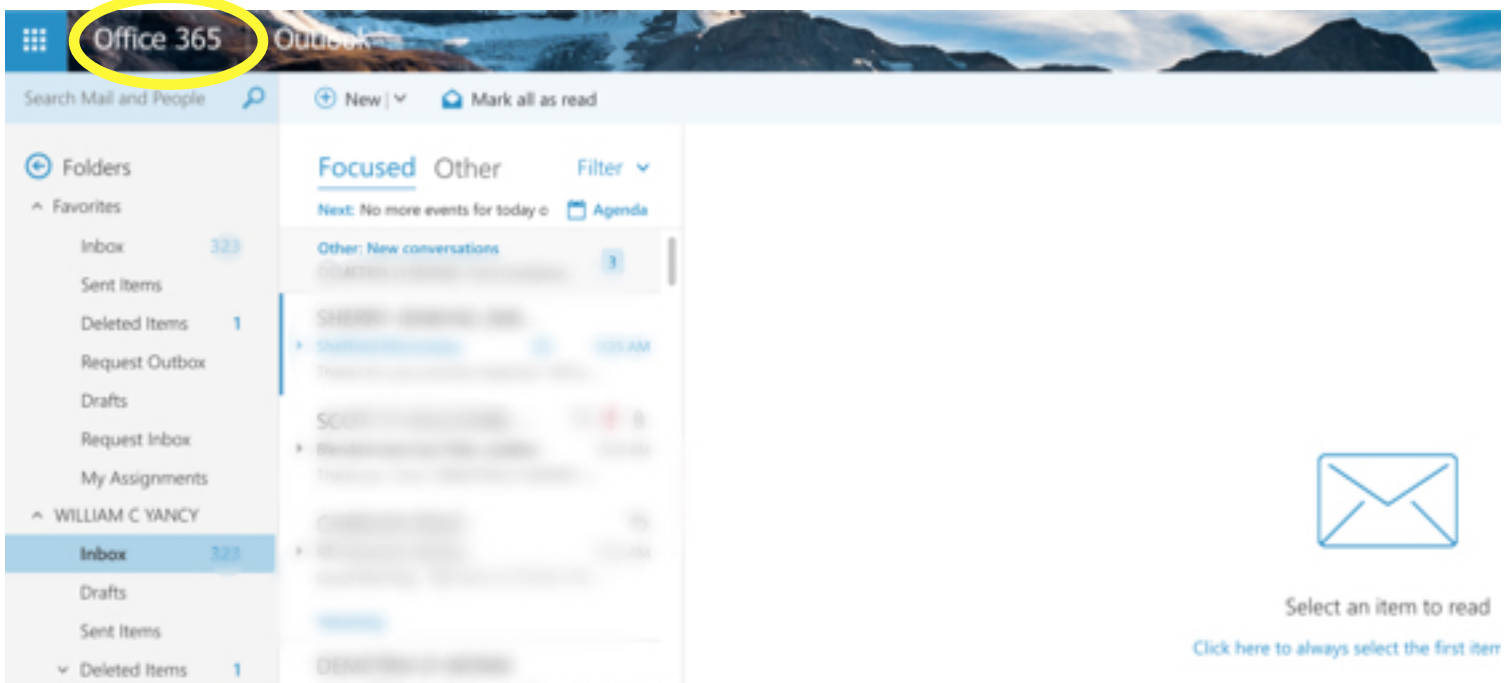
1. On the computer you would like to install MS Office, log in to your SCS Office 365 account.



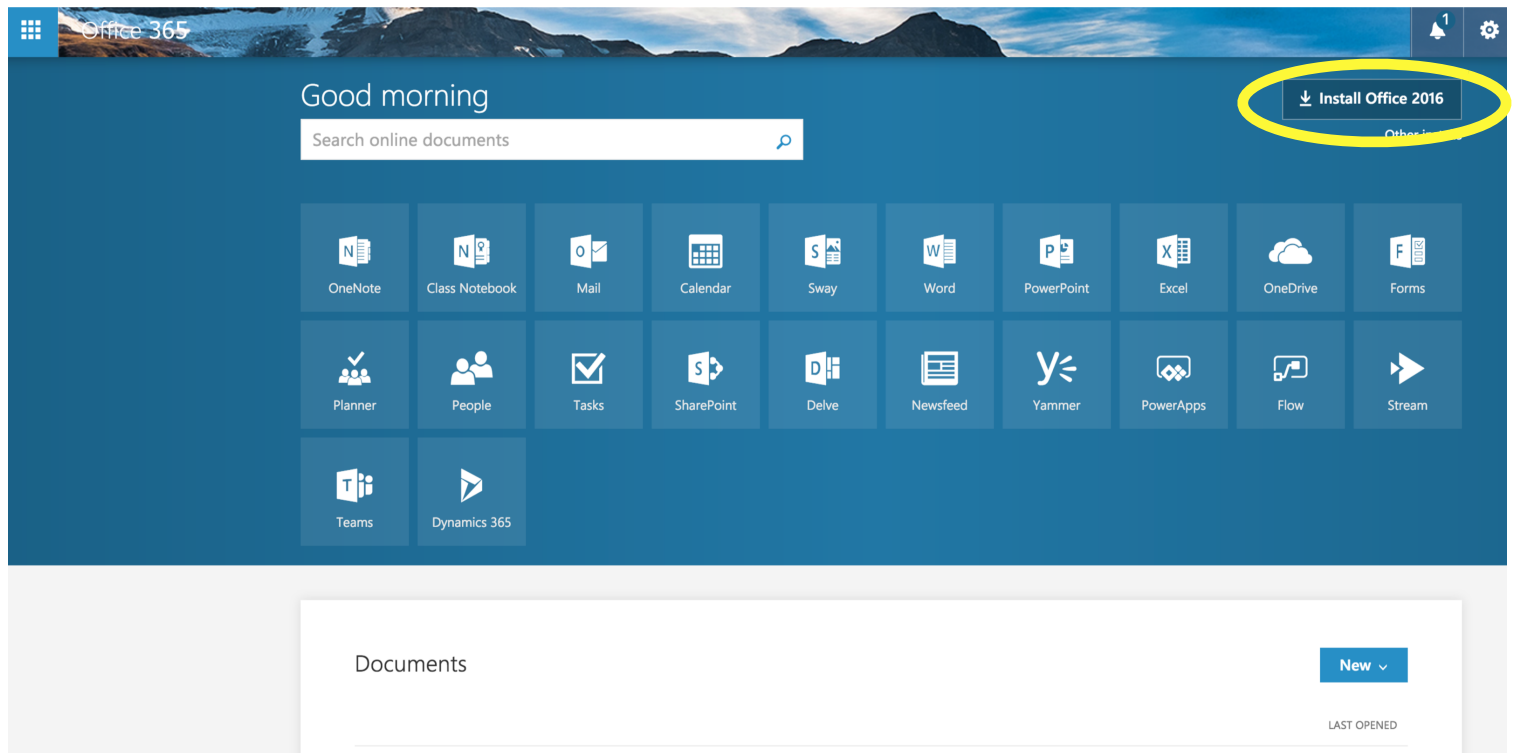
Sign in with your organizational account

Sign in

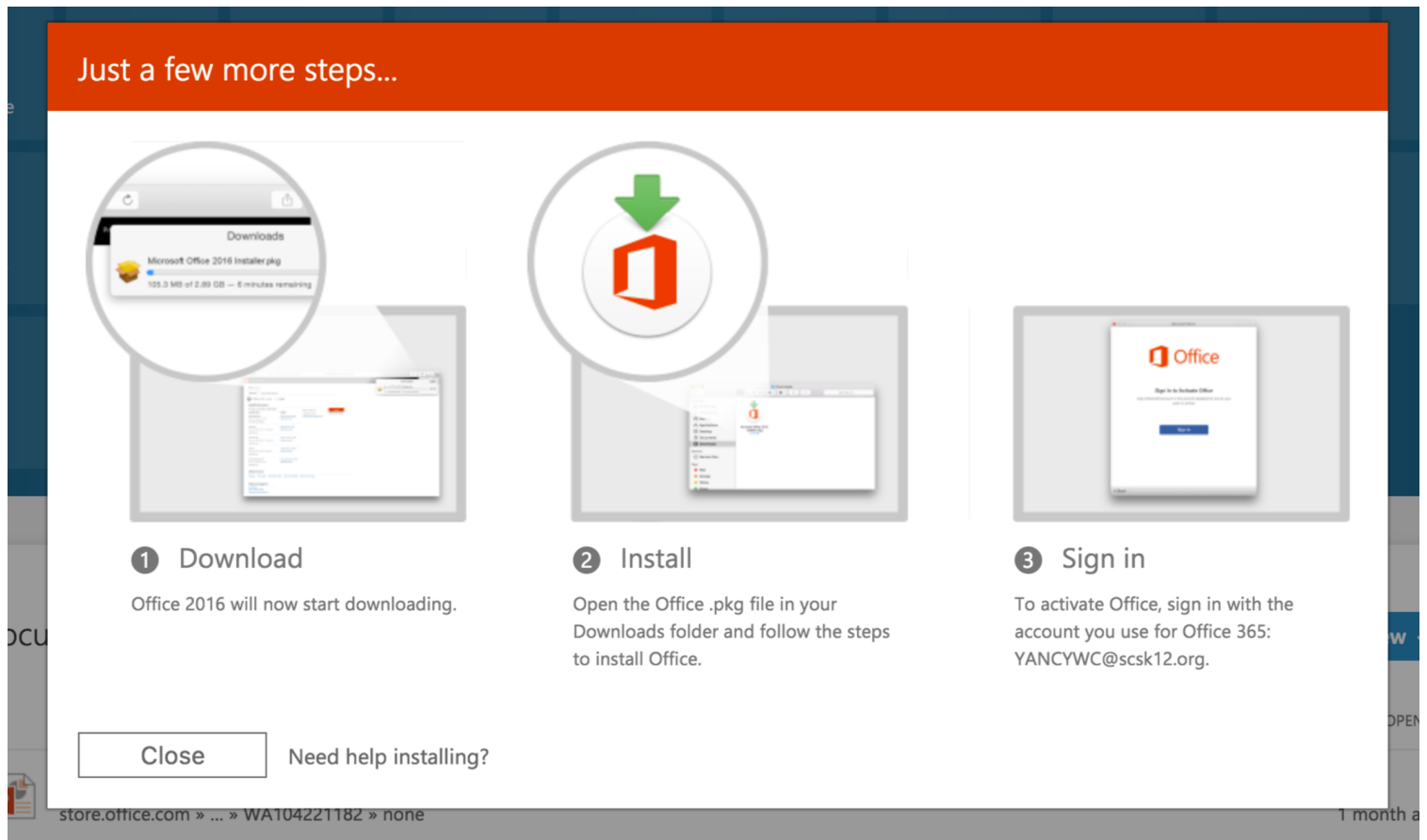
2. Click on the 'Office 365' header at the top of the page.



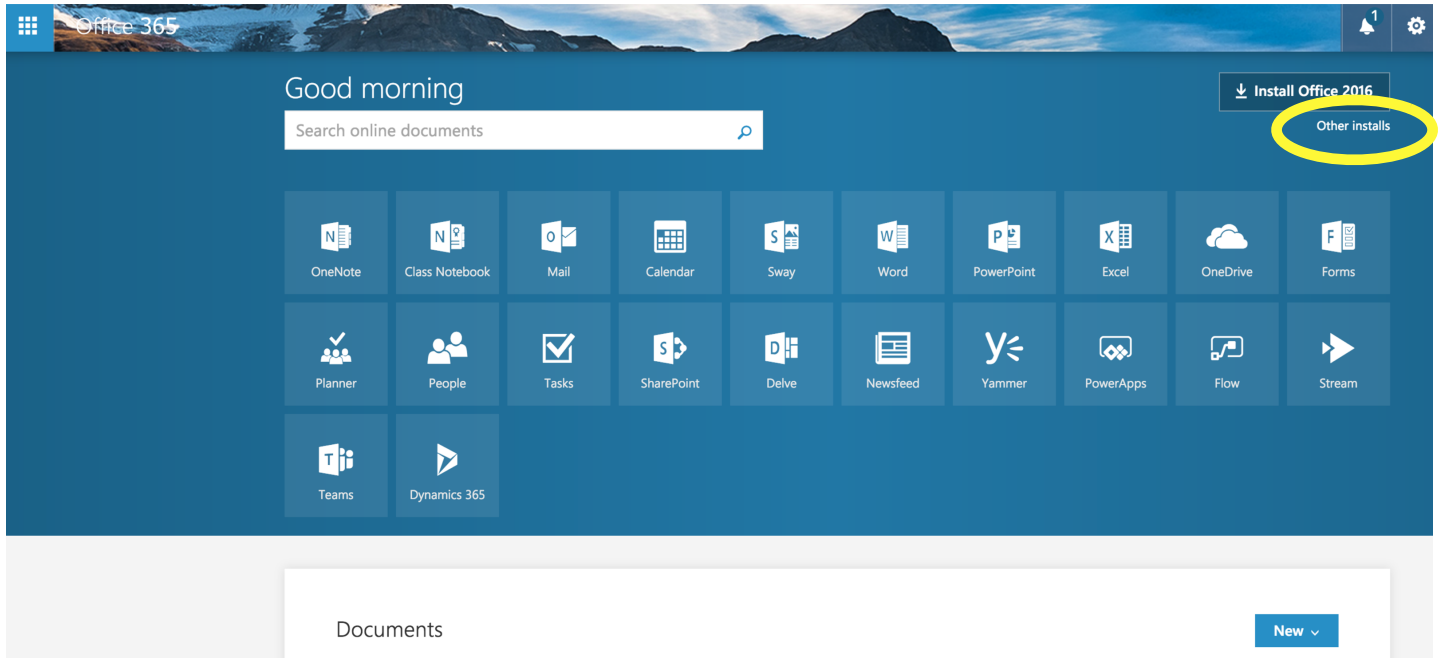
3. Click the 'Install Office 2016' button.



4. Follow the on-screen instructions to install Office 2016 on your computer.



5. To check your remaining amount of downloads ~ or ~ to download a version of Office for Mac, click the 'Other installs' link.



6. Click the 'Install status' link to check your remaining balance of downloads.

