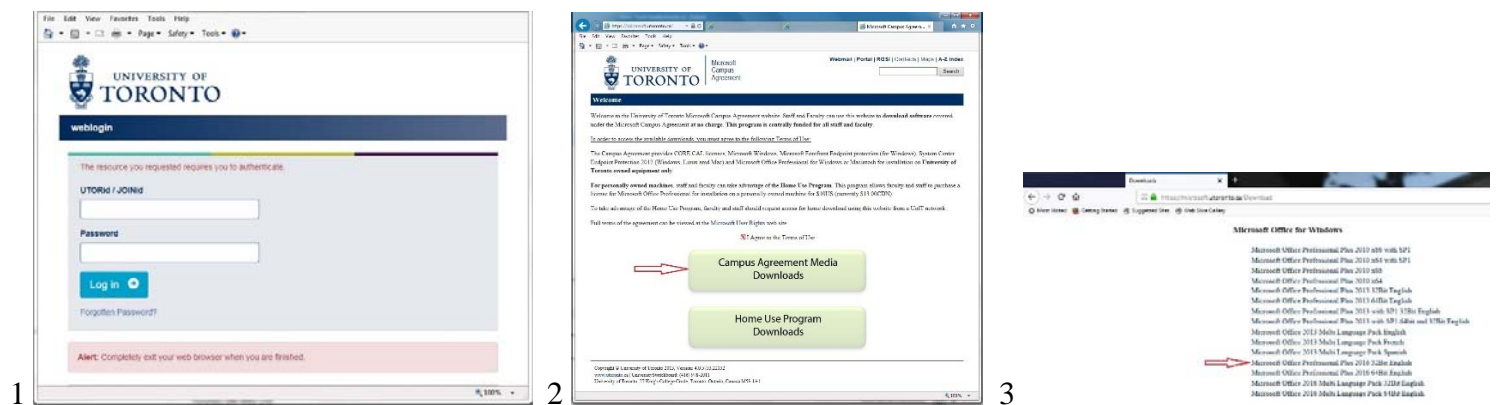


# Installing Microsoft Office 2016 for Windows

The University of Toronto has created a download site where you can download Office 2016 for your PC. **We recommend that you do this a few days in advance of your migration date in case you encounter any issues, giving you time to have them corrected.**

1. Once you click the download link below you will need to login with your UTORID and password. Please note that you only have a window of 2 min to login otherwise you will need to close the window and click for downloads again.
2. Once you have logged in you will need to click the **“I agree to the terms of use”** box and choose the **“Campus Agreement Media Downloads”**.
3. You will then see a list of downloads available. Please scroll down until you see Microsoft Office for Windows and click on **“Microsoft Office Professional Plus 2016 32Bit English”**.



You can begin the download by clicking [here](https://microsoft.utoronto.ca/).

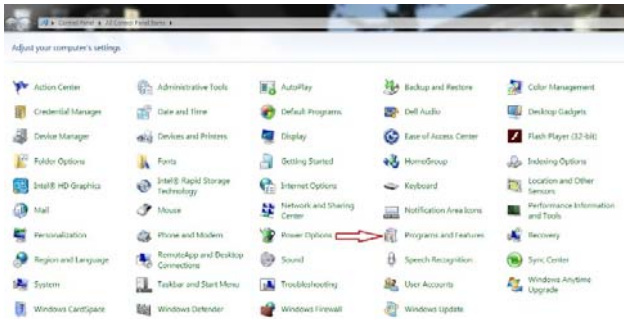
<https://microsoft.utoronto.ca/>

Once you have downloaded the file to your downloads folder, you will need to extract the contents from the ISO file using 7 Zip. Open 7 Zip and extract this file to your hard drive to your **C:\Temp** folder. **“SW\_DVD5\_Office\_Professional\_Plus\_2016\_W32\_English\_MLF\_X20-41353.iso”** **Once you have extracted the files you will now have to uninstall the current version of Office installed on your computer. Failure to do this step will cause corruption to your new install and Office will not work. To uninstall your current Office please follow the steps below.**

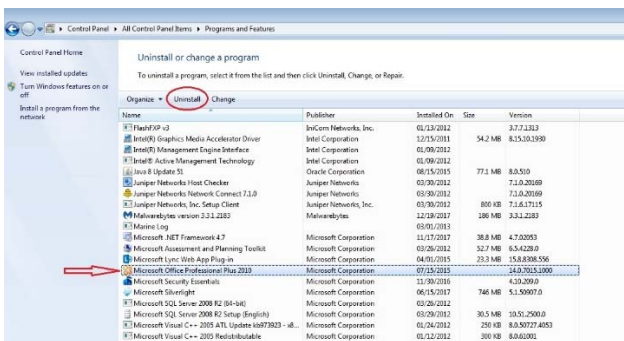
To uninstall Microsoft Office 2010 or 2013 installed on your computer click on the Windows Start Button.



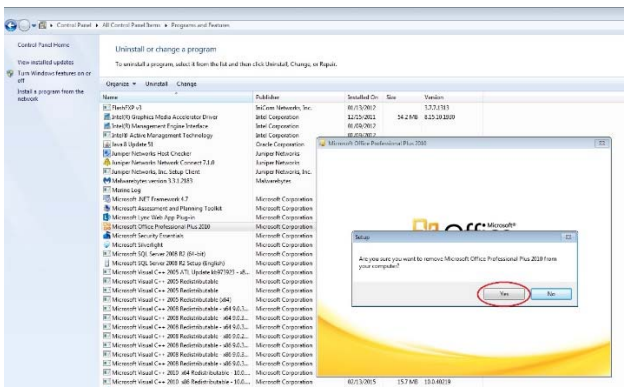
Then the Control Panel button.



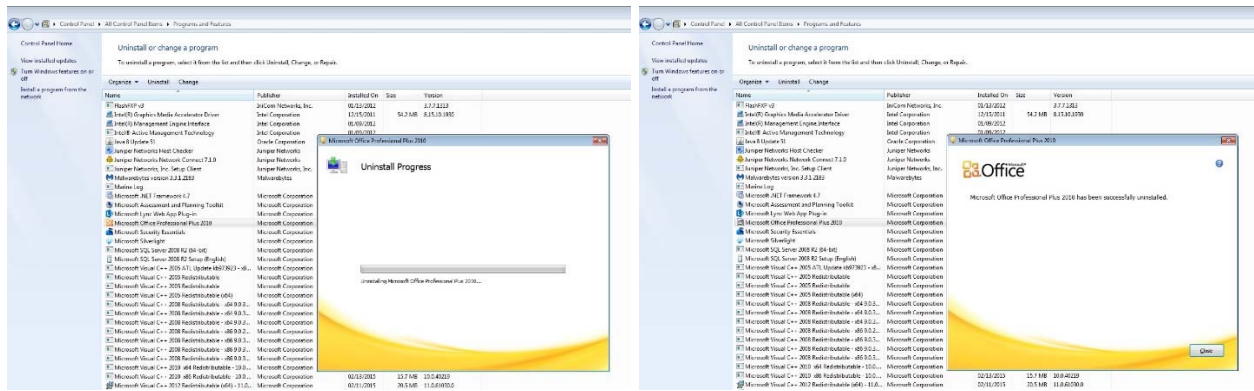
Then click on the Programs and Features button.



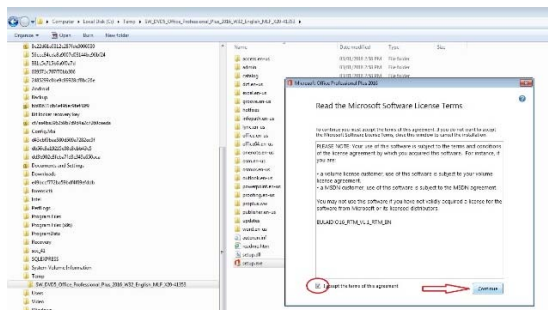
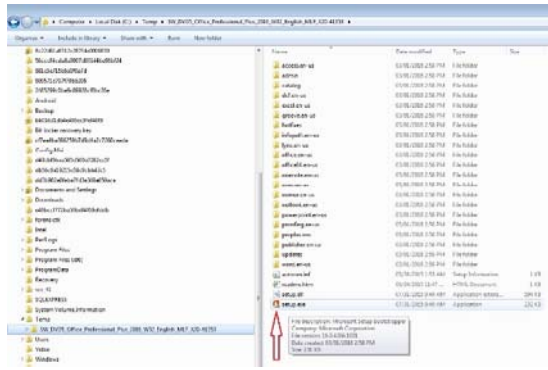
Find Microsoft Office Professional Plus (your version 2010 or 2013). Click on it and then click Uninstall. Confirm “Yes” at the next prompt. This step will take a few minutes to complete.



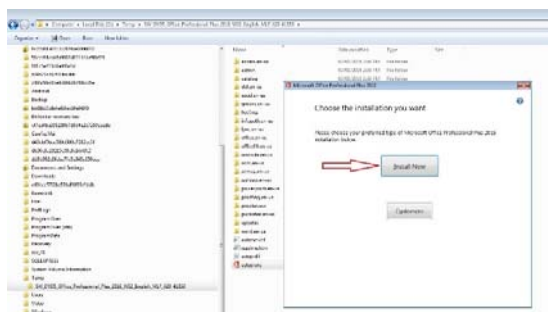
Once completed you will be asked to Reboot your computer, select “YES”.



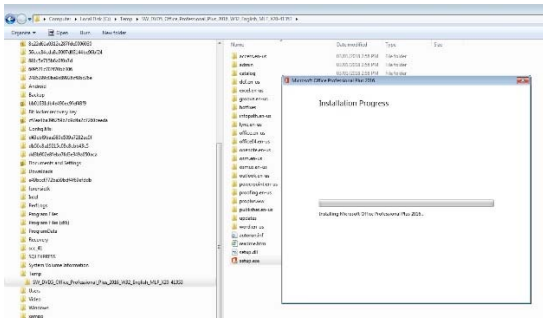
Your computer should now have restarted and you can log back in. You can now install Microsoft Office 2016 that you downloaded earlier to the C:\Temp folder. Look for this folder and open it SW\_DVD5\_Office\_Professional\_Plus\_2016\_W32\_English\_MLF\_X20-41353. Inside this folder double click the Setup.exe file and follow the steps to install Office 2016.



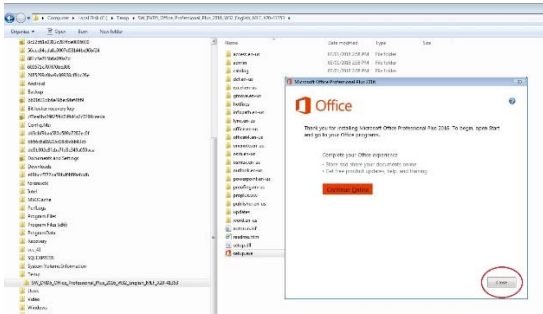
Please check the “I accept” box and click “Continue”



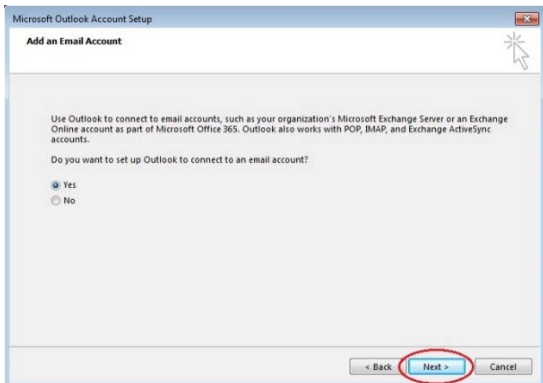
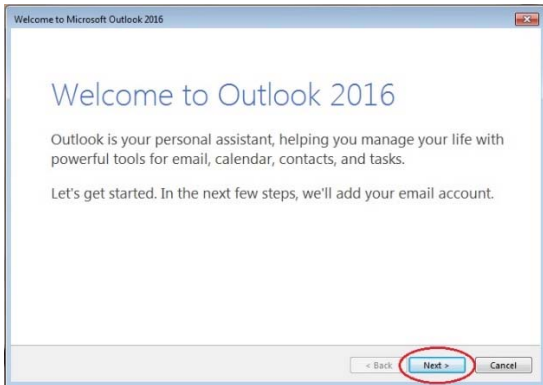
Click “Install Now” on the next pop up



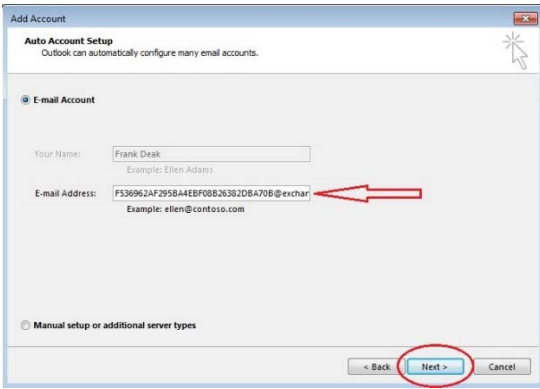
The install will take a few minutes, depending on your computer it may take a little longer



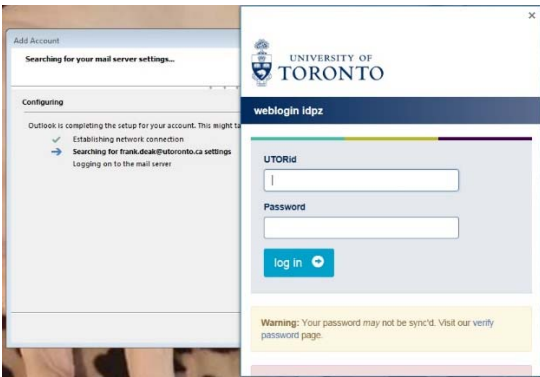
On this pop up **do not** click “Continue Online”, Click the “Close” button.  
You can now launch Outlook to configure your mailbox. Follow the steps below on the first pop up just click on the “Next” Button to continue



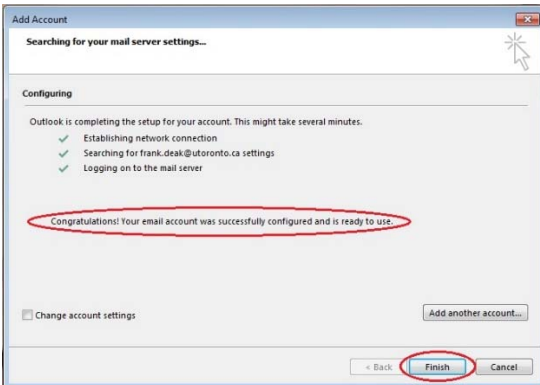
On this pop up please select “Yes” and click the “Next” Button.



On this pop up please delete the address shown in the “E-Mail Address:” field and enter your email address [John.smith@utoronto.ca](mailto:John.smith@utoronto.ca) in this format. You may also be asked to enter your password below the E-Mail Address field. Please enter your UTORid password

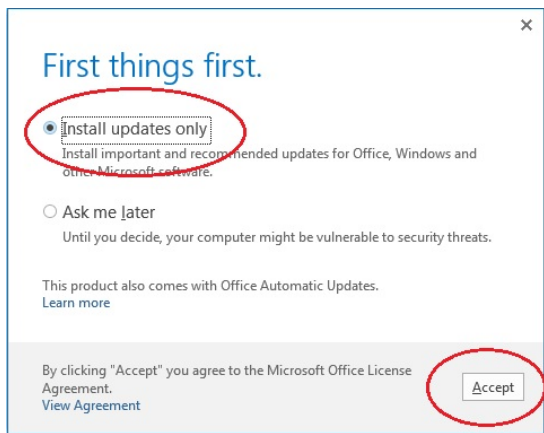


When this pop up appears please enter your UTORid and your UTORid Password. And click on the blue “Log In” button



When completed you should see this pop up screen. Click on the “Finish” button to complete the setup





If you get this pop up screen, select the “Install Updates Only” and then click on the “Accept” button

You are now finished with Outlook mailbox setup.

If you have any issues installing or configuring your mailbox please contact Discovery Commons at 416-978-8504

Or email [Discovery.common@utoronto.ca](mailto:Discovery.common@utoronto.ca)