


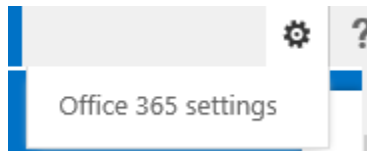
# Academic Technology



## Instructional Guide:

To install the latest version of Office

1. Sign in to your Trine student email account at <https://outlook.com/my.trine.edu>
2. At the top right of the page, click  and choose **Office 365 Settings** from the menu.



3. Click **Software**.
4. On the **Office** page, select a **Language**, and then click **Install**.

## Office

Install the latest version of Office

This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.



Language:

English (United States) 

Version:

32-bit (recommended) **advanced**

**Note:** Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)

install

Here you can also manage your existing installations of Office.

## Deactivate an installation on either a PC or a Mac

If you've already installed the latest version of Office with Office 365 on five computers that you use and you want to install Office on a sixth computer, you can do that by first deactivating an installation on one of your current computers.

Go to **Software > Office**. Click **Deactivate** next to the computer you want to deactivate the installation from.

## Troubleshoot your Office installation

When you're installing, you may get a "[Something went wrong...](#)" error. Or, if you get some other error, see [General troubleshooting for installing Office 2013 and Office 365](#).

After you have Office installed, try creating a few documents. If an Office program looks blurry, displays as all black or all white, the screen flickers, or looks different on different computers, see [Office 365 doesn't look right](#).

## More information

This Office installation is tied to your my.trine.edu student email account. Your computer must be able to connect to the internet at least once every 30 days in order to verify your account's license. If 30 days go by with no internet connectivity, Office will switch to a reduced functionality mode, which will make most commands unavailable and will display a "Product deactivated" message within the Office application. If this happens, reconnect the computer to the internet, then choose "Reactivate" when prompted by the application. If prompted to sign in for activation, do so with your my.trine.edu student email account.

You can install the latest version of Office on up to five computers that you use. After you've completed the installation, make sure you have automatic updates turned on.

Depending on your operating system, here's what Office includes:

- Office on your PC includes Access, Excel, [Lync](#), OneNote, Outlook, PowerPoint, Publisher, and Word.
- Office on your Mac includes Excel, Outlook, PowerPoint, and Word.