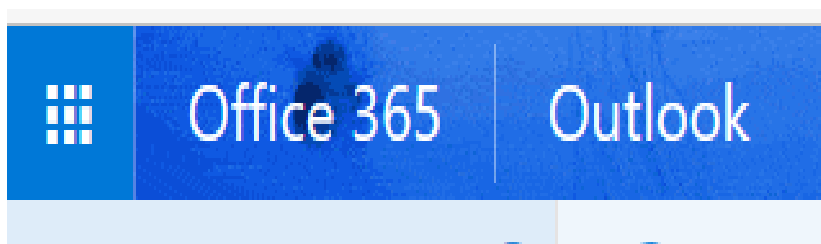


Microsoft Office 2016

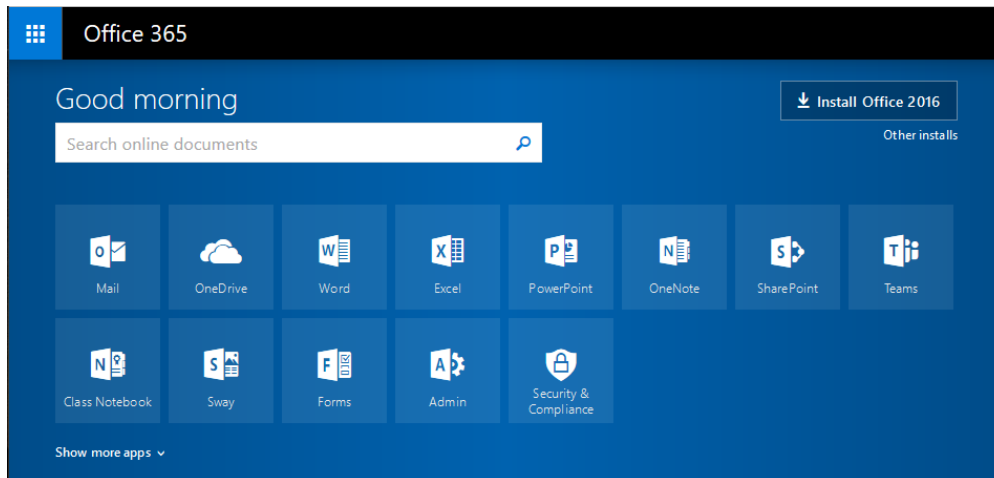
Student Home Installation Instructions

Note: All Macintosh computer users will need to call the help desk for installation instructions at (828)448-6030. The help desk is available Monday- Friday from 8:00 a.m. to 5:00 p.m.

1. Login to your [WPCC email account](#) (opens in new window).
(URL Resource for printing purposes – <http://www.outlook.com/wpcc.edu>)
2. Use the following information to log into Microsoft Outlook Online:
 - **Username-** *wpccusername@wpcc.edu* you will only need to add the @wpcc.edu to the end of your username. You can locate your username at the [Pioneer Pass](#) (opens in new window) login screen by clicking *Students* and then clicking *What's my User ID?* under the User Account bar. Fill out the information requested and then click the *submit* button to obtain your username.
(URL Resource for printing purposes – <https://pioneerpass.wpcc.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=4740517855>)
 - **Password-** Once you have obtained your username, you will be required to create your password at the [Password Master Application](#) (opens in new window). Choose the second option, *Set Password*, enter your username, place a check mark in the *I'm not a robot* box and choose the photos that best match the required objects. Click **Next** to proceed.
(URL Resource for printing purposes – <https://passwordmaster.wpcc.edu/PasswordReset>)
3. Answering Security Questions:
 - If you do not have a Social Security number, then use five number 9's to fill in the answer. (Example: 99999)
 - If you do not have a middle initial then use an asterisk * to fill in the answer. Your middle initial must be capitalized.
 - Birthdates need to be in the format shown YYYY-MM-DD. Example: A birthdate of May 1, 1998 would be entered as 1998-05-01. Do not use the "slash" symbols / or \ these will not work.
 - If you receive, an error message stating *you must first enroll*, please call the WPCC help desk at (828) 448-6030 so we can resolve this issue for you. It is not referring to your class enrollment, but an enrollment into a WPCC system that handles user information.
4. When logging in for the first time, you may see the initial startup screen. Use the navigational arrow at the bottom of the screen to click through that page.
5. Locate Office 365 on the Microsoft Outlook toolbar in the top left corner of the screen and click on Office 365. This will take you to the install page.

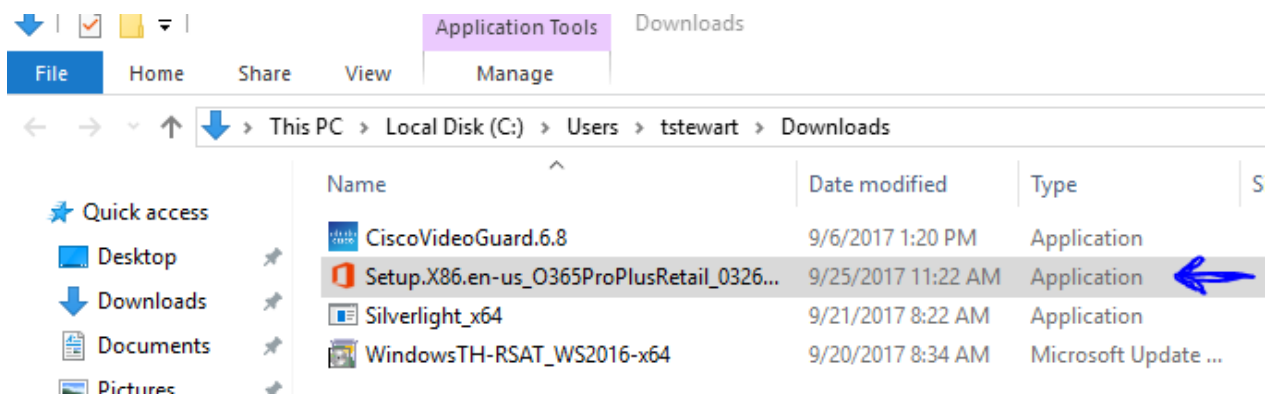


6. Click Install Office 2016 in the top right of your window.

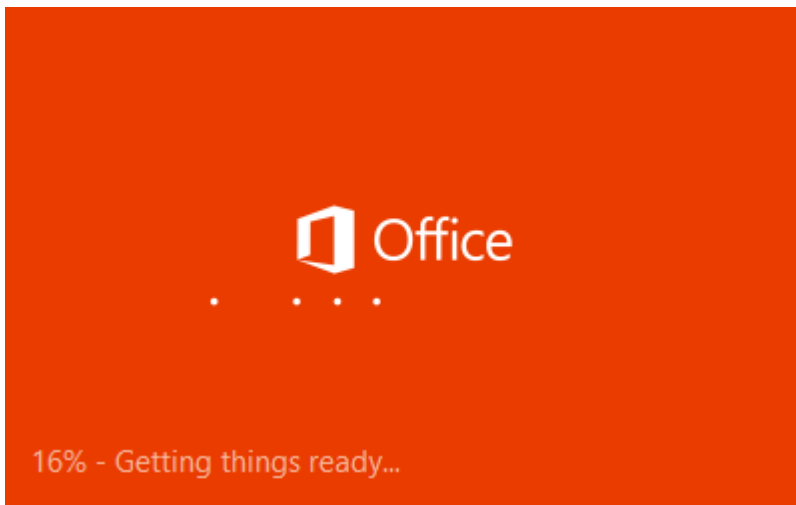


7. A file download should automatically start. Depending on what internet browser you are using and the setting on your personal computer, you may have to click to accept the download and/or select where you would like to save the downloaded file.

8. Locate the downloaded file. Again, it depends on your internet browser and personal settings, but generally, you should be able to locate the file in the *Downloads* folder by going to *Start | My Computer | Downloads*.



8. Double click on the downloaded file, whose filename begins with Setup. The installation box should appear on your screen. Depending on the speed of your home network, the installation process time could vary. You should also see a status box in the lower right corner of your screen that will show the progress of the installation.



9. Click **Next** to move through the *Welcome to your new Office* screens. You can choose to watch the Introduction video or click **Next** to continue.

10. Choose a personalized design for Office from the photos provided.

11. You can choose either *Take a Look to learn more about Microsoft Office 2016*, or click *No, thanks* to continue.

12. Once the installation is complete, you should see a **You're good to go** message appear on your screen. Click the **All done!** button in the lower right corner of the installation complete box.

13. You should be able to locate the new software on your computer by going to the **Start Menu** and selecting **All Programs**.