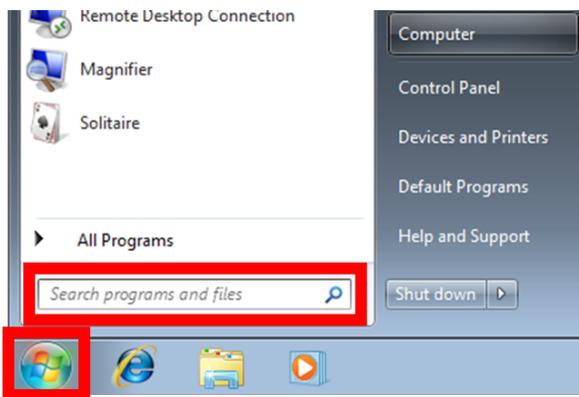


Before Installing Microsoft Office 365 on your Computer

- You may already have an active and usable version of Microsoft Office on your computer, check before downloading Microsoft 365.
1. Search your computer for “Microsoft Word.”

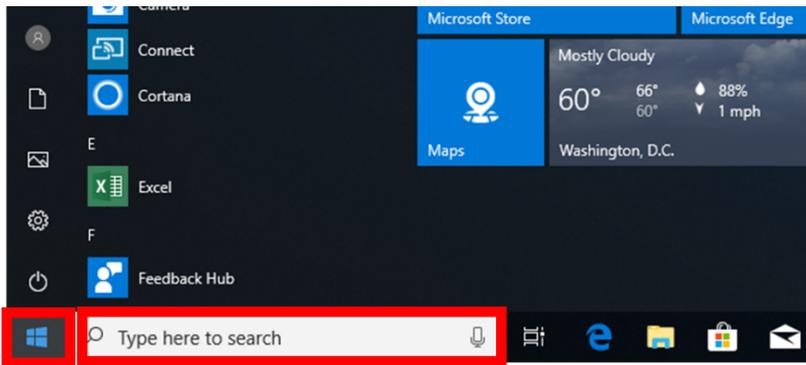
Windows 7



Windows 8

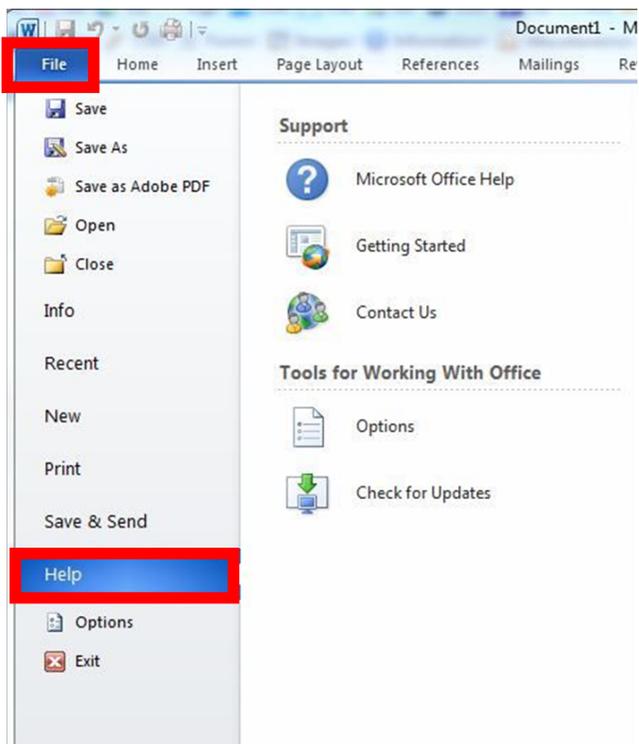


Windows 10

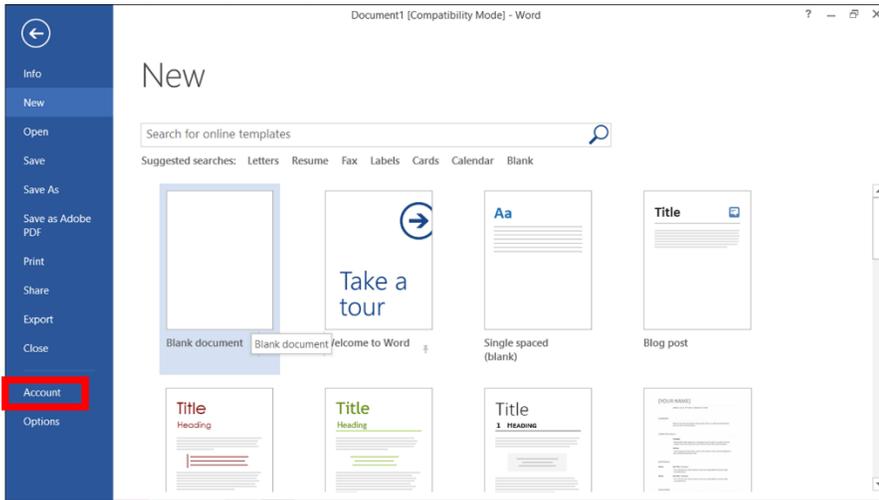


2. If this search returns any results of Microsoft Word, click to open the program.
 - If no results are returned, move forward with the download instructions (starting on page 8)
3. When the program opens, follow the instructions below based on the version that opened.

Office 2010



Office 2013, 2016, 2019, & 365



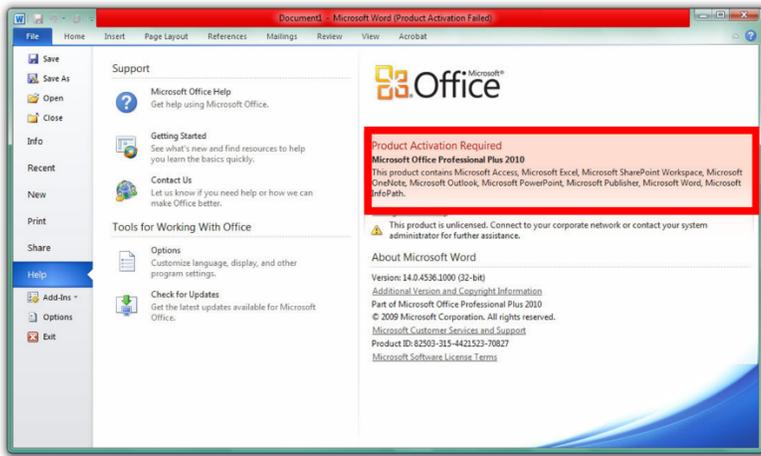
4. Check if the program is activated and able to be used.

Office 2010

Activated – You have an active and usable version of Microsoft Office 2010 on your computer, downloading Microsoft Office 365 is not necessary.

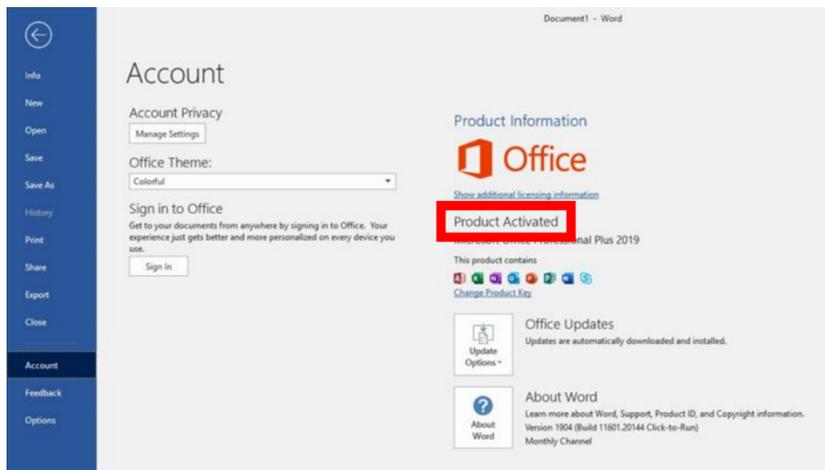


Not Activated – You do not have an active and usable version of Microsoft Office on your computer, proceed to uninstall and download instructions (starting on page 5).

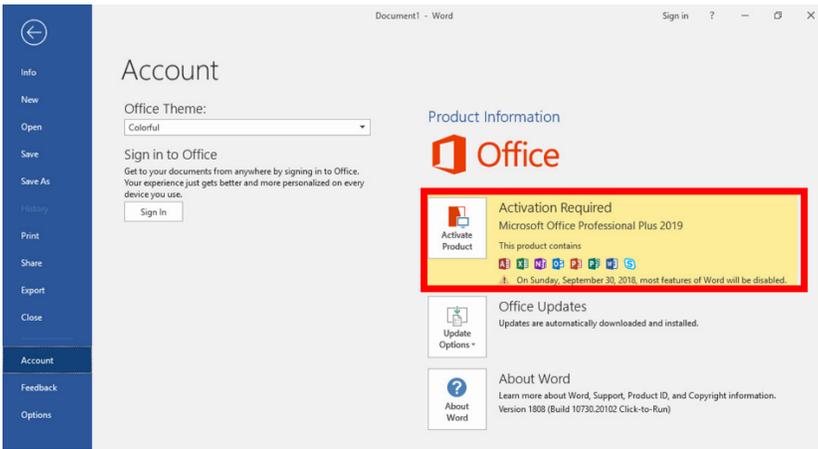


Office 2013, 2016, 2019, & 365

Activated – You have an active and usable version of Microsoft Office on your computer, downloading Microsoft Office 365 is not necessary.



Not Activated – Sign in needed, see instructions below.

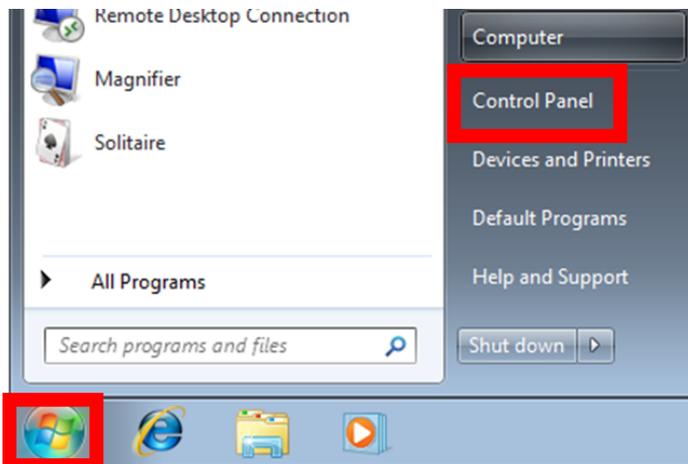


5. Signing into an inactivated Office 2013, 2016, 2019, or 365 program.
 - Click “Sign in.”
 - Enter your UMA email, the username you use to log into the PumaDen.
 - Enter your password that you use to log into the PumaDen.
 - This should activate the program, and you will see “Product Activated” or “Subscription Product” where it used to say “Activation Required.”
 - You have an active and usable version of Microsoft Office on your computer, a further download and install of Microsoft Office 365 is not necessary.

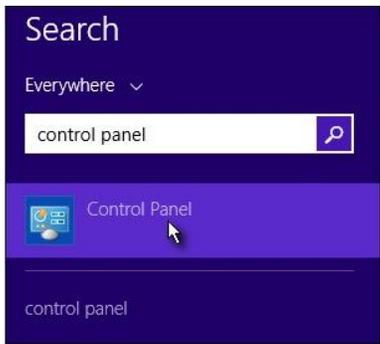
Uninstalling an inactive and unusable version of Microsoft Office on your computer

1. Open up the Control Panel on your Computer by searching “Control Panel.”

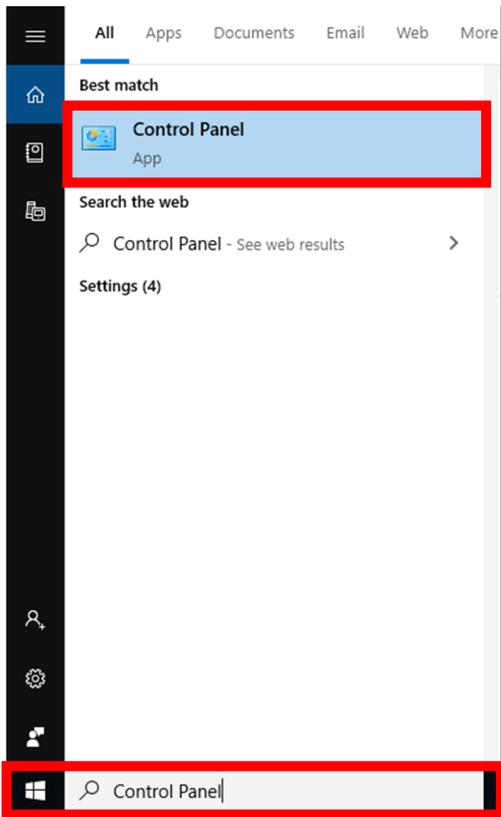
Windows 7



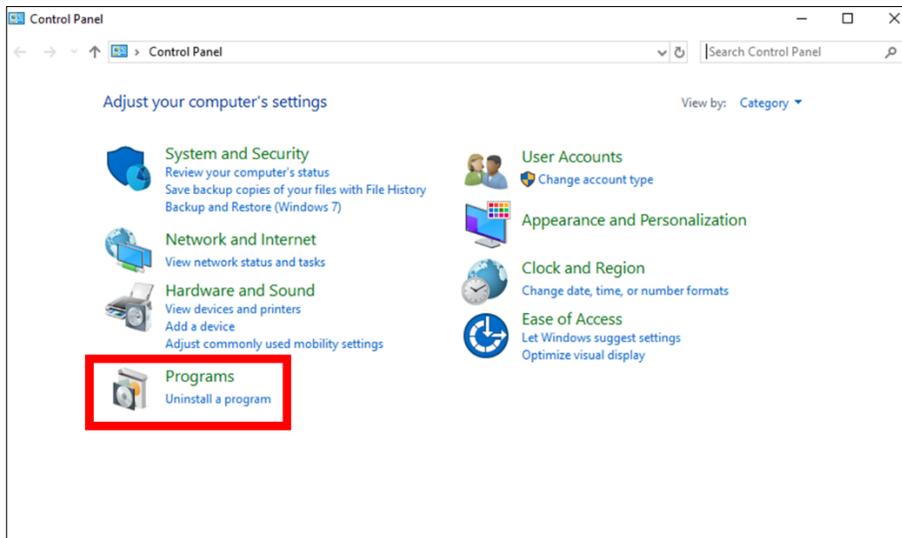
Windows 8



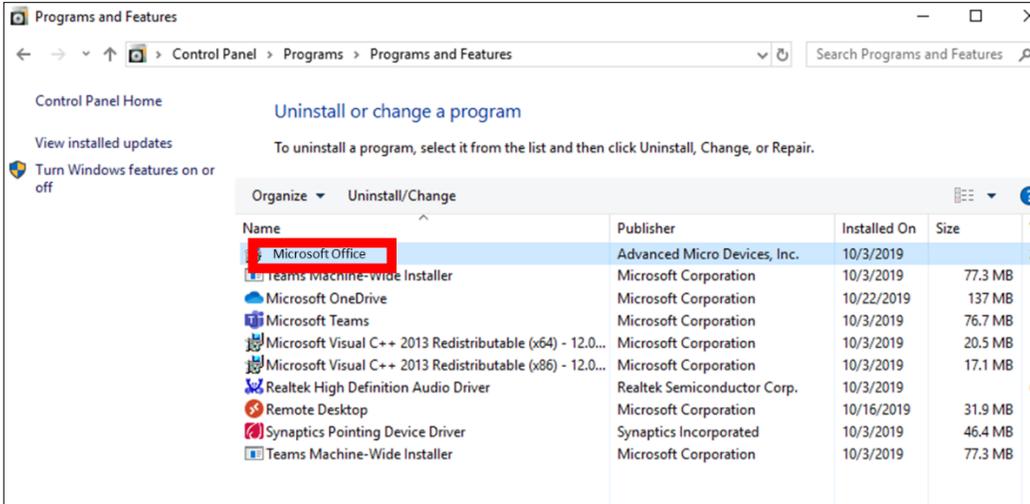
Windows 10



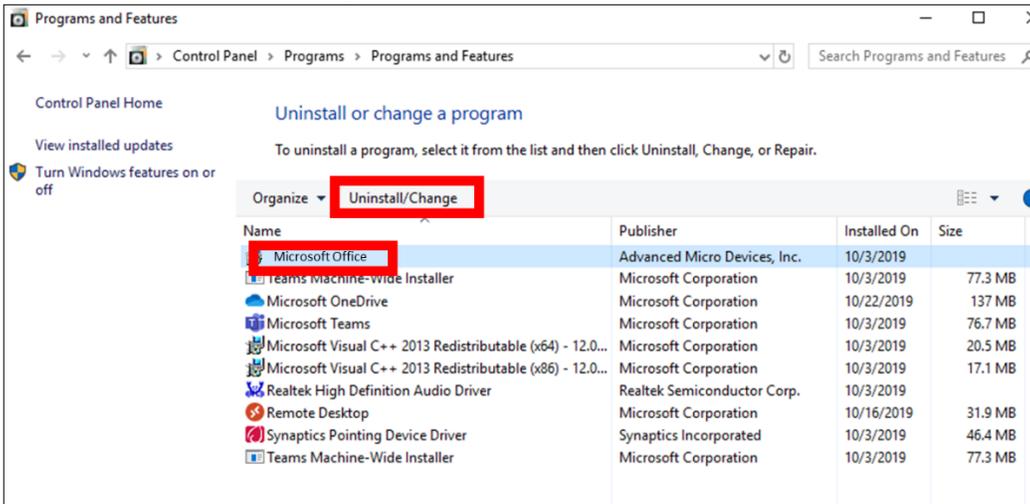
2. Select "Uninstall a Program."



3. Look for the program name with "Microsoft Office" in the title and click on it.



4. Click "Uninstall/Change."

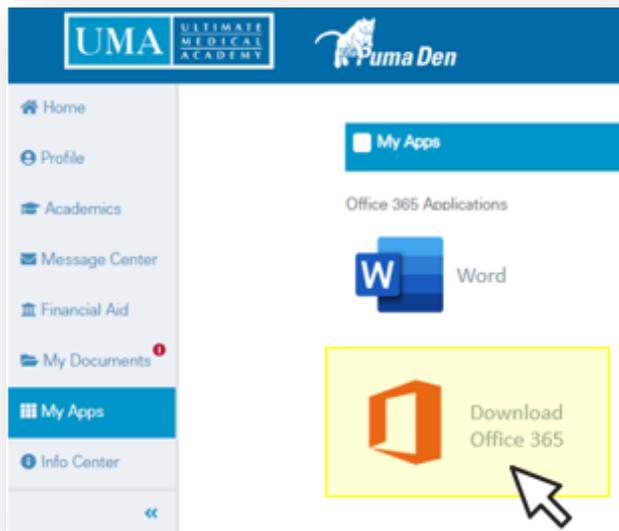


5. Click "Yes" to allow changes and follow any other prompts to finish uninstalling the program.

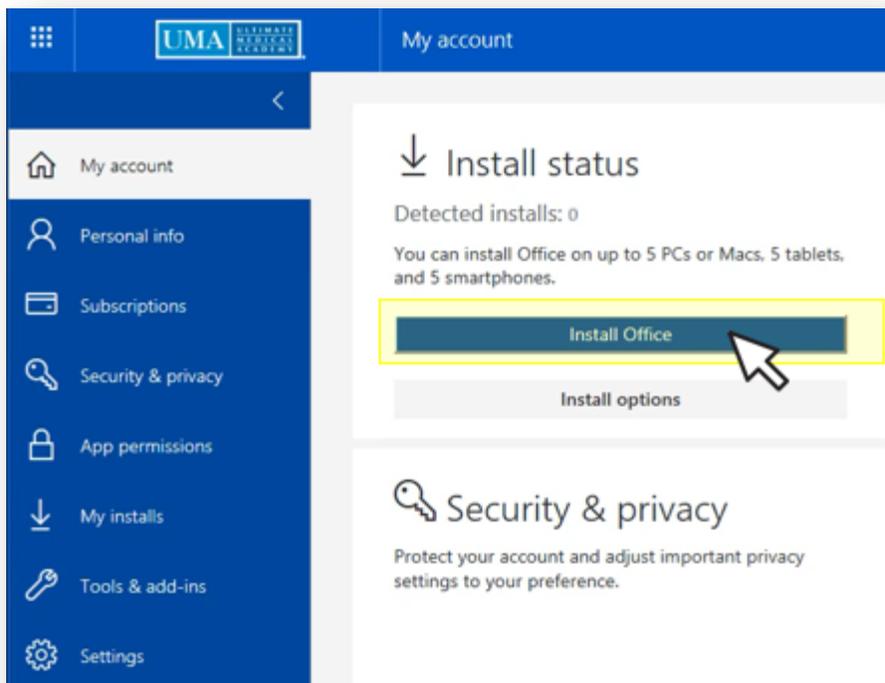


Downloading and Installing Microsoft Office on your Computer

1. Navigate to the “My Apps” menu item in the PumaDen.
2. Click “Download Office 365.”

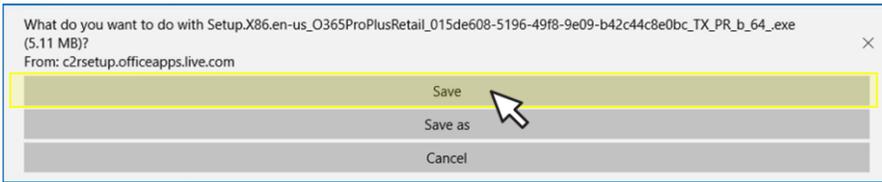


3. Click on “Install Office.”

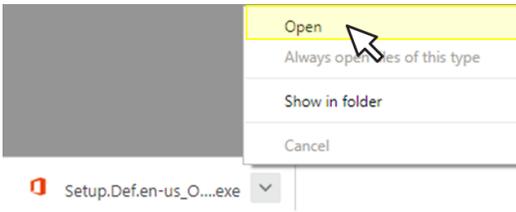


4. Open/Save/Run the file for download.

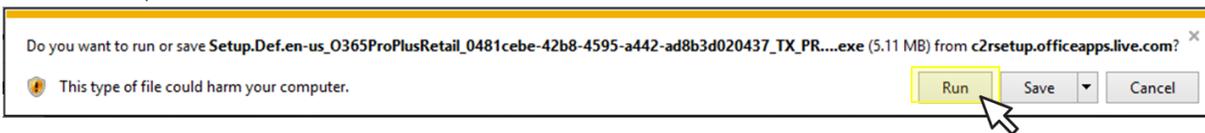
Edge Browser



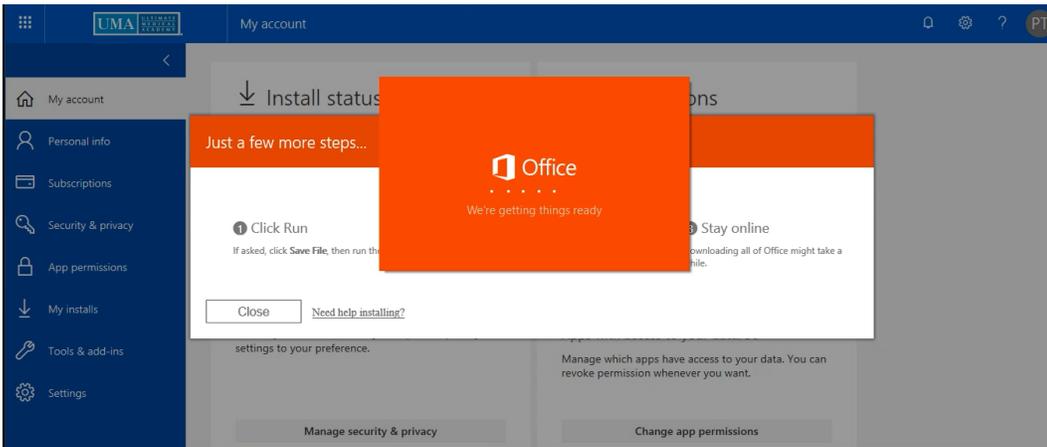
Google Chrome



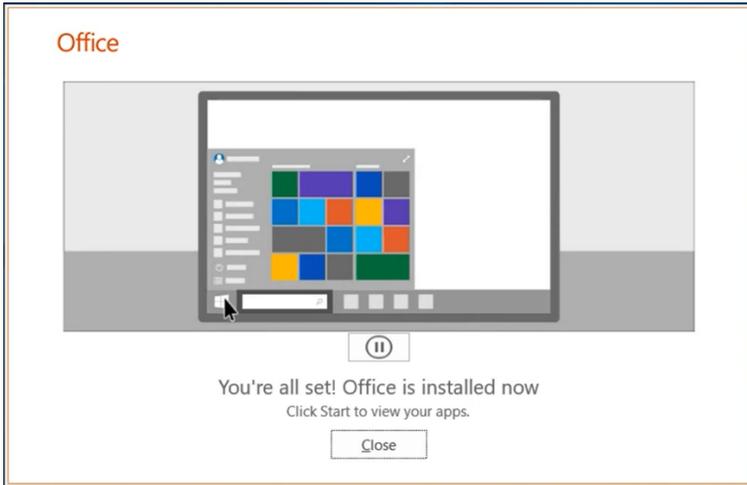
Internet Explorer



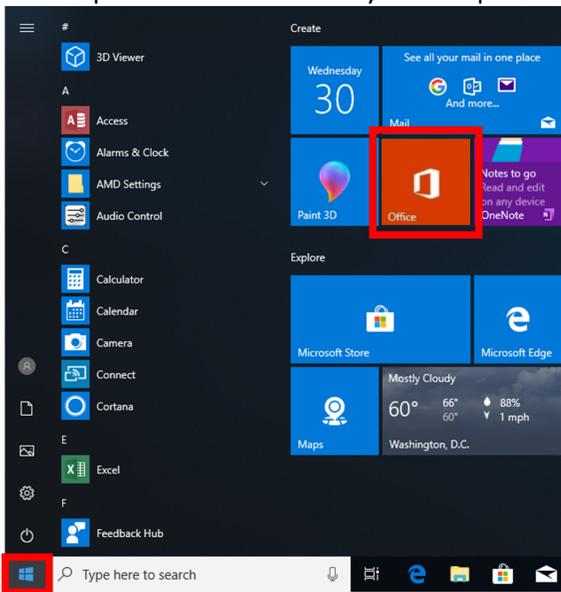
5. You will see the following screens as it installs, this may take up to five minutes.



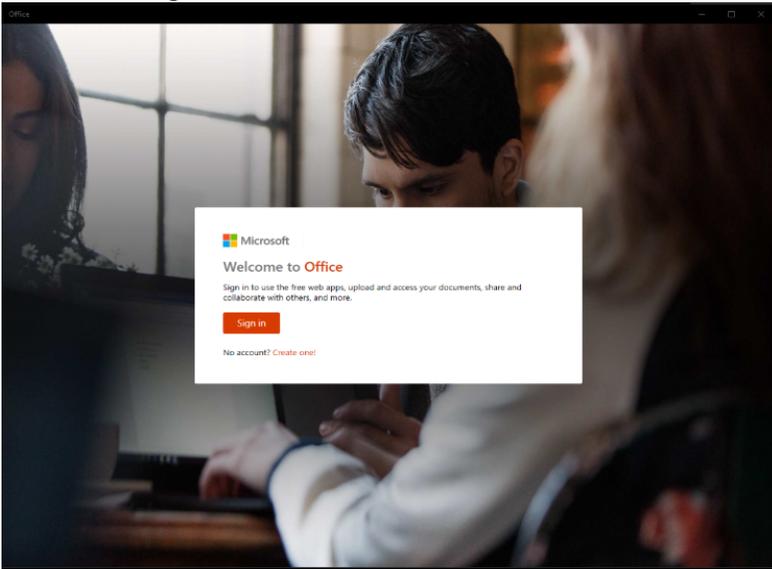
6. When you see this screen, click close.



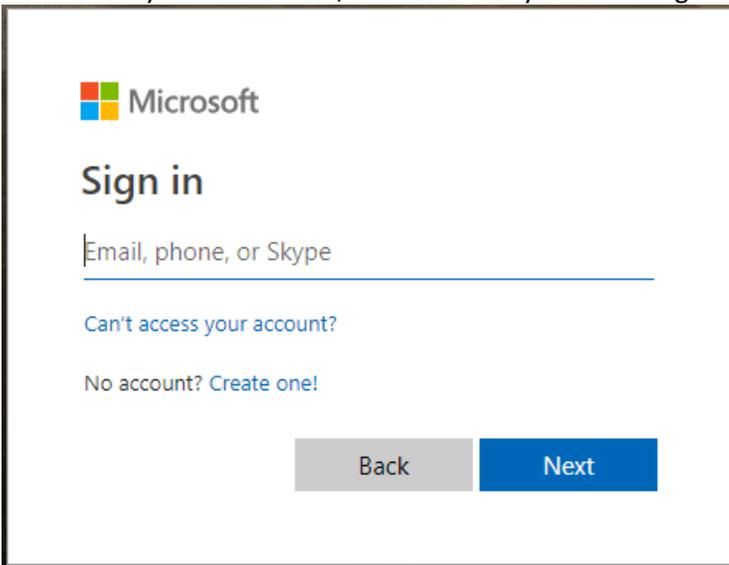
7. Open the start menu on your computer and search for "Office."



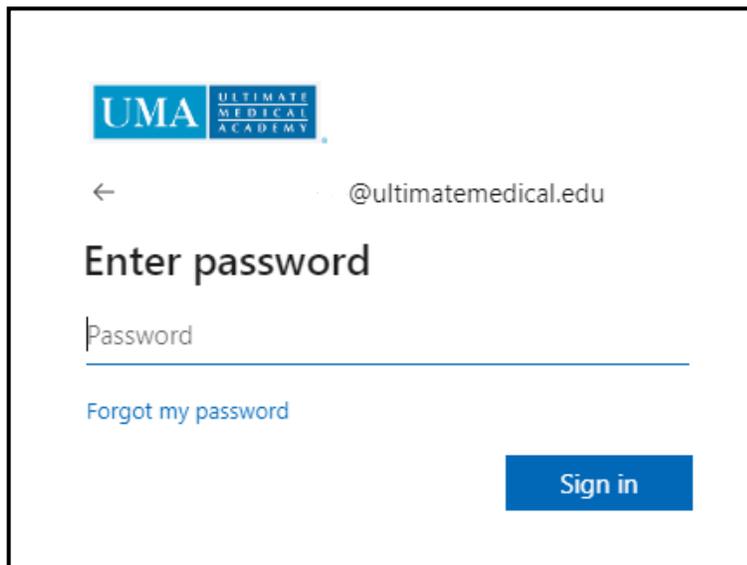
8. Click "Sign In."



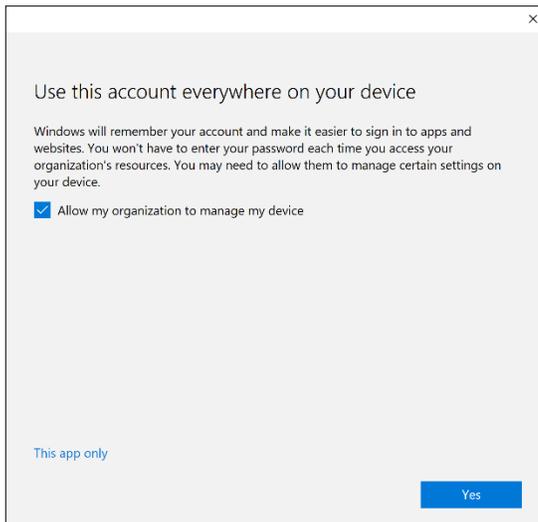
9. Enter your UMA email, the username you use to log into the PumaDen.



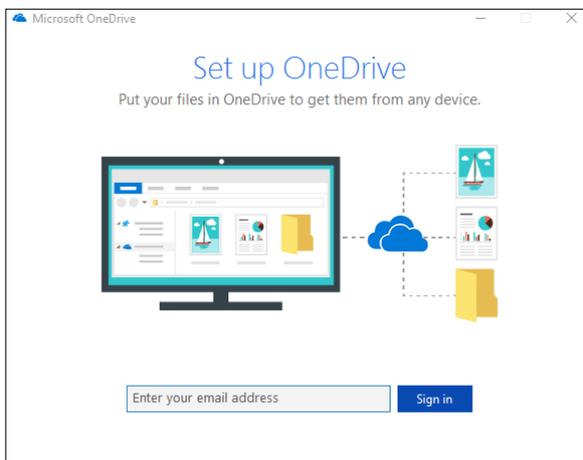
10. Enter your password that you use to log into the PumaDen. Click "Sign In."



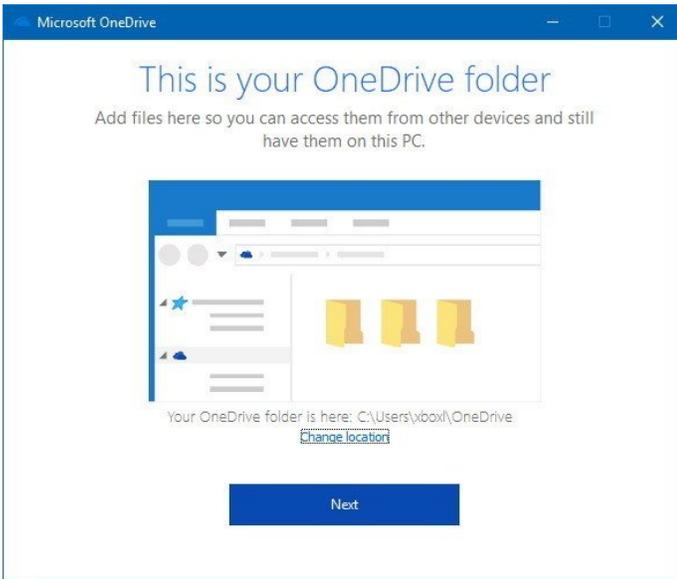
11. Leave the option checked and hit "Yes."



12. To set up OneDrive, enter your UMA email, the username you use to log into the PumaDen, on this screen and click "Sign In."



13. Click "Next."



14. Click through the OneDrive tutorial then close the window.

15. You now have Office 365 activated and ready to use on your computer.