Installing Office 2016

1. **Login to your Wor-Wic email.** If you need help go to FOH 305 or call the myWor-Wic Student help desk at 410-334-6767.

2. **Click Office 365** in the upper left corner of the page. If you do not see this button, maximize your window or type the following URL in the address bar: portal.office.com

3. Click the **Install Office 2016** button.

4. The installation process will begin, follow the prompts on the screen. If asked for a username and password, enter your Wor-Wic email address and your Wor-Wic password.

Installing Office 2013 (if needed for applications classes such as CMP 100, CMP 101, OFT 155, OFT 160, or OFT 162)

1. **Login to your Wor-Wic email.** If you need help go to FOH 305 or call the Technical Support at 410-334-2870.

2. **Click Office 365** in the upper left corner of the page. If you do not see this button, maximize your window or type the following URL in the address bar: portal.office.com

<continue on next page>
3. Click the Other Installs link.

DO NOT CLICK THE INSTALL BUTTON that appears. Scroll down as needed to click the triangle next to Install Office 365 ProPlus with the 2013 apps. A new section will open. Click the Install button in the new section:

4. The installation process will begin, follow the prompts on the screen. If asked for a username and password, enter your Wor-Wic email address and your Wor-Wic password.

If you need help, go to the Open Computer Lab (FOH 305) or call Technology Support at 410-334-2870.