

# Microsoft Office 2016 Installation Instructions

All staff and students are entitled to use the Microsoft Office suite on personal computers, tablets and phones for free.

You can download and install Office on up to 5 devices, whether that be PC, Mac, tablet or phone.

Your licence will last for as long as you are a member of the University.

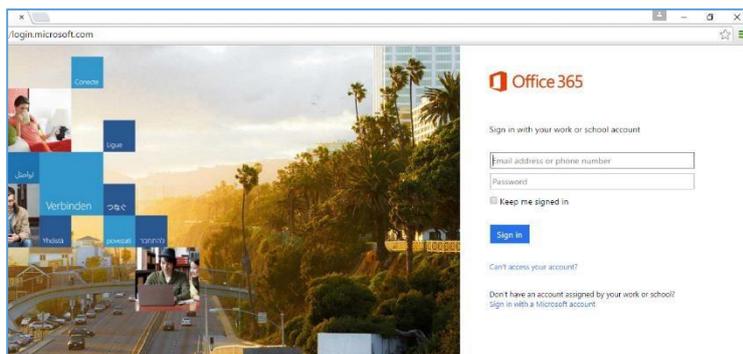
You will be prompted from time to time to sign-in, just to check that you are still a member.

## STEP ONE:

Go to the following web page <https://login.microsoft.com/>

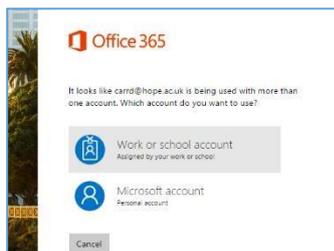
## STEP TWO:

You will be asked to enter your Hope Email Address



If you have previously linked your university email address to a Microsoft account, you may be asked to select the correct account.

Please choose *“Work or school account”*

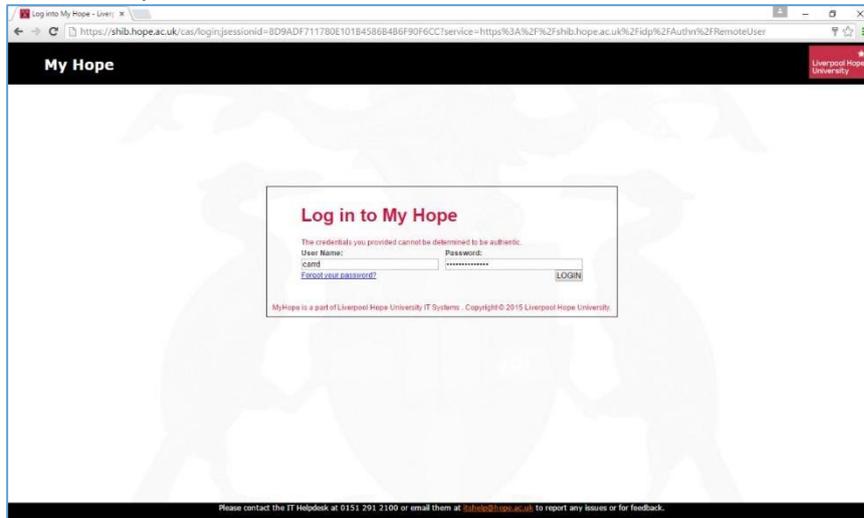


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## STEP THREE:

You will then be redirected to log into Liverpool Hope with your username and password

Note :- not your email address



## STEP FOUR

You will now be prompted to install the software.

Please be aware of the tick boxes above the "Install now" box which will change your search engine and home page if left ticked.

Click on "Install now" and follow the on-screen prompts to complete the installation of Microsoft Office.

