

How To: Download and install Microsoft Office 2016 on a desktop or laptop

Before you begin, make sure your desktop or laptop meets the [system requirements](#).

Step 1 - Sign in to download Office

1. Go to aka.ms/office-install and **Sign In** with your **Gulf University account**.
2. On the Office home page, click **Install**.
This begins the download of Office. Follow the prompts on your screen to complete the install.

Tip: You can also choose to install Office in a different language or install the 64-bit version. To do this, select your preferred language and/or bit version from the dropdown menus then select **Install**.

Office

Manage installs

Want to deactivate Office on one computer and install it on another? Go to [My account > Install status](#).

Install Office 365 ProPlus with the new 2016 apps [What happened to Office 2013?](#)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business

Word Excel PowerPoint OneNote Access Publisher Outlook Skype for Business OneDrive for Business

Language: Version: [Which version is right for me?](#)

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

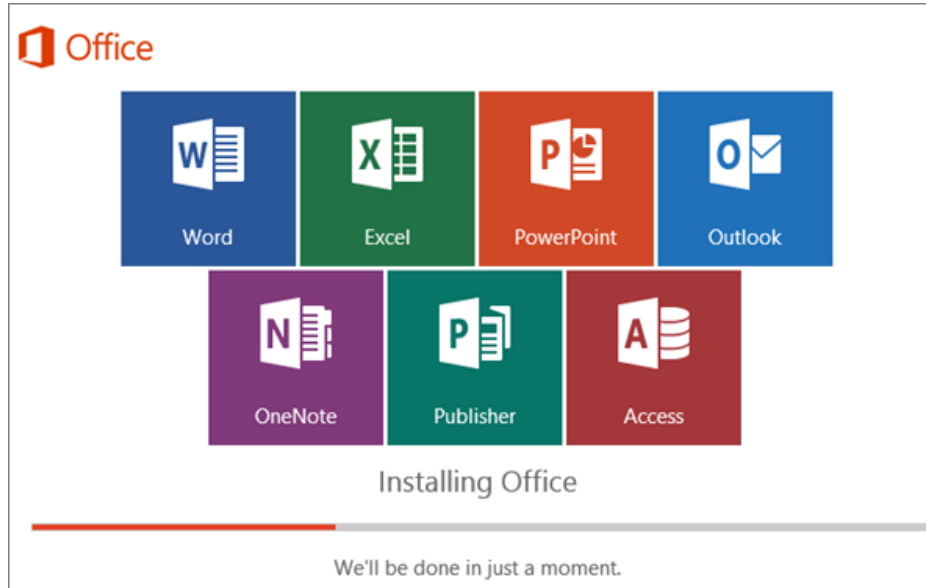
[Review system requirements](#)
[Troubleshoot installation](#)

Step 2 - Install Office

1. Depending on your browser, click Run (in Edge or Internet Explorer), Setup (in Chrome), or Save File (in Firefox).

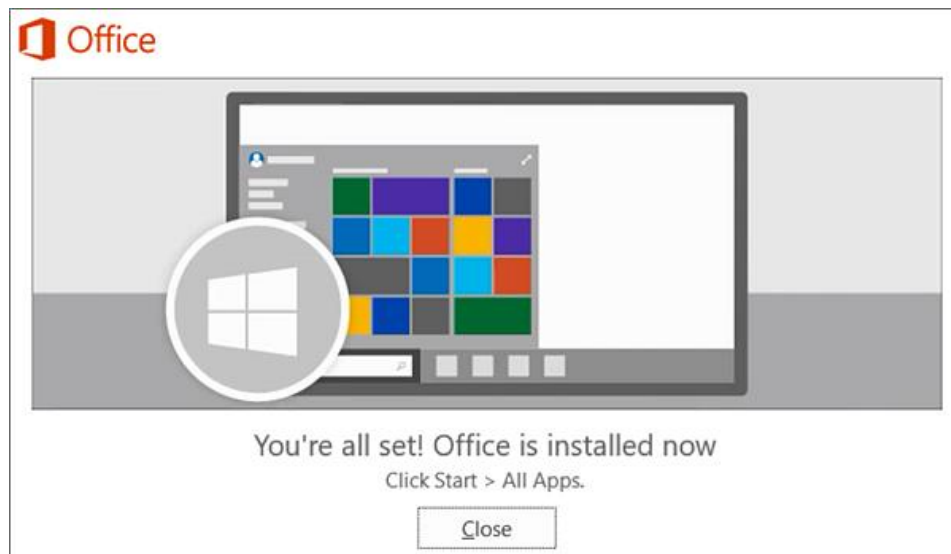
*Note: If you see the **User Account Control** prompt that says, **Do you want to allow this app to make changes to your device?** Click **Yes**.*

The install begins.



2. Your install is finished when you see the phrase, "**You're all set! Office is installed now**" and an animation plays to show you where to find Office applications on your computer.

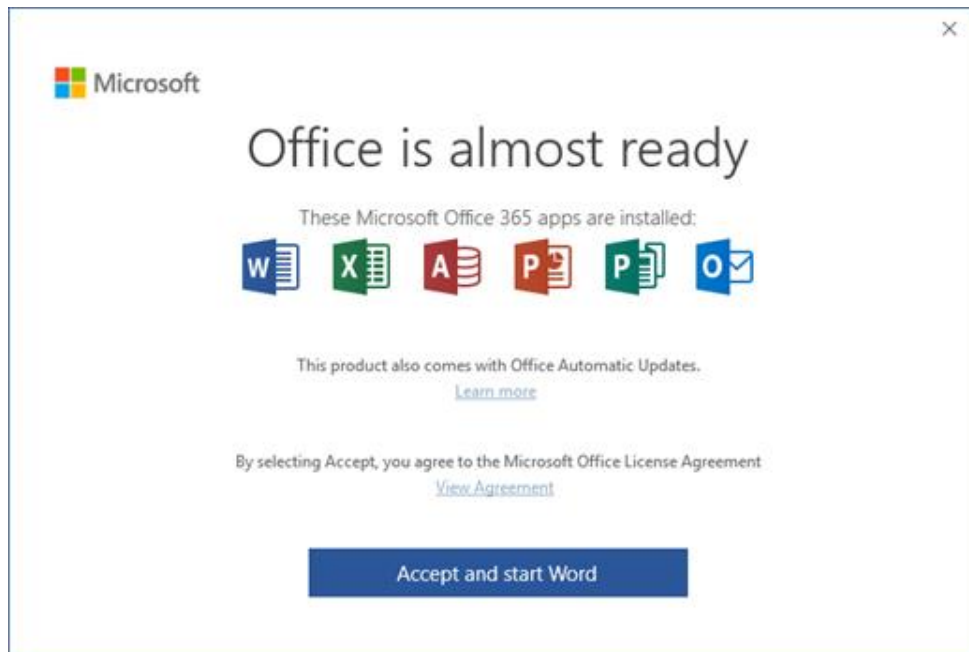
Follow the instructions in the window, for example **Click Start > All Apps** to see where your apps are, and select **Close**.



Step 3: Activate Office

1. Start using an Office application right away by opening any app such as Word or Excel.

In most cases, Office is activated once you start an application and after you click **Accept** to agree to the License terms.



2. Office might activate automatically. However, depending on your product you might see the Microsoft Office Activation Wizard. If so, follow the prompts to activate Office.

