



Microsoft Office 2016 for BYOD devices

Students can now download the Microsoft Office Suite for free on their personal devices. It can be installed on up to 5 devices. This includes Windows PC, Mac and mobile devices (e.g. Android, iPad and Windows tablets).

Important: You will need to use your Livingstone email account for activation.

For instructions on how to setup Office on a mobile phone please follow the links below.

[iPhone / iPad](#)

[Android](#)

[Windows Phone](#)

How to download

1. On your Mac or Windows computer, open an Internet Browser (e.g. Chrome, Safari, etc.) and go to: <http://portal.office.com/OLS/MySoftware.aspx>
2. Log into Office 365 with your college provided email address and password.

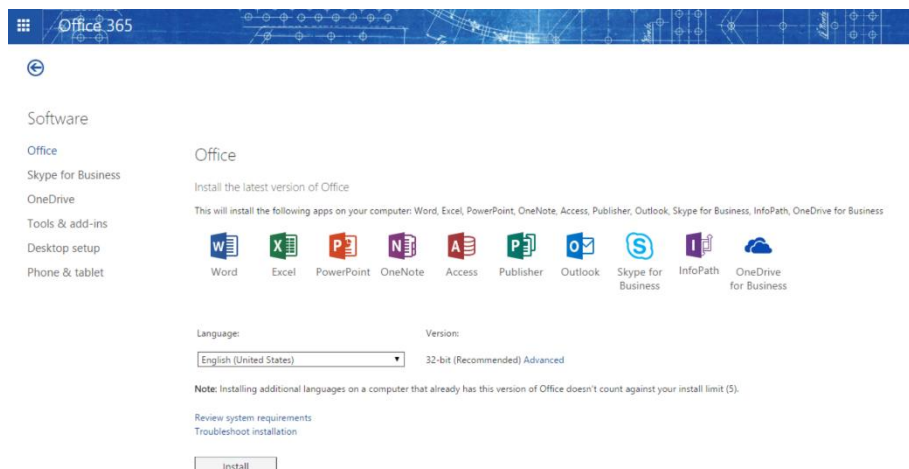


Sign in with your work or school account

Keep me signed in

You should be taken to the Office download page.

If the page shown below is NOT displayed, go back to the link in step 1.



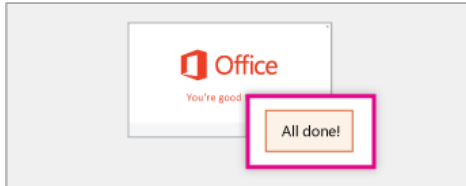
3. Click **Install** at the bottom of the page. The installation file will begin to download.



Installation and Activation

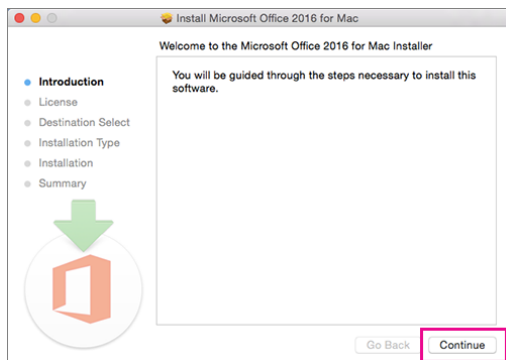
For Windows users:

1. Once the download has completed, go to your Downloads folder and run the setup file.
2. Follow the prompts and accept the license agreement.
3. When you see "You're good to go," select **All done**.

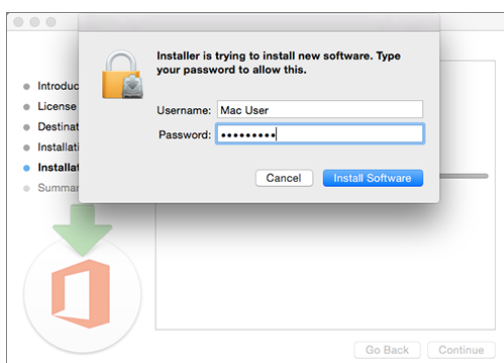


For Mac Users:

1. Once the download has completed, open Finder, go to Downloads, and double-click **Microsoft_Office_2016_Installer.pkg**.
2. On the first installation screen, select **Continue** to begin the installation process



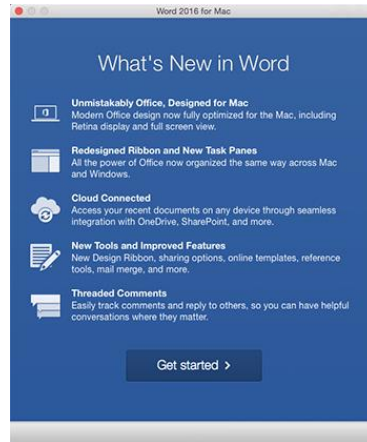
3. Enter your Mac login password to complete the installation.



4. After the installation process is complete, Word 2016 for Mac will open.



5. Review the Word 2016 for Mac **What's New** screen, and then select **Get started**.



6. On the **Sign in to Activate Office** screen, select **Sign In**, and then enter your college email account credentials.
7. After you sign in, you may see an alert asking for permission to access the Microsoft identity stored in your keychain. Select **Allow** or **Always Allow** to continue.
8. On the next screen, choose an appearance for your Office installation, select **Continue**, and then select the **Start Using Word** button to open the app and complete the Office 2016 for Mac activation.

