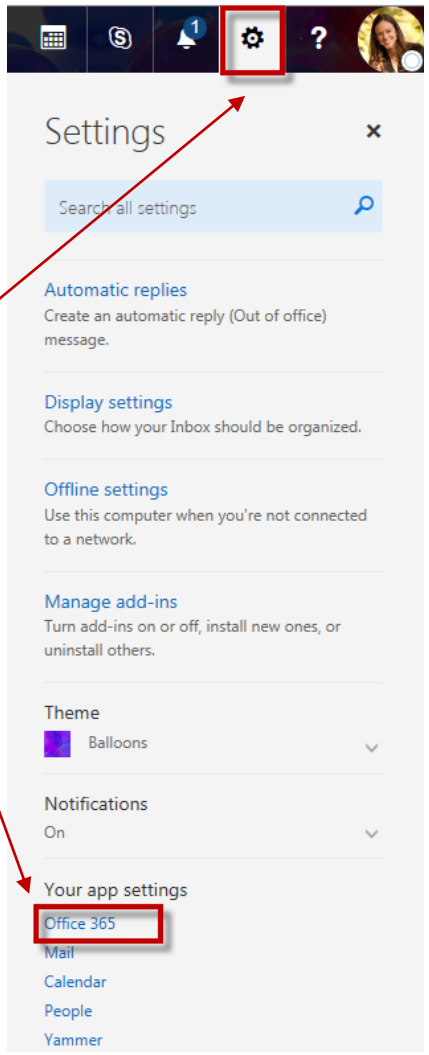
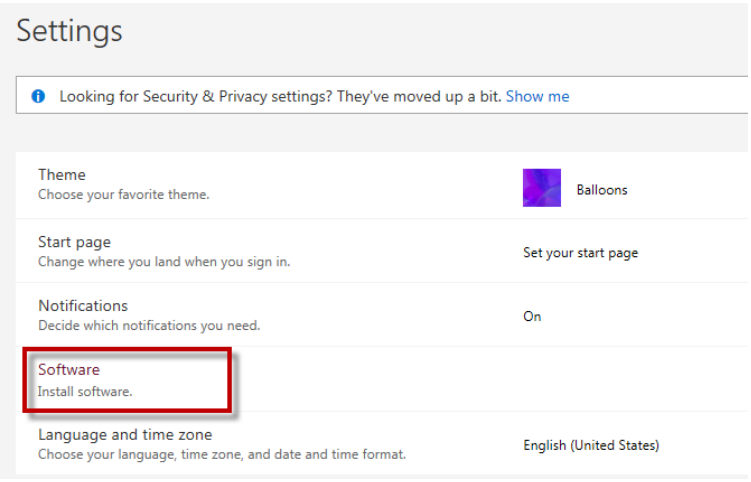
Installing Office 2016

PWCS full time staff members and 3rd-12th grade students in PWCS have the ability to download 5 copies of Office 2016. For staff, these software downloads can occur both at school and at home. Students have the ability to download at home. The software can be downloaded on both PCs and MACs and will remain avaiable to you as long as you are an employee or student of PWCS.

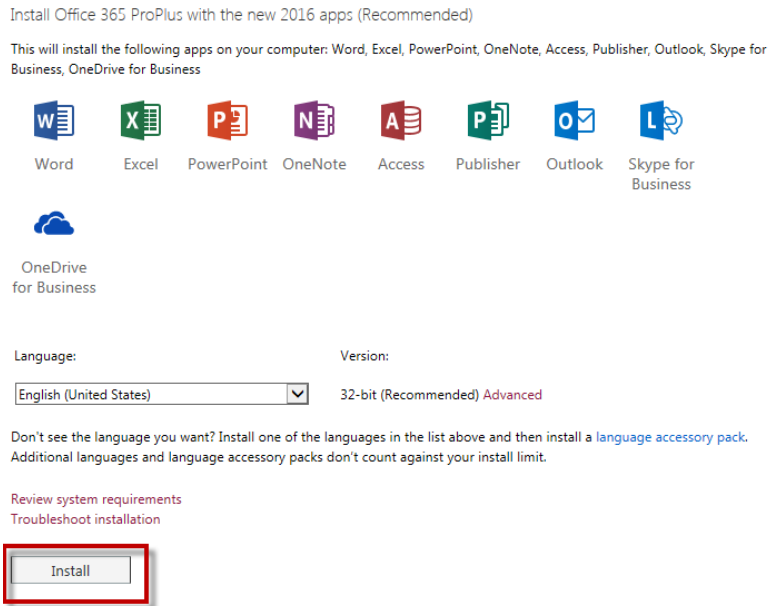
Log in to Office 365. Click on the gear and choose Office 365 settings.



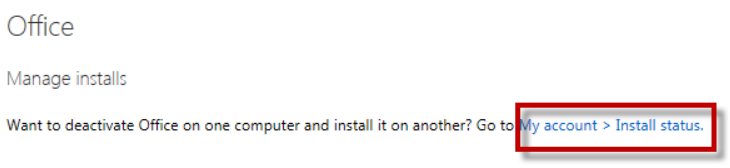
Choose Software on the next window.



Scroll down and click Install.



During the installation process, you may be asked to enter your username (which is your email address) and your password.

Keep in mind the installation of Office is connected to you. By installing the software, it allows you to work seamlessly with Office 365 and OneDrive. You can save files directly from any Office application to OneDrive.

You can manage your software installations and what computers are allowed to use the software. If you ever want to deactivate Office from a computer, go to My account > Install status. This comes in useful when you get a new computer. When deactivating, the software will still remain on the computer but will not be useable.