



As a registered student at the university, you are able to access both the cloud based and downloadable version of Office 365 software free-of-charge.

Office 365 and Canvas are separate systems that compliment each other.

For example, your instructor may request you submit a Word format document in Canvas. The Office 365 web-portal is a convenient and easy place to access Canvas.

***Install Microsoft Office 2016 free-of-charge on
5 Computers, 5 Tablets, 5 Smart Phones***

Installing Office when you already have a copy of Office installed on your computer

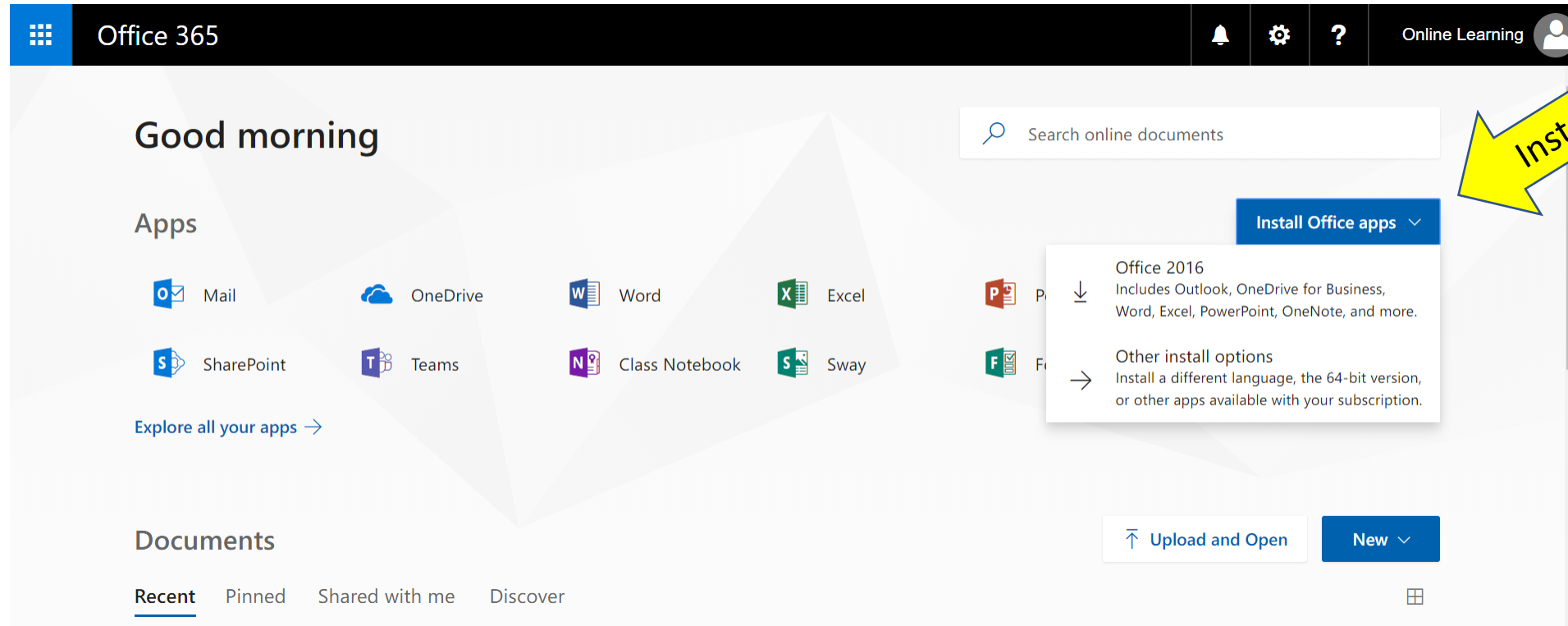
Users that already have Office 2016 on their computer (from a previous school, personal purchase, corporate account, etc.), should install a copy of Office from their CIIS account.

This will not install a separate copy of Office (Mac users – see special note on last slide), but will add the CIIS linked Office account license to the currently installed Office. This in turn will allow the user to sync with CIIS Office linked cloud storage (One Drive), access web apps, etc.

When multiple licenses are linked to a single installation of Office 2016, users are able to easily toggle between licenses (accounts) in both the PC and Mac versions.

Steps to install Office on your computer

To install Office on your computer, go to office.com and log-in with your @mymail.ciis.edu address, select install Office apps and follow the instructions.



The screenshot displays the Office 365 web interface. At the top, the navigation bar includes the Office 365 logo, a search bar for online documents, and utility icons for notifications, settings, help, and user profile. The main content area features a 'Good morning' greeting, a grid of application tiles (Mail, OneDrive, Word, Excel, SharePoint, Teams, Class Notebook, Sway), and a 'Documents' section with tabs for 'Recent', 'Pinned', 'Shared with me', and 'Discover'. A blue 'Install Office apps' button is highlighted with a yellow arrow pointing to it. The dropdown menu for this button is open, showing two options: 'Office 2016' (which includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and OneNote) and 'Other install options' (which allows for installing a different language, the 64-bit version, or other apps available with the subscription).

Installation notes for Mac users

Mac users assigned an @mymail.ciis.edu and @ciis.edu email address are authorized to install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

A user cannot upgrade / migrate from Office Mac 2011 to Office Mac 2016 (Office 365). A user can use both versions simultaneously on the same Mac. Information from [Microsoft](#).

Office Mac 2011 can be completely removed from a Mac before or after installing Office Mac 2016 (Office 365). Information from [Microsoft](#).

A user that completely removes Office Mac 2011 and installs Office Mac 2016, and then wishes to revert to Office Mac 2011, can do so only by installing Office Mac 2011 from media (CD) with a valid product key. Office Mac 2011 cannot be re-downloaded, including by users that installed Office Mac 2011 as part of Office 365. The ability to download Office Mac 2011 ended on September 22, 2016 and support for the product ended on October 10, 2016. Information from [Microsoft](#).