## MCFRS Tech Training: Installing Office 2016 for G3 License Holders

Introduction

This document is for FRS G3 license holders. The G3 license entitles you to install Microsoft Office (version 2016 as of this writing) on up to five devices for your use. The license is limited to your specific login. If you have questions or need any training, please see Jeff Feiertag.

Installing the Software

- Open an Internet browser (e.g., Internet Explorer, Chrome, Firefox, etc.) and go to Quicklinks (www.mcfrs.org/quicklinks).

- Click **Email** in the horizontal list (the second item from the left). This will take you to the Office 365 login.
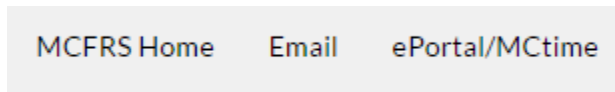
- Sign into Outlook 365. (Remember, this is your Single Sign-On – your Windows login.)

- Click on the avatar for your account (it may be a picture or not, depending upon whether you have imported a picture to use or the silhouette that is there by default). It is located in the upper-right corner of the screen. The example below is for Jeff Feiertag:


- Click **About Me**.

- Click the avatar/silhouette again and choose **View Account**.

- Find the **Install Status** section and click the **Manage Installs** button.
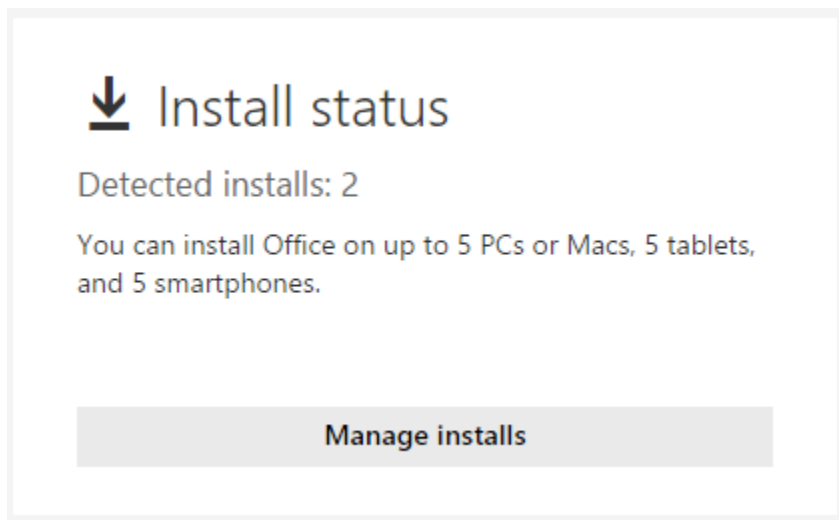
Note: You may install Office on up to five devices for your use. If you no longer need one of the devices to have Office loaded on it, you will be able to deactivate your license from that particular machine/device.

- Click the **Install Desktop Applications** link.

- Find the section with the heading **Install Office 365 ProPlus with the new 2016 apps (Recommended)**. You will see icons for each of the software applications Office will load on your machine.

- Scroll down the page and click the **Install** button.
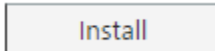
- Run through the installation and follow the directions provided on-screen.

- Remember to log off of Office 365 when you are finished.

Adding Office Shortcuts to Your Taskbar

This installation does not always place shortcuts for the software packages on your Window Taskbar. If you would like such shortcuts, follow these instructions:

- Click the Windows Start button.

- Choose **All Programs**.

- Scroll up or down until you find the program for which you would like to add a shortcut.

- Right-click the program name (e.g., Word 2016) and a pop-up menu will appear.
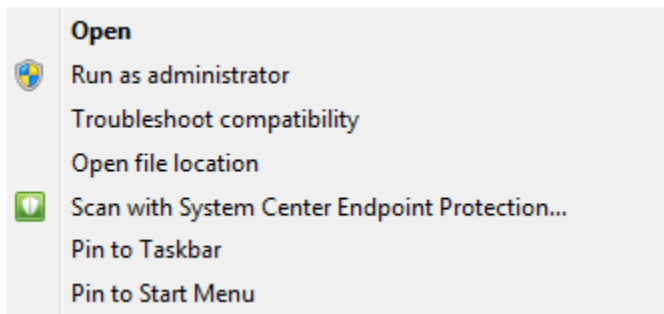
- Choose **Pin to Taskbar**. (If you would prefer the program shortcut be located on the Windows Desktop, choose **Copy** and then, on a blank area of the Windows Desktop, right-click and choose **Paste**.)

- Repeat as needed for other programs.

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Activating Office 2016

Some users have found that they need to activate the software, while others find it automatically set up for them. You will know if you need to activate the software if you see a pop-up window that tells you the program cannot be used until you activate it. To do so, please follow these instructions.

- Run one of the Office programs (e.g., Word).

- Type in your Office 365 username where prompted for a username. Your Office username is a combination of your Windows/network username – the first five letters of your last name, the first name of your first initial and possibly a two-digit number – followed by @MontgomeryCountyMD.gov.

  Note: This system can be picky and case-sensitive. Note the capital M, C, M and D in the example:

  abcdef01@MontgomeryCountyMD.gov

- Type in your Window/network password if prompted.

- Restart the program as directed. (The activation procedure may tell you that the software will be activated after you close and restart the program.)

  Note: You will not have to activate each program; this procedure, if it is required for you, will only be needed in the first program you choose to run from Office.