

Installation of Office 2016 from Student Email Portal

This guide will instruct a student on how to install Microsoft Office 2016 on their laptop or PC using their Goodwin College provided Email Account.

This can be installed on all machines running Windows or Mac OS X operating system. This will NOT work on TABLETS or SMARTPHONES (iPad, Samsung Galaxy Tab, iPhone etc.).

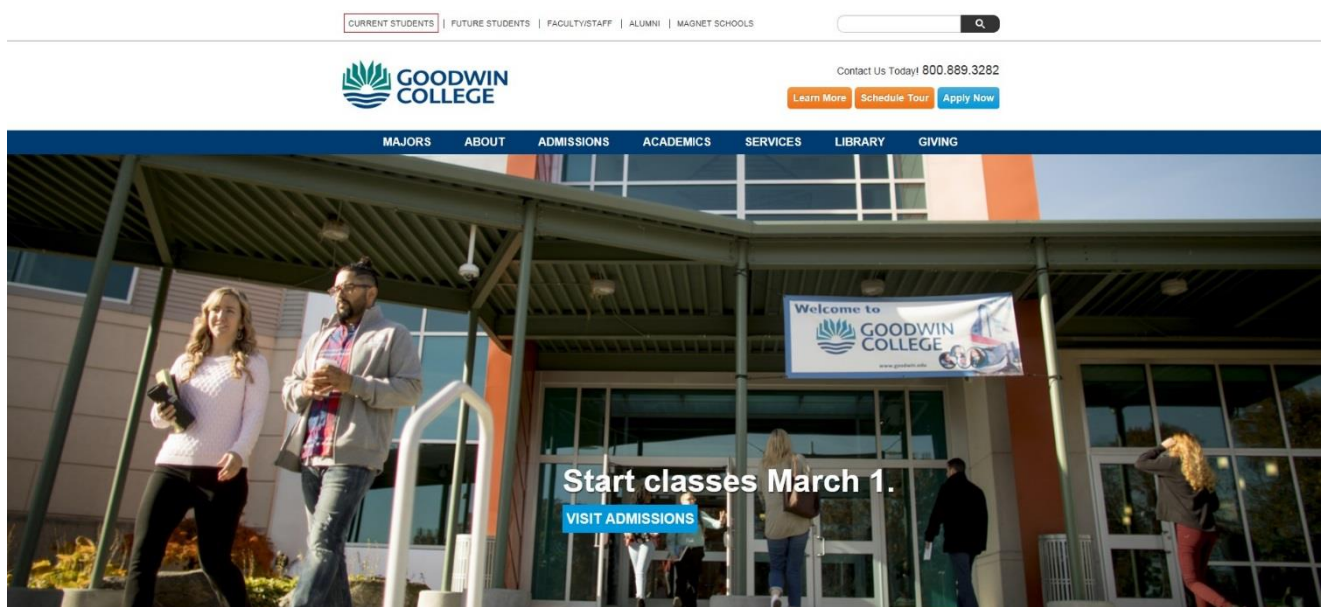
First of all, you will need to check your computer for any existing installation of Office programs. Most computers these days come preinstalled with a trial version of Office products. You will need to remove that software before continuing. Please refer to the documents below for instructions on how to remove software from your Windows-based computer.

Windows 7/8: <http://www.bleepingcomputer.com/tutorials/uninstall-a-program-in-windows/>

b. Windows 10: <http://www.laptopmag.com/articles/uninstall-programs-windows-10>

Microsoft Office Installation Guide

1. Go to <http://www.goodwin.edu>
2. Hit **CURRENT STUDENTS** link on the top of the page



The image shows the top portion of the Goodwin College website. At the top, there is a navigation bar with links for CURRENT STUDENTS, FUTURE STUDENTS, FACULTY/STAFF, ALUMNI, and MAGNET SCHOOLS. Below this is the Goodwin College logo and contact information: Contact Us Today! 800.889.3282, with buttons for Learn More, Schedule Tour, and Apply Now. A blue navigation bar contains links for MAJORS, ABOUT, ADMISSIONS, ACADEMICS, SERVICES, LIBRARY, and GIVING. The main banner features a photograph of students walking outside a building entrance. A banner hanging from the building reads "Welcome to GOODWIN COLLEGE". Overlaid on the bottom of the banner is the text "Start classes March 1." and a blue button that says "VISIT ADMISSIONS".

3. Select **CHECK YOUR EMAIL** icon from the website:

CURRENT STUDENTS | FUTURE STUDENTS | FACULTY/STAFF | ALUMNI | MAGNET SCHOOLS

GOODWIN COLLEGE


Contact Us Today! 800.889.3282

Learn More Schedule Tour Apply Now


MAJORS ABOUT ADMISSIONS ACADEMICS SERVICES LIBRARY GIVING

Home > Current Students


Current Students




CHECK YOUR STUDENT EMAIL



ACCESS ONLINE COURSES



SONISWEB



MANAGE YOUR FINANCIAL AID

[Registration Information for Spring 2017.](#)

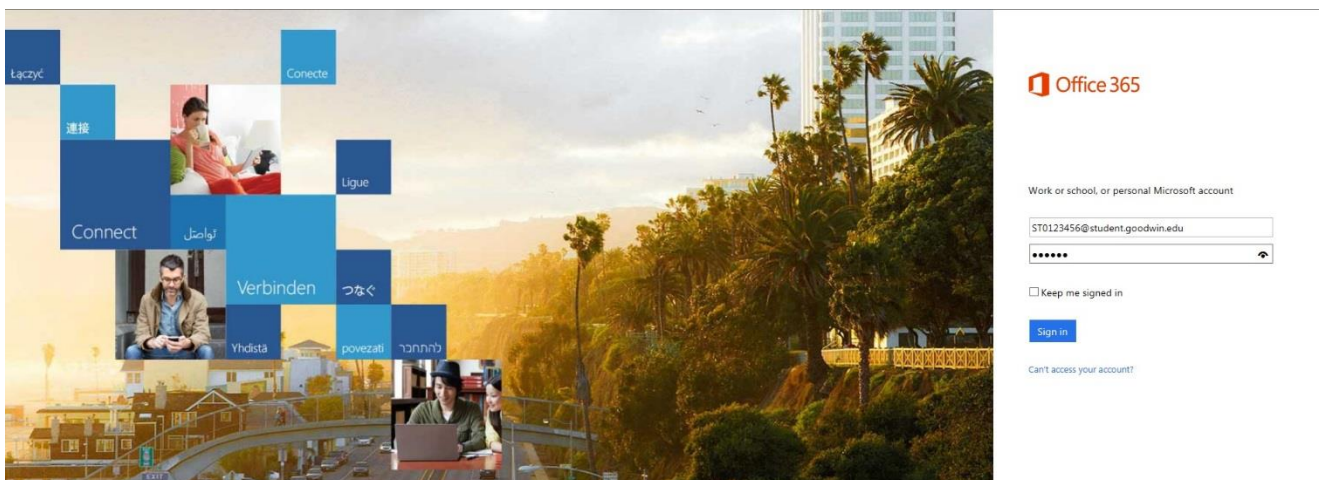
Blackboard maintenance occurs every Wednesday between 6 a.m. and 8 a.m. EST. Please plan your work around this time, as the server may not be available during that period.

Login to your email account:

- a. User Name: STUDENTID@student.goodwin.edu
- b. Password: Sonisweb PIN (6-character password)

For Example:

- i. User: SM1234567@student.goodwin.edu
- j. Pass: 123456



Office 365

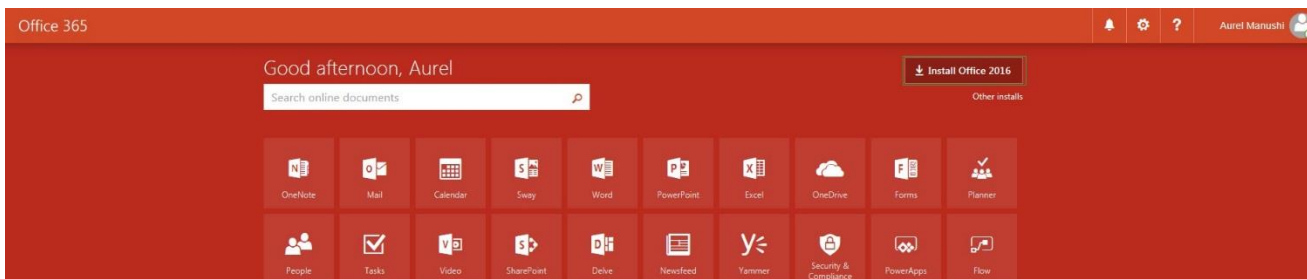
Work or school, or personal Microsoft account

Keep me signed in

[Sign in](#)

[Can't access your account?](#)

4. Once logged in, you should see a screen similar to this:



5. ** If you are directly sent to your **E-Mail App** just click on the **OFFICE 365** button on the **TOP LEFT** corner and it will bring you to that screen. **



6. Once on that site, look for a button in the top **RIGHT** corner (**IMPORTANT: At this point you must stay ONLINE, and you cannot SHUT DOWN, or RESTART your computer until the process of installation is finished!!!**):



7. Click on **INSTALL OFFICE 2016** button. This will start the download and install of **MICROSOFT OFFICE 2016** onto your computer. (any computer that you are using will be automatically detected for compatibility).

** For MAC Users - This will install Office 2016 version which is the **LATEST** version that is compatible with MAC computers.