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.


**Microsoft Office Installation Guide**

1. Go to [http://www.goodwin.edu](http://www.goodwin.edu)
2. Hit CURRENT STUDENTS link on the top of the page
3. Select **CHECK YOUR EMAIL** icon from the website:

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

![Office 365 Screen](image)

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.**

![Office 365 Button](image)

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!!!):

![Install Office 2016 Button](image)

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.**