Ready to self-install Office 2016 now?

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- A. Copy and paste the following into browser <u>Portal.Office.Com</u>
- B. Enter your current email address name (example, firstname.lastname) followed by @vumc.org domain, (example, joe.smith@vumc.org)

*<u>Note</u>: Please do not use your vanderbilt.edu address



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- A. You will be redirected to the VUMC Single Sign-on
- B. Log in with yourVUMC VUnetID andPassword





A. Click: Install Office Apps



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A. Click **Office 2016**

- B. Continue to follow the on-screen instructions to save and install the programs
- C. If you need to install the 64-bit version, follow the steps on the next slide

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Information Technology



If you receive any error messages that indicate you have programs that may not be compatible with Office 2016, please contact the HelpDesk at **615-343-HELP (3-4357)**

How to get 64-bit Office

A. Select Other Install Options

			Install Office apps	
5	13	y≑	Office 2016 ↓ Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more.	
SharePoint	Teams	Yammer	Other install options Install a different language, the 64-bit version, or other apps available with your subscription.	
Choo	se for	64-Bit (Office	
			$\overline{\uparrow}$ Upload and Open New \vee	

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Software	
Office Tools & add-ins Phone & tablet	Office Margar Installs Wate to detached Office ar use computer and read it an austerif die to My assuret i head mean. Install Office 355 Pro-Fuls with the new 2005 apps: Waterappenet to Office 2001 Table all meal the following apps or your computer Water Exect ProvenPrint Contraint, Rasen, Rabinets, Coldon, Right for Basenet, Condoine for Basenet, Condoine for Basenet, State Print P
	Language Vector Engine United Enter 12-24 Advanced Cost uses the Enginage you were United to set of the Instages on and the Install's Vegrages excessory pack. Additional languages and language accessory packs don't court ageinst your result lines. None your enginages Cost uses the Enginage in the It tables and the Install's Vegrages excessory pack. Additional languages and language accessory packs don't court ageinst your result lines. Cost uses the Enginages Simultion

 B. Select Advanced next to where it indicates a 32-Bit version

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How to get 64-bit Office

C. From the Drop Down List, Choose **64-Bit**

Language:	Version: Which ve	sion for me?
English (United States)	32-bit 🗸	Select
Don't see the language you want? Install one of the l	anguages in the list a	bove 64-bit

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