

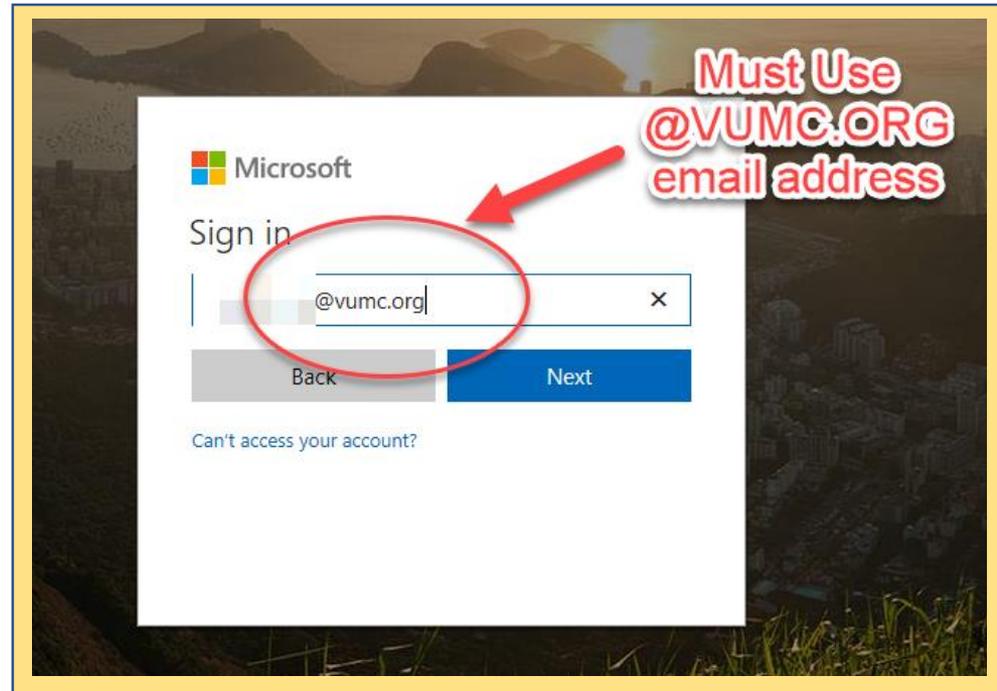
Ready to self-install Office 2016 now?

VANDERBILT  UNIVERSITY
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Information Technology

Step 1

- A. Copy and paste the following into browser
[Portal.Office.Com](https://portal.office.com)
- B. Enter your current email address name (example, firstname.lastname) followed by **@vumc.org** domain, (example, joe.smith@vumc.org)



***Note:** Please do not use your [vanderbilt.edu](mailto:example@vanderbilt.edu) address

Step 2

- A. You will be redirected to the VUMC Single Sign-on
- B. Log in with your VUMC VUNetID and Password

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Sign On

Please sign on and we'll send you right along.
VuNet ID

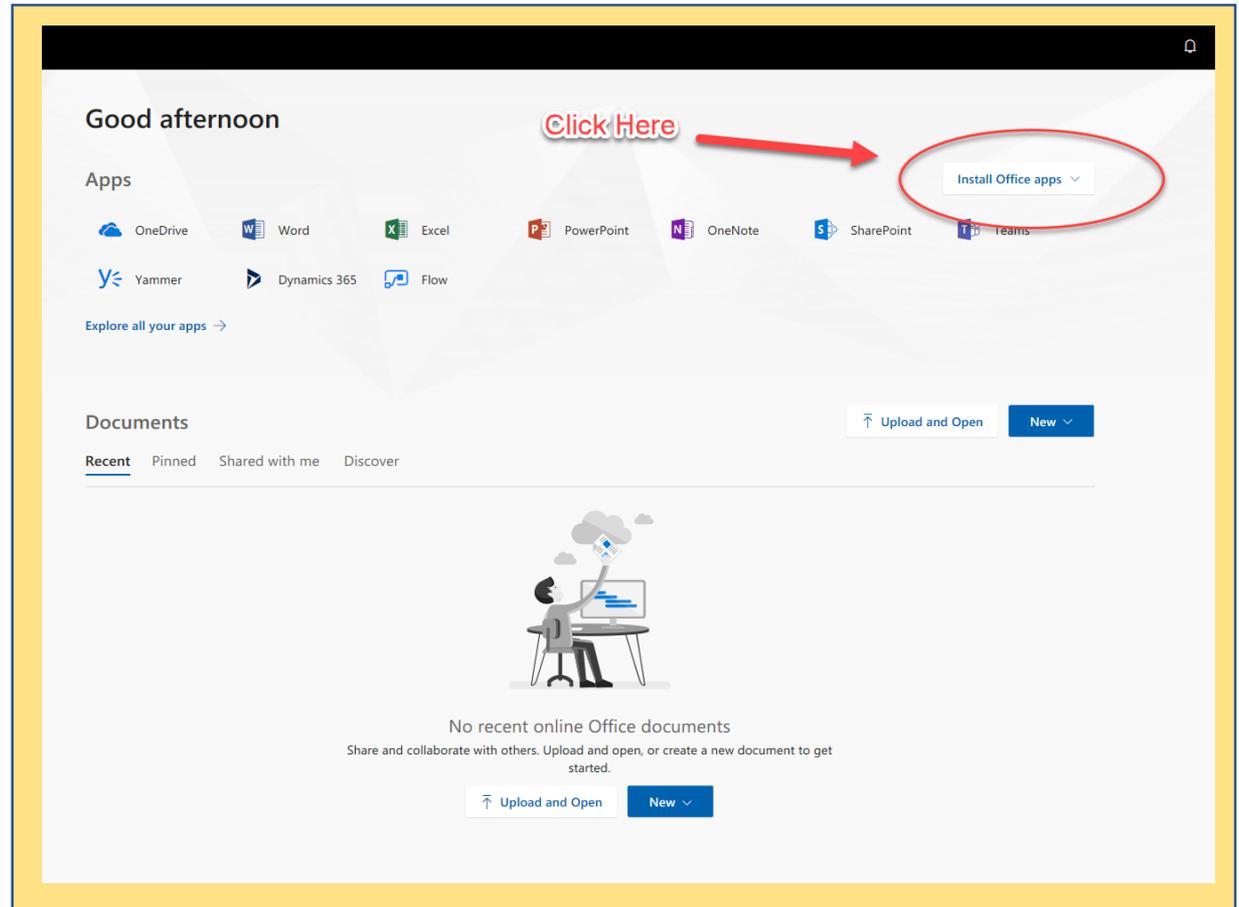
Username

Password

Ping Identity Cancel Sign On

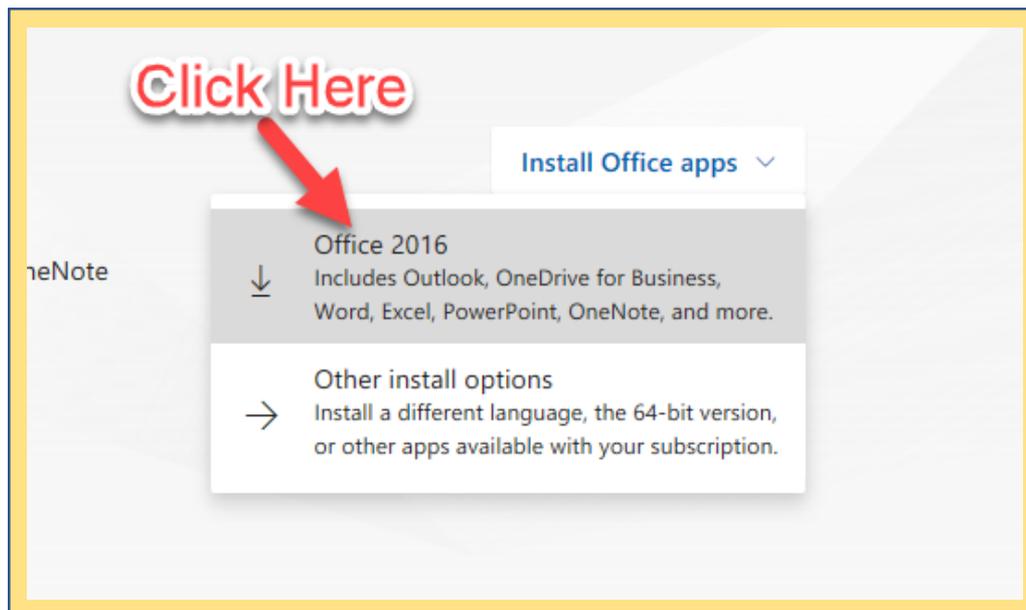
Step 3

A. Click: **Install Office Apps**



Step 4

- 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

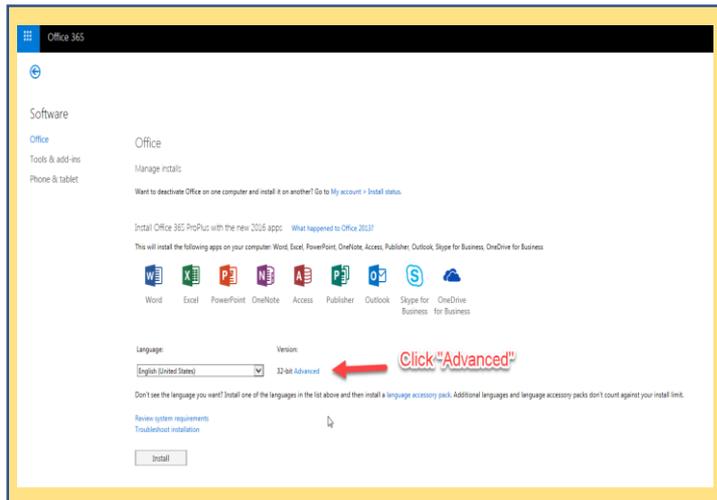
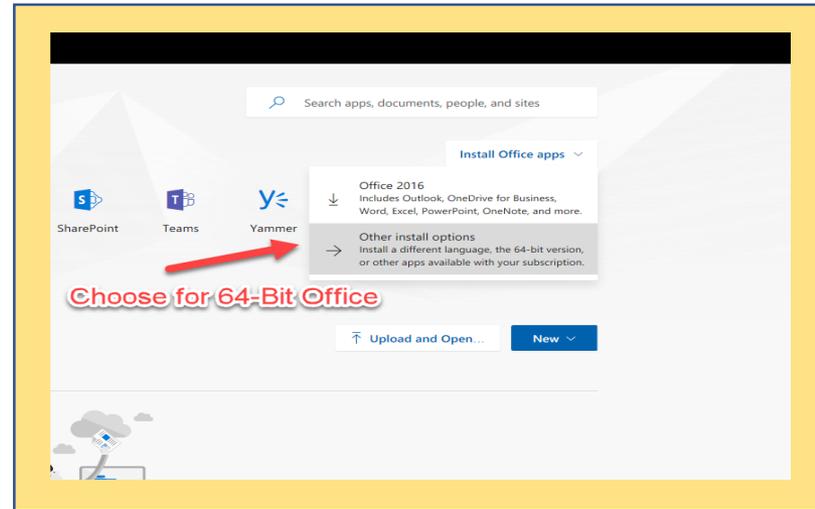


If you receive any error messages that indicate you have programs that may not be compatible with Office 2016, please contact the HelpDesk at

615-343-HELP (3-4357)

How to get 64-bit Office

A. Select **Other Install Options**

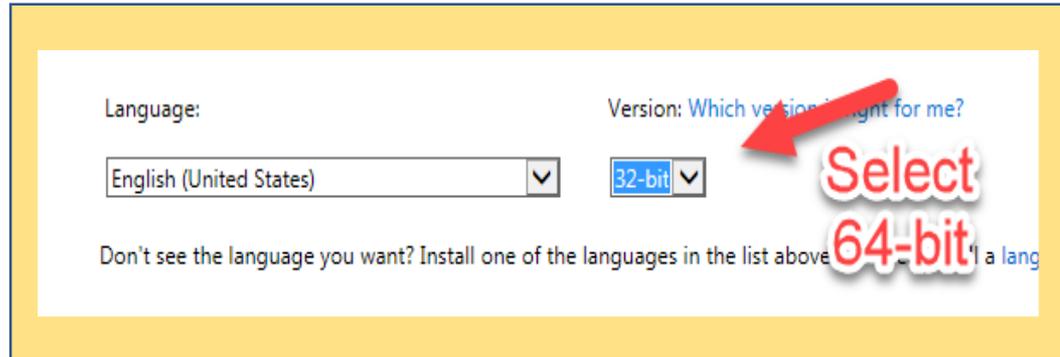


B. Select **Advanced** next to where it indicates a 32-Bit version

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How to get 64-bit Office

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



The screenshot shows the Office installation language and version selection interface. It features two dropdown menus: 'Language' and 'Version'. The 'Language' dropdown is set to 'English (United States)'. The 'Version' dropdown is set to '32-bit'. A red arrow points to the 'Version' dropdown, and a red text overlay reads 'Select 64-bit'. Below the dropdowns, there is a link that says 'Don't see the language you want? Install one of the languages in the list above'.

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