

Office 2016 Available for Home Use for UCOP Staff



As a UCOP employee, you are now able to download Office to install on up to 5 computers at your home. This product is only licensed while you are a UCOP employee and needs to be uninstalled if you leave employment. Also, be advised that there is no support for this product through the UCOP Service Desk. The installation and support of the product on your home computers is at your own risk.

This benefit is only available for UCOP career staff and not available for contractors, consultants, or other non UCOP staff accounts. Campus staff should check with their locations on similar Microsoft home use programs.

Instructions:

1. Go to <https://owa.ucop.edu>
2. Login in with your username and password. Authenticate with DUO. **NOTE: This is your first initial/last name NOT your full email alias.**



3. Click on settings at the top right next to 
4. Scroll down and click on Office 365

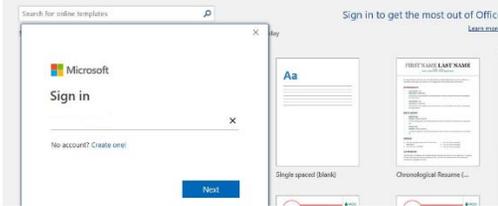


5. Click “install software”
6. Change the “language” as necessary. Click “advanced” to change the version to 64 bit. (these options are not available for Mac). We use the 64bit version at UCOP. Then click “install” and save the file.

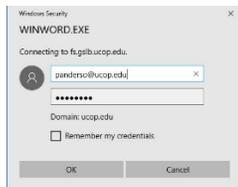


7. Click on the downloaded file. Click “run” when prompted. (for Mac users, click on the DMG file). Depending on your computer setup, you may be prompted for the administrator credentials of your computer.

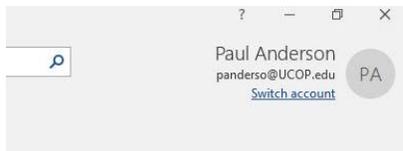
8. Office will now download and install. Depending on the speed of your connection, this may take some time.
9. Once the install is finished, start “Word.”
10. On the top right hand corner, click on “Sign in to get the most out of Office.” On a Mac, click on “Sign in” on the right.
11. You will then be prompted to log into your UCOP account. Login in with your username and password.



12. You will then be prompted to login a second time with your Email username and password. After this, you will need to authenticate by DUO. **NOTE: This is your first initial/last name NOT your full email alias.**



13. On a PC, you will then see that your account is logged in at the top right corner. This means that your installation is registered.



14. On a Mac, you will see that your initials and name on the top left hand side. This means that your installation is registered.



Manage your Installations:

You can also manage the installations and deactivate the licenses on machines that you installed office on. Remember, you can only install Office on 5 computers, so if you get rid of computers, you should delete the installation.

Instructions:

1. Go to <https://owa.ucop.edu>
2. Login in with your username and password. Authenticate with DUO. **NOTE: This is your first initial/last name NOT your full email alias.**



A screenshot of a login form. The first field is a text input containing the email address 'jsmith@ucop.edu'. The second field is a password input with masked characters (dots). Below the password field is a blue button labeled 'Sign in'.

3. Click on settings at the top right next. 
4. Scrolls down and click on Office 365
5. Click on "Install status" on the left.
6. Click on deactivate on the installations that you no longer need.