

The following steps describe how to uninstall Office 2013 products on a PC (laptop/desktop) and then install Office 2016.

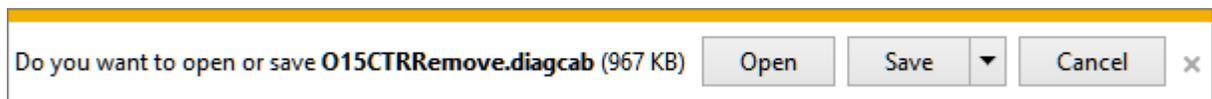
1. Click this easy fix button to uninstall and completely clean up your Office installation.

https://aka.ms/diag_officeuninstall

2. Select your browser from the choices below to see how to download and run the program:

Internet Explorer:

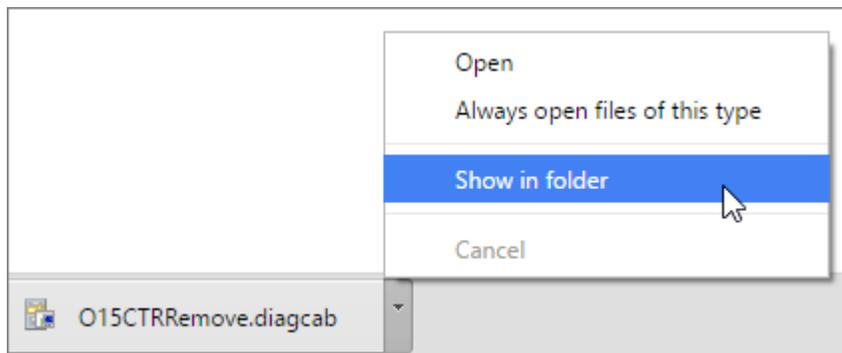
At the bottom of the browser window, select Open to open the O15CTRRemove.diagcab file.



If the file doesn't open automatically, choose Save > Open Folder, and then double-click the file (it should start with "O15CTRRemove") to run the easy fix tool.

Chrome:

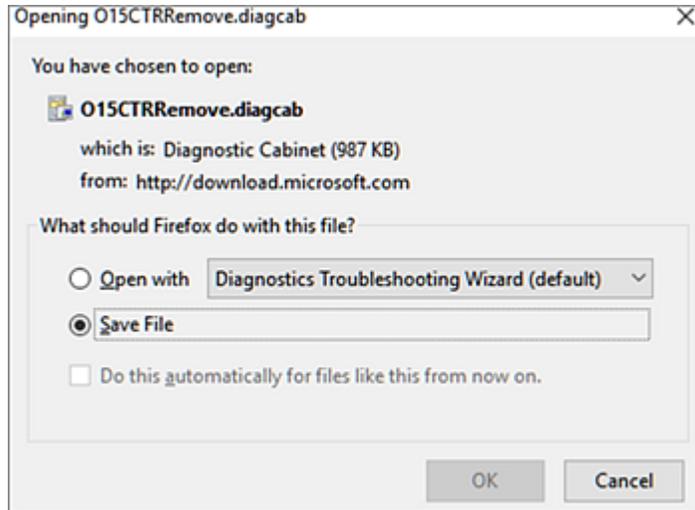
In the lower-lower left corner select the o15CTRRemove file and from the drop down, select Show in folder.



Double-click the download, o15CTRRemove to run the easy fix tool.

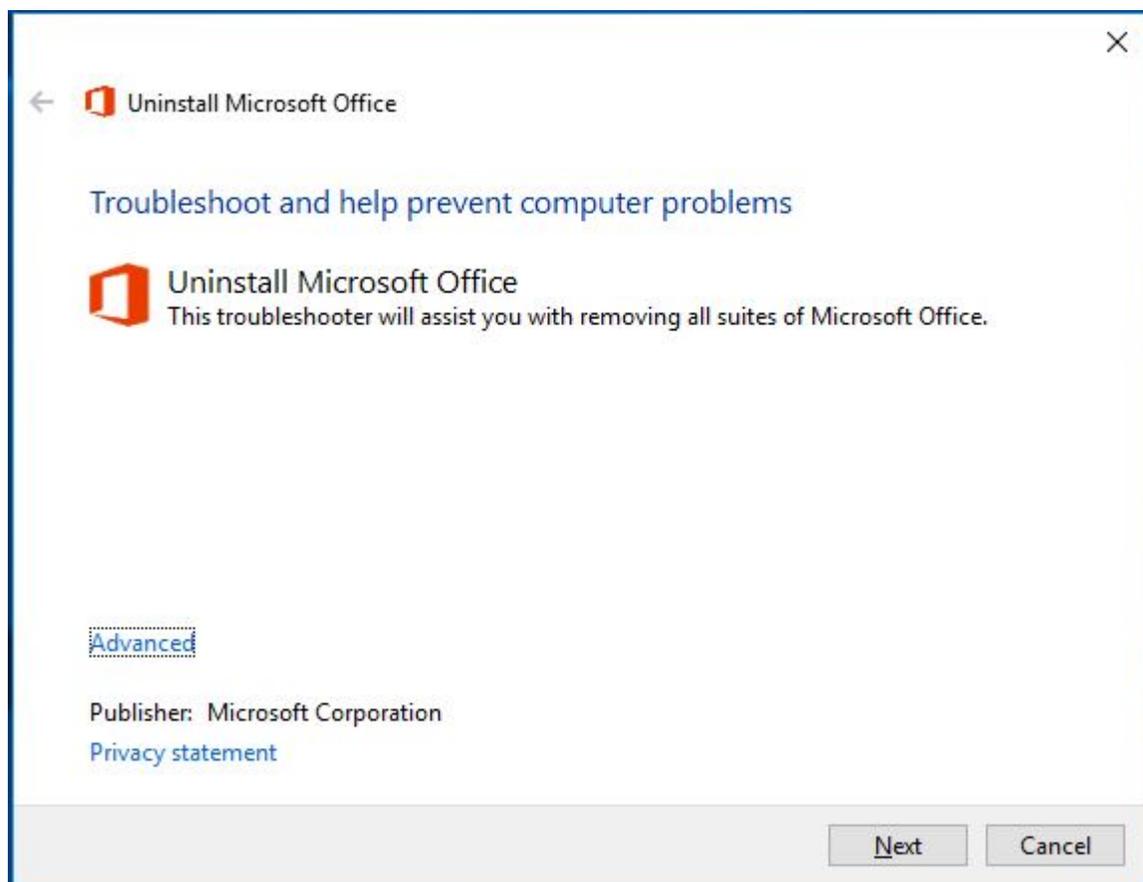
Firefox

Select Save File, and then OK.

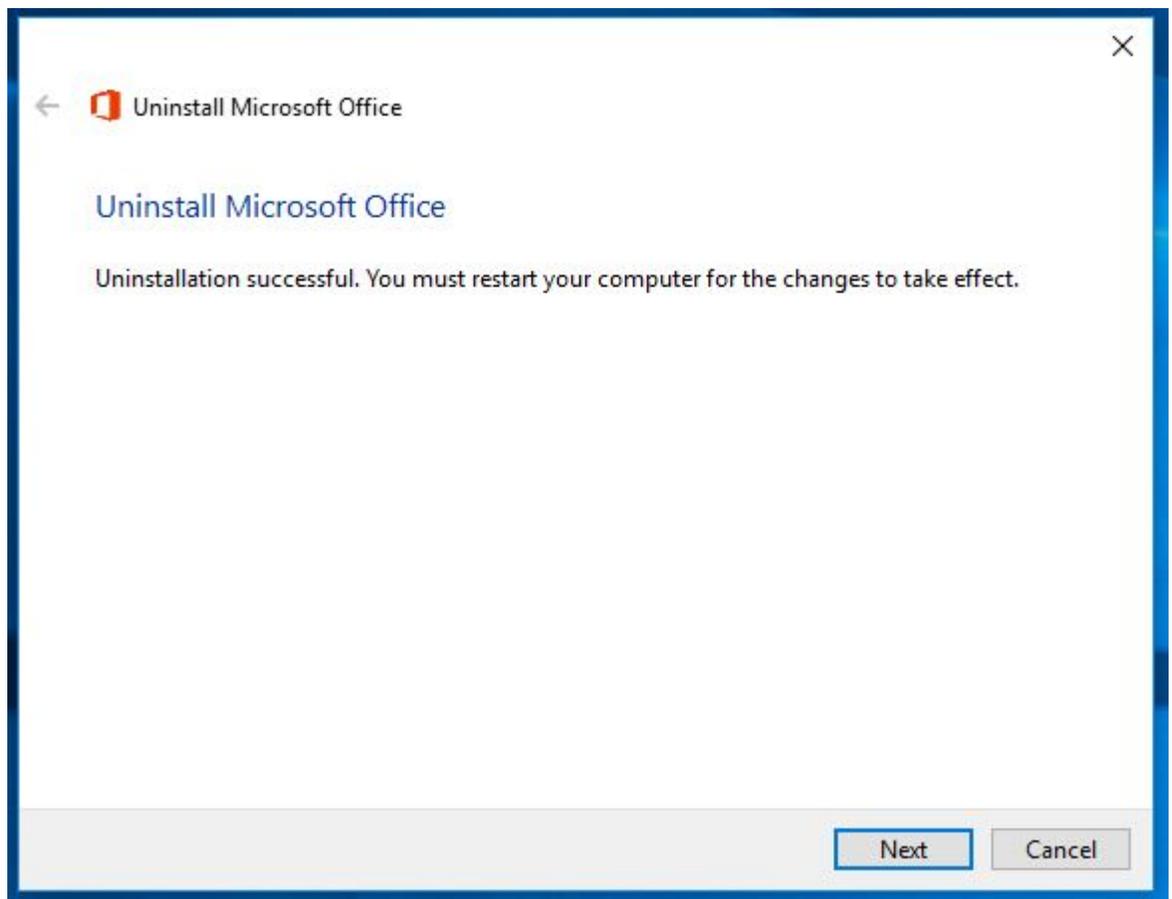


In the upper-right browser window, select Show all downloads. In the Library, select Downloads > O15CTRRemove.digicab, and then select the folder icon. Double-click the O15CTRRemove.digicab.

3. The Uninstall Microsoft Office wizard launches. Select Next and follow the prompts.



When you see the Uninstallation successful screen, follow the prompt to restart your computer for the changes to take effect. Select Next.

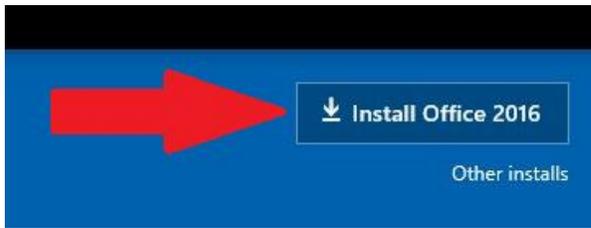


After restarting your computer, you can now install Office 2016.

4. To install office 2016 to your PC (laptop/desktop), begin by opening your browser and going to this address: <http://www.outlook.com/osteo.wvsom.edu>
5. Log into your Office 365 account using your username and password. (Note: do not use your full email address for your username, just the part before the @osteo.wvsom.edu)
6. Click on the "Office 365" in the upper left hand corner.



7. Next click on the "Install Office 2016" at the top of the screen to start the download.



8. Run the setup file when prompted. (Screenshot may vary due to your browser type).



9. Say "Yes" when asked to allow this program to run and the installation process will begin.

10. When the installation is complete, just click on "Close" and you are finished!

