



Microsoft Office 2016 ProPlus

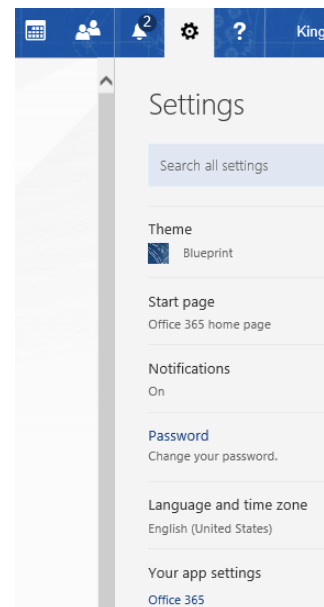
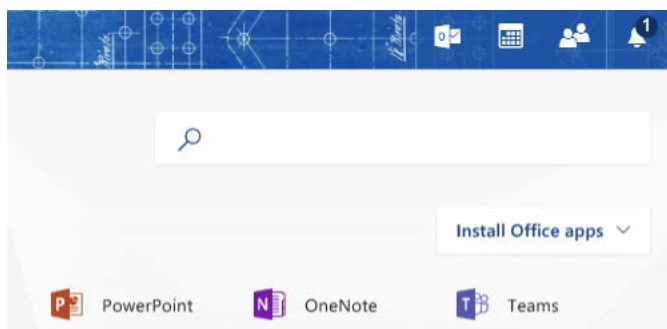
It is our pleasure to announce that Microsoft Office 2016 ProPlus is now available for FREE for your personal computing system!

IMPORTANT: This version of Microsoft Office Subscription is made available only to currently enrolled students. After the semester ends, if you are not enrolled in the next semester, your Office ProPlus Subscription license will be revoked, and you will no longer be able to use this version of Office until you are registered for classes. Your computer must meet the minimum system requirements for Microsoft Office 2016 ProPlus, and each student or employee account is limited to 5 total installations. Please read the download & installation instructions fully plus the Notes section.

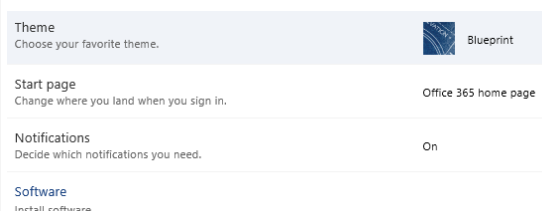
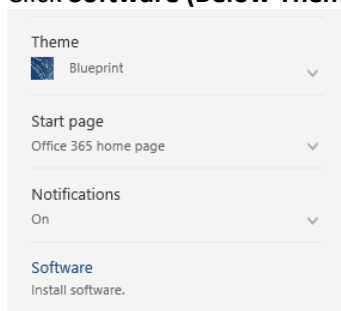
To obtain the latest Microsoft Office software:

Please perform the following within your RioNET Office 365 email:

1. Login to Office 365 with your RioNET e-mail address and password. (<https://mail.rio.edu>)
From the default Welcome Page: Select the Install Office apps



2. Or, Click the **gear** icon next to your portrait/name in the upper-right corner of the screen
3. Click **Your app settings / Office 365**
4. Click **Software (Below Theme, Start Page, & Notifications: Two locations – right or left...)**





5. Click the **Install** button (alternatively, click **Review system requirements** if you are unsure your computer meets the minimum requirements to run the software)

Install the latest version of Office

This will install the latest version of the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.



Language:

English (United States)

Version:

32-bit (Recommended) [Advanced](#)

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)

[Learn how to troubleshoot your Office installation](#)

NOTES:

- Please be very cautious about installing this Microsoft Office Subscription License version over earlier installed or trial versions.
You should uninstall all previous versions of Microsoft Office if you intend to use this version.
- All system updates (Windows & MacOS) should be performed before and after installation.
- Computers must be set for the proper time and global time zone settings.
- Office ProPlus Activation will require authentication using a RioNET email address & password.
- A fully licensed retail version is always the preferred Office installation.
This free Subscription License version is very appropriate for users who have no other options or access to Microsoft Office software.
- Windows computers install the Windows versions; Apple MacOS computers install that version...
Mobile apps are available for iOS (Apple App Store), Android (Google Play Store) – Sorry Kindle®
- A web-based version of MS Office applications is also available within Office 365.
By default, all web apps save files to the user's OneDrive storage locations.
- For Office 365, OneDrive is located in the web apps section (block of dots in the upper left)
- For academic use, please use RioNET Office 365 accounts which display RioNET usernames to maintain consistency with RioNET identities and compliance with FERPA privacy laws.
- If you have any questions, please feel free to email support@rio.edu

We hope you enjoy this new RioNET service

Contact Campus Computing & Networking – Moulton Hall B4 – ccn@rio.edu – 1-800-282-7201