Downloading MS Office 2016 from your Outlook Account
Daytona State employees and students have access to 5 downloads of MS Office 2016

Note:
 If you have previous versions of MS Office, you will need to uninstall those before downloading Office 2016

1. Click this link [https://login.microsoftonline.com/](https://login.microsoftonline.com/) or type o365.daytonastate.edu into your web browser

2. Username and Password are the same as all the rest of your school accounts *be sure to include @daytonastate.edu at the end of your username.

3. In Office 365 click on your name in the top right corner

4. Click “View Account”
5. Click “Install Status” from the menu on the left of the screen

6. Click “Install desktop applications”
7. **Click Install button**

If Install options are missing in steps 6 and 7

- Try clicking on the “waffle” in the upper right hand corner and opening your mail. Sometimes this triggers a notification that will allow you to access the downloads.
- If this trick didn’t work, call or email the helpdesk. Be sure to tell them what the issues is (your office 2016 installs aren’t available in o365) and tell them or take a screen shot of any error messages.