Purchasing Microsoft Office 2016

Version installed on all desktops
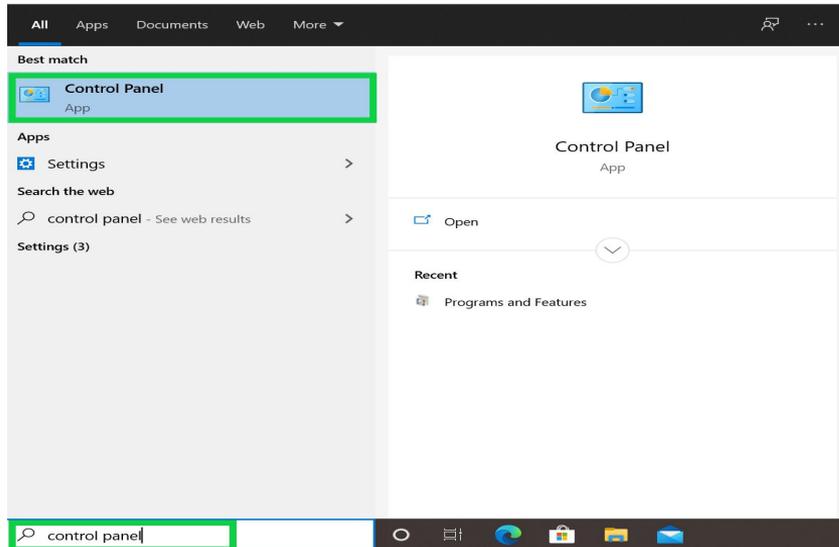
Uninstalling Microsoft Office 365

In order to purchase and use Microsoft Office Professional Plus 2016, Microsoft Office 365 must be uninstalled.
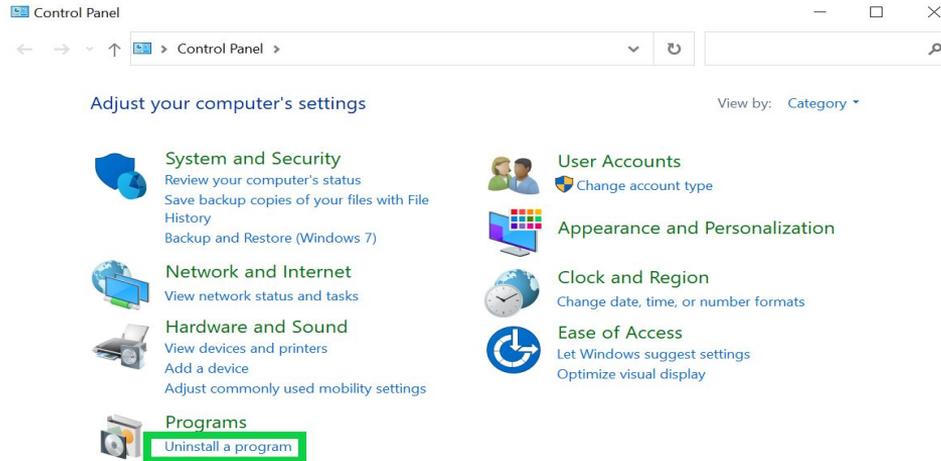
Uninstalling Microsoft 365

- Type Control Panel into the search box
- Click on Control Panel (app)

Uninstalling Microsoft 365

● Under Programs, click Uninstall a Program

Uninstalling Microsoft 365

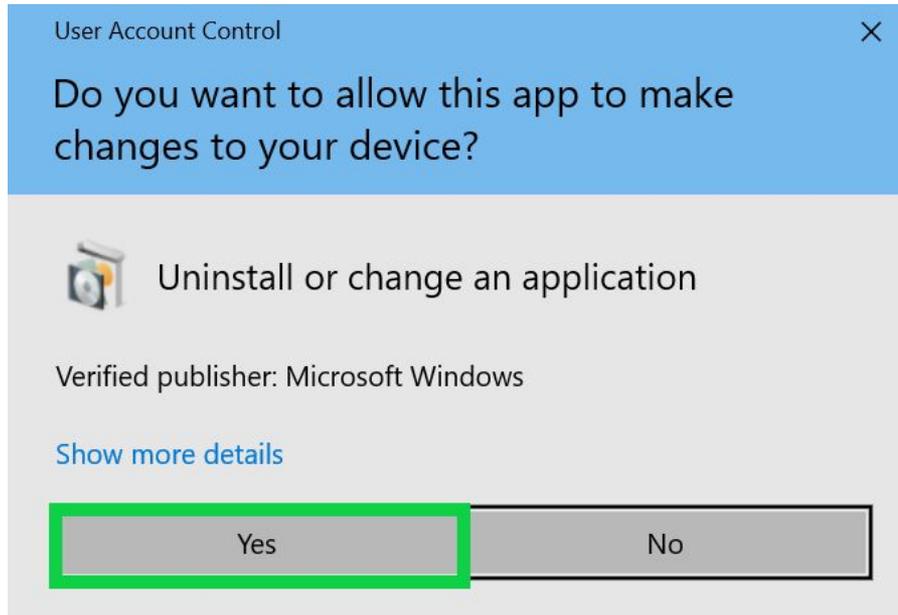- Select Microsoft 365 Apps for enterprise and click uninstall
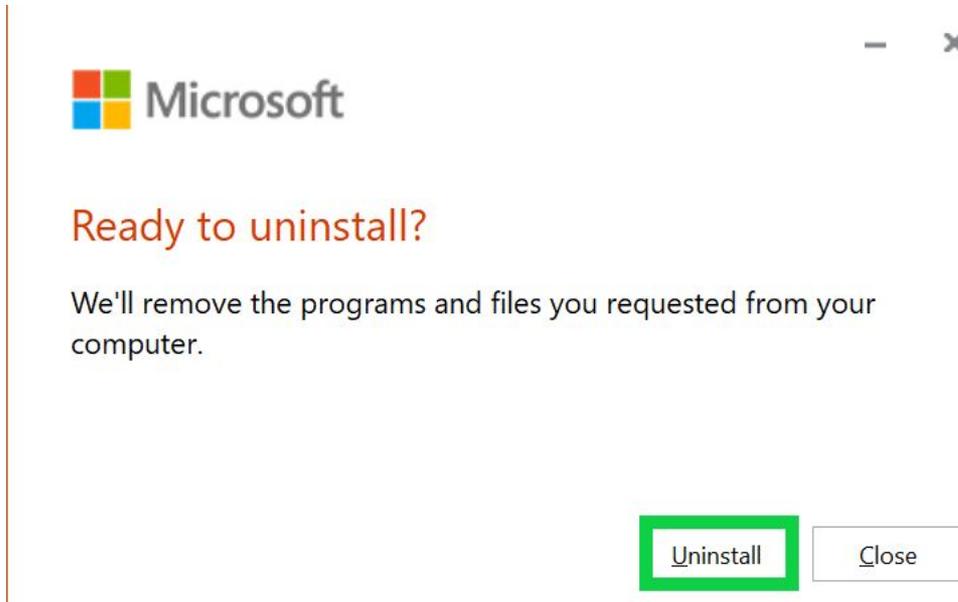
Uninstalling Microsoft 365

- Click Yes to allow the app to make changes to your device

Uninstalling Microsoft 365

- Click uninstall

Uninstalling Microsoft 365

- Click Close and restart your computer

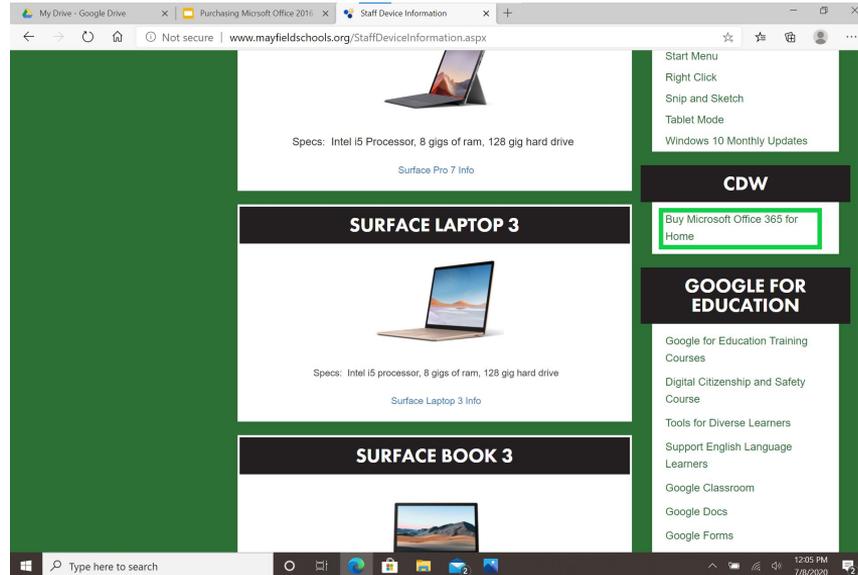# Purchasing Microsoft Office Pro Plus (2016)

- Click **Buy Microsoft Office 2016 for Home** link on the Staff Device Info Website

Purchasing Microsoft Office Pro Plus (2016)

- Click on **Microsoft** from menu on left side, then on **Office Professional Plus 2016** (**PC Only**)

Purchasing Microsoft Office Pro Plus (2016)

- Click on **Add to Cart ($20.69)**

Purchasing Microsoft Office Pro Plus (2016)

- Click on **Register** to request an account

Purchasing Microsoft Office Pro Plus (2016)

● Type in your Mayfield City Schools email address, click **Continue**
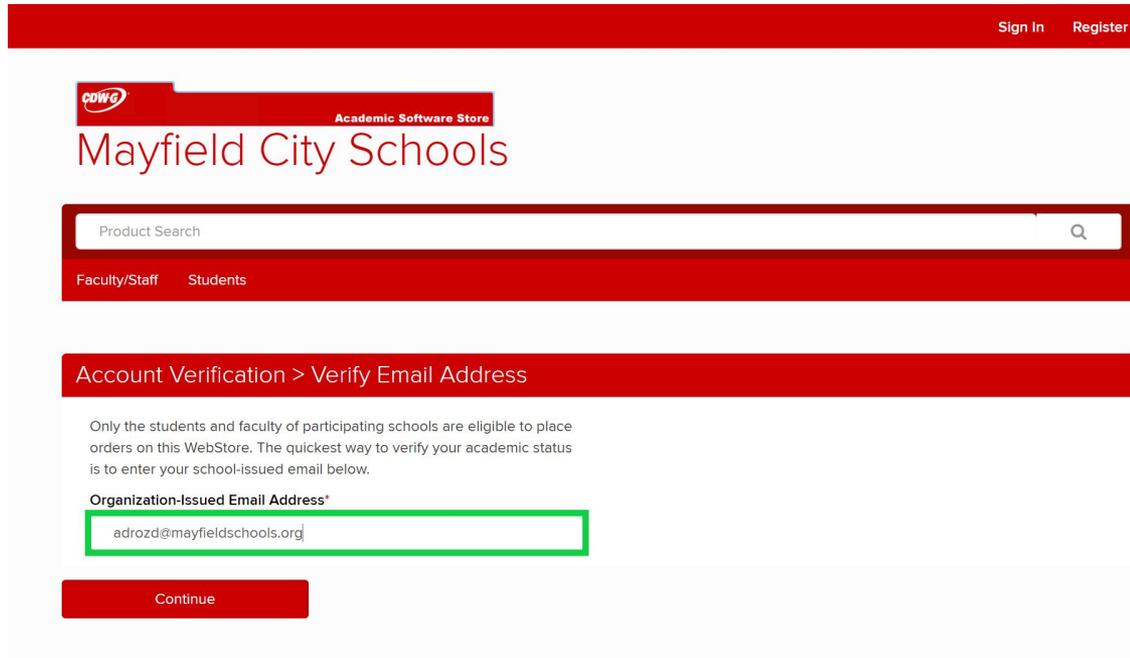
Purchasing Microsoft Office Pro Plus (2016)

- Fill in the highlighted information and click **Continue**

Purchasing Microsoft Office Pro Plus (2016)

- Check your email for a confirmation from CDW

✔ Thank you for registering.

Eligibility

You are a member of (or have requested membership in) the following groups:

Organization:	Mayfield City Schools
User Groups:	**Staff**
Verification Method:	Organization-issued email address
Status:	Unverified (Expires: 2021-07-08)

An email has been sent to **adrozd@mayfieldschools.org** with the subject **"Email address confirmation"** to confirm the email address. Please follow the instructions in the email. If you do not receive it within an hour, please ensure your email program is configured to allow emails from **kivuto.com**. Click below and we will resend the confirmation email.

Resend Confirmation Email

Request Additional Eligibility

Purchasing Microsoft Office Pro Plus (2016)

- Click on the verification link within your confirmation email.

** This is an automated message -- please do not reply as you will not receive a response. **

Mayfield City Schools

This email is to confirm the email address that you supplied. Please click the link below to complete the verification of your email address:

https://mayfieldschools.onthehub.com/d.ashx?s=k26hgbc0ke

If you are redirected to your organization's internal sign-in page, you will need to sign in using the credentials provided by your organization.

If you have any questions, please see the Help page of the WebStore.

Thank you,
Mayfield City Schools

Purchasing Microsoft Office Pro Plus (2016)

- Click on Microsoft from the menu on the left.

Purchasing Microsoft Office Pro Plus (2016)

- Click on **Microsoft** from the menu on the left, then click on **Office Professional Plus 2016 (PC Only)**

Purchasing Microsoft Office Pro Plus (2016)

- Click on **Add to Cart ($20.69)**

Purchasing Microsoft Office Pro Plus (2016)

- Check your order summary and click Check Out once your order is correct

Purchasing Microsoft Office Pro Plus (2016)

- Accept the Faculty and Staff License Agreement

Purchasing Microsoft Office Pro Plus (2016)

● Fill out the highlighted boxes and accept the agreement

Date: Wednesday, July 8, 2020

Username*:

adrozd@mayfieldschools.org

adrozd@mayfieldschools.org

Signature (type name)*:

Andrew Drozd

Andrew Drozd

Decline   Accept

Purchasing Microsoft Office Pro Plus (2016)

● Fill out the highlighted boxes to complete your order

Purchasing Microsoft Office Pro Plus (2016)

- Click on **Proceed With Order**, then **Download**
- *Make sure you make a record of your Product Key! (highlighted in green)*
  a. *If you lose your product key, you will have to repurchase Microsoft Office Pro (2016)*

Proceed With Order

Downloads

Office Profession

Microsoft
Office
Professional Plus
2016

❗ Product Key:

- Please be
  activated a

Download

Purchasing Microsoft Office Pro Plus (2016)

- Click on **Download**

Download Your Software

Office Professional Plus 2016 (English)

Note: If you experience difficulty downloading or installing this product, please contact support@kivuto.com.

31 Days Left!
Basic Access Guarantee (1 month) - Included
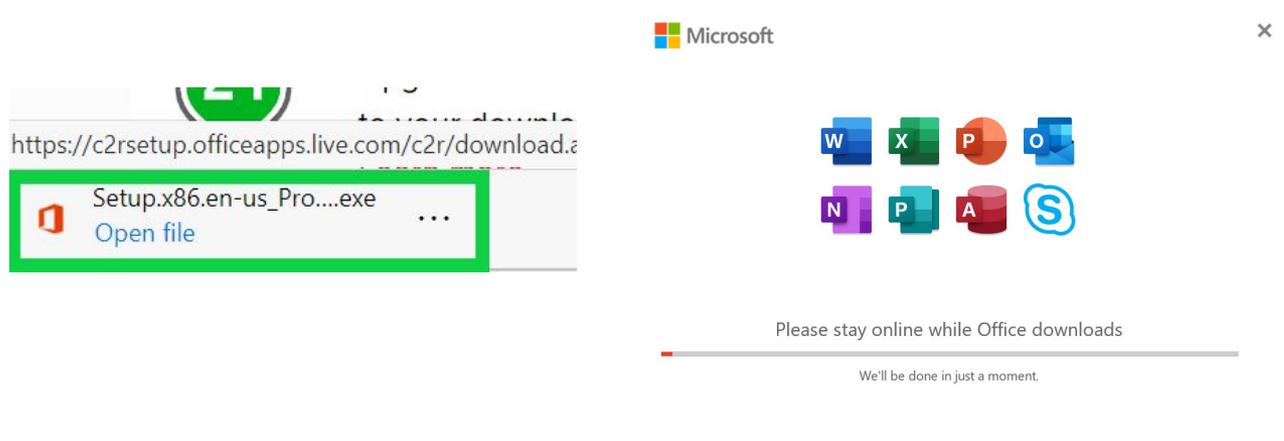
Download

Size: 2 MB

More download options

Purchasing Microsoft Office Pro Plus (2016)

- Once the program finishes Downloading**,** click on **Open File (bottom left),** program should begin installing

Purchasing Microsoft Office Pro Plus (2016)

● **Microsoft Office programs can be opened by clicking on the start menu.**