

Purchasing Microsoft Office 2016

Version installed on all desktops



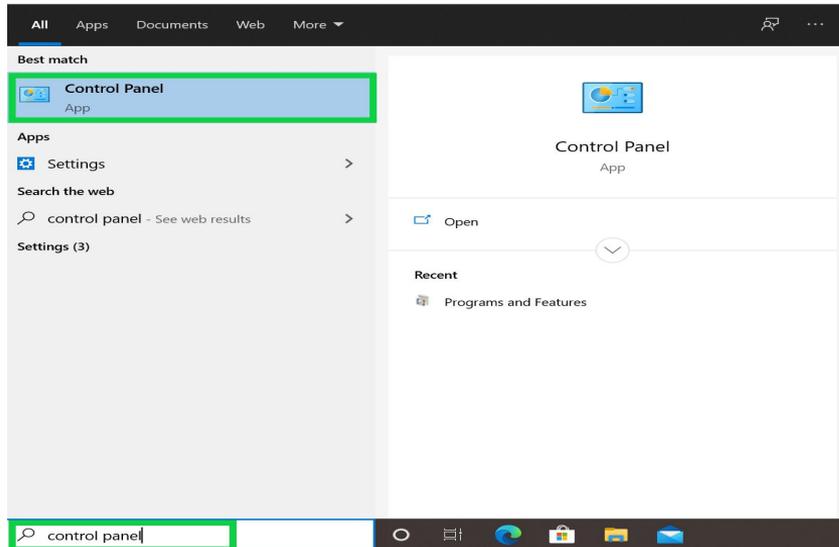


Uninstalling Microsoft Office 365

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

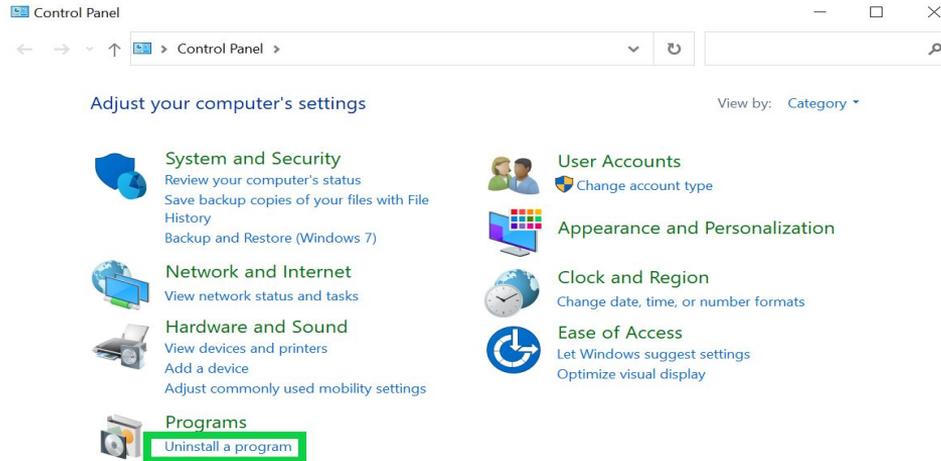
Uninstalling Microsoft 365

- 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

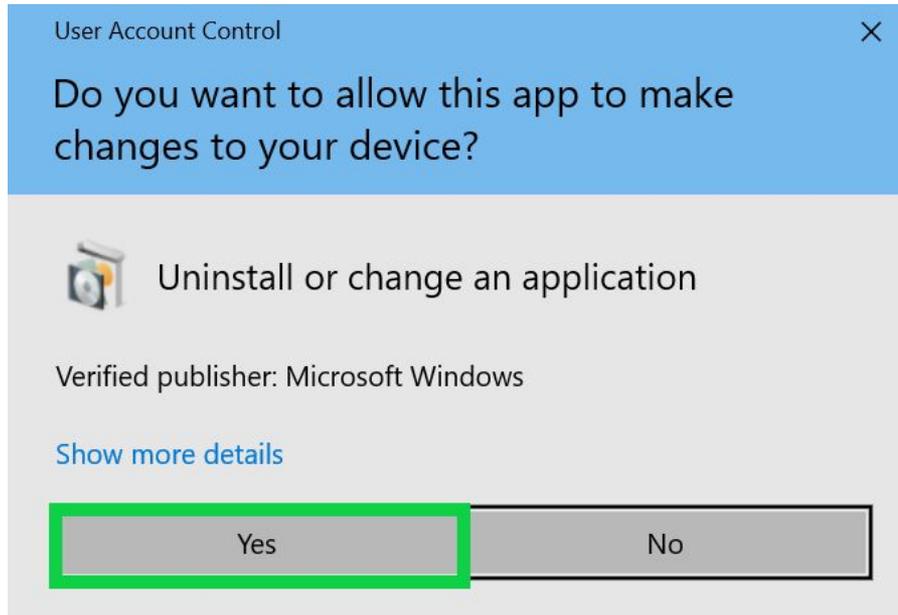
The screenshot shows the Windows Control Panel window for 'Programs and Features'. The title bar reads 'Programs and Features'. The breadcrumb navigation is 'Control Panel > Programs > Programs and Features'. The main heading is 'Uninstall or change a program'. Below this, there is a list of installed programs. The first item, 'Microsoft 365 Apps for enterprise - en-us', is highlighted with a green rectangular box. Other items in the list include Microsoft Edge, Microsoft OneDrive, Microsoft Teams, and two versions of Microsoft Visual C++ redistributables. At the bottom of the window, a summary bar shows 'Currently installed programs Total size: 366 MB' and '7 programs installed'.

Name	Publisher
Microsoft 365 Apps for enterprise - en-us	Microsoft Corporation
Microsoft Edge	Microsoft Corporation
Microsoft OneDrive	Microsoft Corporation
Microsoft Teams	Microsoft Corporation
Microsoft Visual C++ 2015-2019 Redistributable (x64) - 14...	Microsoft Corporation
Microsoft Visual C++ 2015-2019 Redistributable (x86) - 14...	Microsoft Corporation
Teams Machine-Wide Installer	Microsoft Corporation



Uninstalling Microsoft 365

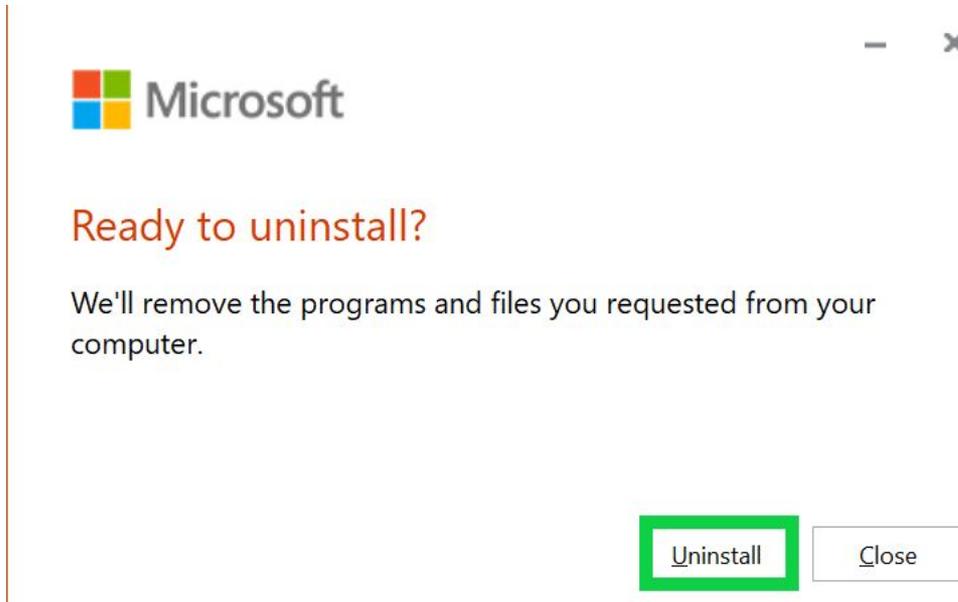
- Click Yes to allow the app to make changes to your device





Uninstalling Microsoft 365

- Click uninstall





Uninstalling Microsoft 365

- Click Close and restart your computer



Done uninstalling!

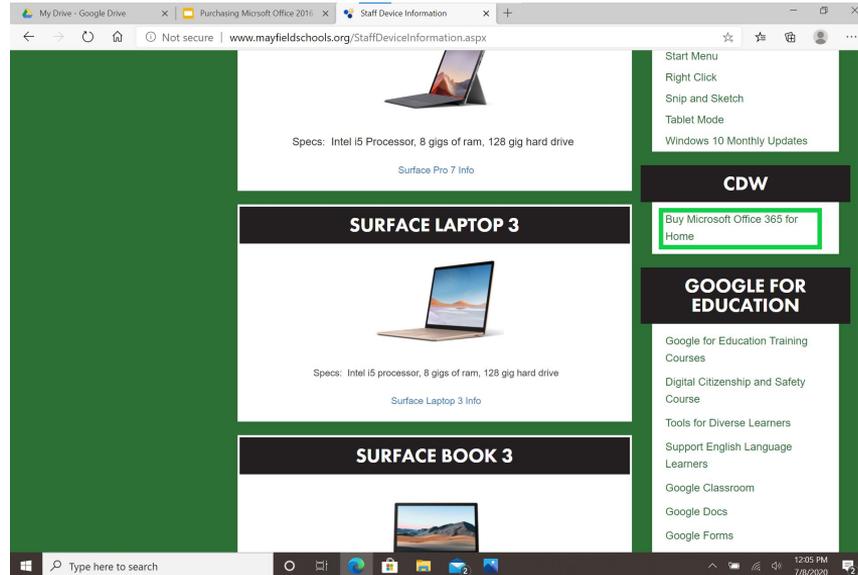
We've successfully removed Office from your computer.

It's not required right away, but we recommend that you restart your computer soon so we can tidy up a few remaining files.

Close

Purchasing Microsoft Office Pro Plus (2016)

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



The screenshot shows a web browser window with the URL www.mayfieldschools.org/StaffDeviceInformation.aspx. The page content includes:

- Surface Pro 7 Info**: Specs: Intel i5 Processor, 8 gigs of ram, 128 gig hard drive. Link: [Surface Pro 7 Info](#)
- SURFACE LAPTOP 3**: Specs: Intel i5 processor, 8 gigs of ram, 128 gig hard drive. Link: [Surface Laptop 3 Info](#)
- SURFACE BOOK 3**: Link: [Surface Book 3 Info](#)

The right sidebar contains the following sections:

- Start Menu**: Right Click, Snip and Sketch, Tablet Mode, Windows 10 Monthly Updates
- CDW**: [Buy Microsoft Office 365 for Home](#) (highlighted with a green box)
- GOOGLE FOR EDUCATION**: Google for Education Training Courses, Digital Citizenship and Safety Course, Tools for Diverse Learners, Support English Language Learners, Google Classroom, Google Docs, Google Forms

The Windows taskbar at the bottom shows the search bar with the text "Type here to search", the system tray with the date and time "12:05 PM 7/8/2020", and several application icons.

Purchasing Microsoft Office Pro Plus (2016)

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

The screenshot shows a web browser window displaying the Mayfield City Schools Academic Software Store. The browser's address bar shows the URL: https://mayfieldschools.onthehub.com/WebStore/ProductsByMajorVersionList.aspx?cmj_cs=1&cmj_mnuMain=43.... The website header includes the Mayfield City Schools logo and a search bar. Below the search bar, there are navigation tabs for 'Faculty/Staff' and 'Students'. A horizontal menu lists various product categories: 'Most Popular', 'Productivity', 'Data Analysis', 'Security', 'Photo, Video & Design', 'Training', and 'Browse by Publisher'. On the left side, a vertical menu lists categories: 'Featured', 'Popular', 'Microsoft' (highlighted with a red box), 'Parallels', 'IBM SPSS', 'NortonLifeLock', 'Adobe', and 'VMware'. The main content area displays several product tiles. The 'Office Professional Plus 2016 (PC Only)' tile is highlighted with a green box. Other visible tiles include 'Office Professional Plus 2019 (PC Only)', 'Office Home & Business 2019 (MAC/PC)', 'Office Home & Business 2016 for Mac', and 'Acronis Cyber Protection'. At the bottom of the page, there is a footer with a URL: <https://mayfieldschools.onthehub.com/WebStore/Support/PrivacyPolicy.aspx?ws=a629945a-bfe3-e011-b09a-f04da23e67f6>. The Windows taskbar at the bottom shows the search bar, task view, and system tray with the time 12:07 PM and date 7/8/2020.

Purchasing Microsoft Office Pro Plus (2016)

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

Product Search

Faculty/Staff Students

Most Popular Productivity Data Analysis Security Photo, Video & Design Training Browse by Publisher

Office Professional Plus 2016 ▲



Microsoft Office 2016 helps you to do your best work – anytime, anywhere and with anyone. New, modern versions of the desktop applications, Word, Excel, PowerPoint, Outlook, and OneNote, are built for maximum productivity. You'll quickly produce professional documents with powerful authoring features, design controls for pixel-perfect layouts and new built-in Excel tools help you get more out of your data, faster and easier. You'll have access to your docs in the cloud whenever you need them. And with your documents stored online, it's easy to get your team on the same page. Just share, present and work together on projects with built-in team collaboration tools across the suite.

Choose a language: English ▼

Office Professional Plus 2016 (English) (Work At Home) \$20.69

Available to: Faculty/Staff

Add to Cart



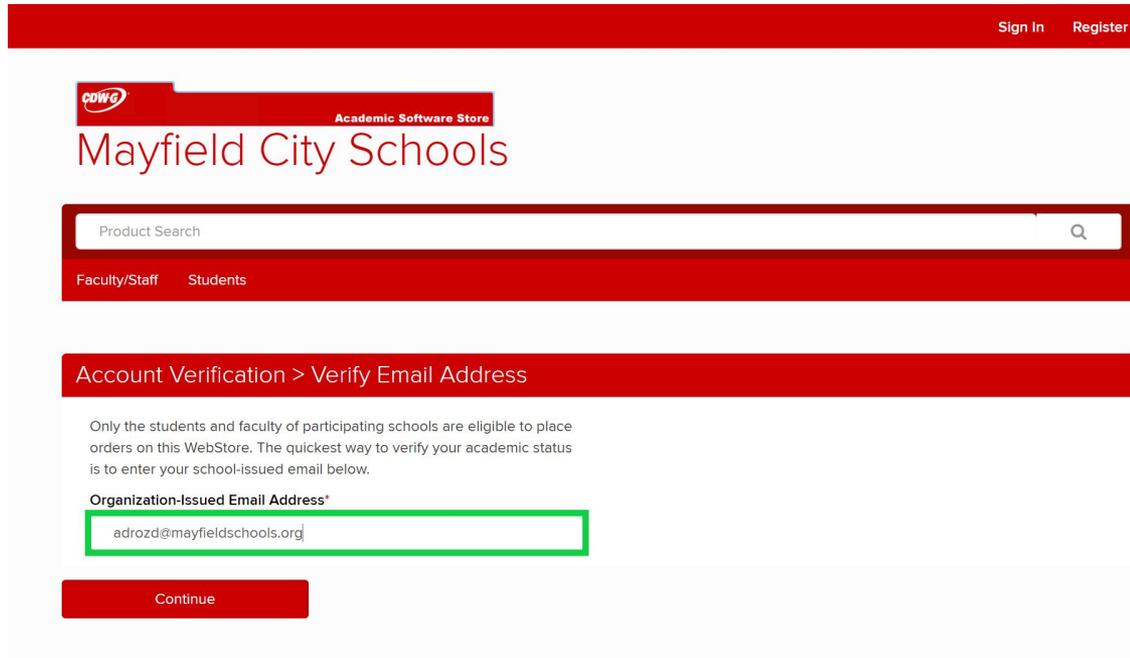
Purchasing Microsoft Office Pro Plus (2016)

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

The screenshot shows the CDWG Academic Software Store interface for Mayfield City Schools. At the top, there is a red header bar. Below it, the CDWG logo and 'Academic Software Store' text are visible, followed by the school name 'Mayfield City Schools'. A search bar labeled 'Product Search' is present, along with navigation links for 'Faculty/Staff' and 'Students'. The page is divided into two main sections: 'Sign In' and 'Register'. The 'Sign In' section includes fields for 'Username*' and 'Password*', a 'Sign In' button, and a link for 'Forgot username or password?'. The 'Register' section contains a message: 'Need to request an account or complete registration? Click the Register button below to continue.' and a prominent red 'Register' button with a green border.

Purchasing Microsoft Office Pro Plus (2016)

- Type in your Mayfield City Schools email address, click **Continue**



The screenshot shows the 'Academic Software Store' interface for Mayfield City Schools. At the top right, there are links for 'Sign In' and 'Register'. Below the store name is a search bar labeled 'Product Search' and navigation links for 'Faculty/Staff' and 'Students'. The main section is titled 'Account Verification > Verify Email Address'. It contains a paragraph explaining that only students and faculty are eligible to place orders and that the quickest way to verify is by entering a school-issued email. Below this is a form field labeled 'Organization-Issued Email Address*' with the email 'adrozd@mayfieldschools.org' entered. A red 'Continue' button is located at the bottom of the form.

Sign In Register

cdwg Academic Software Store

Mayfield City Schools

Product Search

Faculty/Staff Students

Account Verification > Verify Email Address

Only the students and faculty of participating schools are eligible to place orders on this WebStore. The quickest way to verify your academic status is to enter your school-issued email below.

Organization-Issued Email Address*

adrozd@mayfieldschools.org

Continue

Purchasing Microsoft Office Pro Plus (2016)

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

Choose a Password* 

Confirm Password*

Proof of Eligibility

Your Organization*

Organization-Issued Email Address*

Group of which you are a member*

You will be liable for the full price of any products you have ordered if you are unable to supply proof of your eligibility upon request

Receive email communications from OnTheHub, powered by Kivuto Solutions Inc., including information about promotions and new releases. You can unsubscribe at any time. For further details and contact information, please refer to the [Privacy Policy](#).

I'm not a robot 
reCAPTCHA
Privacy - Terms

Back Register



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](https://www.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.

✔ Your email address has been successfully verified.

Featured	 Office Professional Plus 2019 (PC Only)	 Office Home & Business 2019 (MAC/PC)	 Windows 10	 Adobe Creative Cloud Subscription	
Popular	 IBM® SPSS® Statistics 27 Faculty Pack	 IBM® SPSS® Statistics 26 Faculty Pack	 Parallels Desktop 15 for Mac	 Norton Secure VPN (1 year, 1 device)	
Microsoft	 Norton 360 Deluxe (1 year, 3 devices)	 NVivo 12 Plus (Windows)	 NVivo 12 Pro (Windows)	 MindManager	
Parallels					
IBM SPSS					
NortonLifeLock					
Adobe					
VMware					
Mindjet					
QSR International					
Sticky Password					
All					

avfieldschools.onthehub.com/WebStore/ProductsByMajorVersionList.aspx?cmi cs=1&cmi mnuMain=433748da-f0a6-e811-8109-000d3af41938&pc=ddc848d8-b4fe-e111-bd05-f04da23e67f6

Purchasing Microsoft Office Pro Plus (2016)

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

The screenshot shows a web browser window displaying the Mayfield City Schools Academic Software Store. The page features a red header with the school's name and a navigation menu. A sidebar on the left contains a 'Product Search' bar and a list of categories, with 'Microsoft' highlighted in a red box. The main content area displays several software products, with 'Office Professional Plus 2016 (PC Only)' highlighted by a green border. Other products include 'Office Home & Business 2019 (PC Only)', 'Office Home & Business 2019 (MAC/PC)', and 'Office Home & Business 2016 for Mac'. The browser's address bar shows the URL: https://mayfieldschools.onthehub.com/WebStore/ProductsByMajorVersionList.aspx?cmj_cs=1&cmi_mnuMain=43...

Purchasing Microsoft Office Pro Plus (2016)

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

Product Search

Faculty/Staff Students

Most Popular Productivity Data Analysis Security Photo, Video & Design Training Browse by Publisher

Office Professional Plus 2016 ▲



Microsoft Office 2016 helps you to do your best work – anytime, anywhere and with anyone. New, modern versions of the desktop applications, Word, Excel, PowerPoint, Outlook, and OneNote, are built for maximum productivity. You'll quickly produce professional documents with powerful authoring features, design controls for pixel-perfect layouts and new built-in Excel tools help you get more out of your data, faster and easier. You'll have access to your docs in the cloud whenever you need them. And with your documents stored online, it's easy to get your team on the same page. Just share, present and work together on projects with built-in team collaboration tools across the suite.

Choose a language: English ▼

Office Professional Plus 2016 (English) (Work At Home) \$20.69

Available to: Faculty/Staff

Add to Cart

Purchasing Microsoft Office Pro Plus (2016)

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

[View Full Cart](#)

	Office Professional Plus 2016 (English) (Work At Home) - Download	Quantity 1	Price \$20.69
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 [Learn More](#)
Basic Access Guarantee (1 month) - Included

Recommended for You

<input type="checkbox"/>	 Extended Access Guarantee (24 months)	\$5.95
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People Also Bought

	Parallels Desktop 15 for Mac - Windows on your Mac (Multilanguage) (1-YEAR SUBSCRIPTION) Details	\$39.99 
	PDF Studio 2019 Professional Details	\$49.99 

[Back to Shopping](#) [Check Out](#)

Purchasing Microsoft Office Pro Plus (2016)

- Accept the Faculty and Staff License Agreement

By using this site you agree to the use of cookies for analytics, personalized content and ads. [Learn more](#) **I Accept**

Home Help English — USD

Hello, Andrew ▼ 🛒 (1)

1 Order Information 2 Confirmation 3 Details

Faculty and Staff License Agreement

This message applies to:

Product	Agreement Number	Enrollment Number
Office Professional Plus 2016 (English) (Work At Home) - Download	V5383952	V5383952

IMPORTANT - READ CAREFULLY: This Faculty and Staff License Agreement (License Agreement) is issued to you and documents the transfer of the product license(s) listed below pursuant to your Institutions volume licensing agreement with Microsoft. This License Agreement is a legal agreement between you and Microsoft Licensing, GP ("Licensor"). For purposes of this License Agreement, the term "Software Product" shall mean the product(s) identified in Section 1 below, and the term "License" shall mean the right to make, use, or access a particular property copy of the Software Product. The Software Product is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. The Software Product is licensed, not sold. By signing below you agree to be bound by the terms of this License Agreement.

1. *Grant of license.*

https://mayfieldschools.onthehub.com/WebStore/Support/PrivacyPolicy.aspx?ws=a629945a-bfe3-e011-b09a-f04da23e67f6 Software Product(s) identified below on a home PC for work related



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

Credit Card | PayPal

Add Credit Card

Name on Card*

Card Number*

Expiry Date* **Security Code*** ⓘ

Month Year



You will have the chance to review your order in the next step before your credit card is charged.

Billing Address

Full Name*

Address Line 1*

Street address, company name, c/o

Address Line 2

Apartment, suite, unit, building, floor, etc.

City* **Country***

State/Province* **Postal Code/Zip***

Phone Number*

Bill to this Address

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)***



Office Professor

Product Key:

- Please be :
activated a



Purchasing Microsoft Office Pro Plus (2016)

- Click on **Download**

Download Your Software

[Need Help?](#)



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](#)

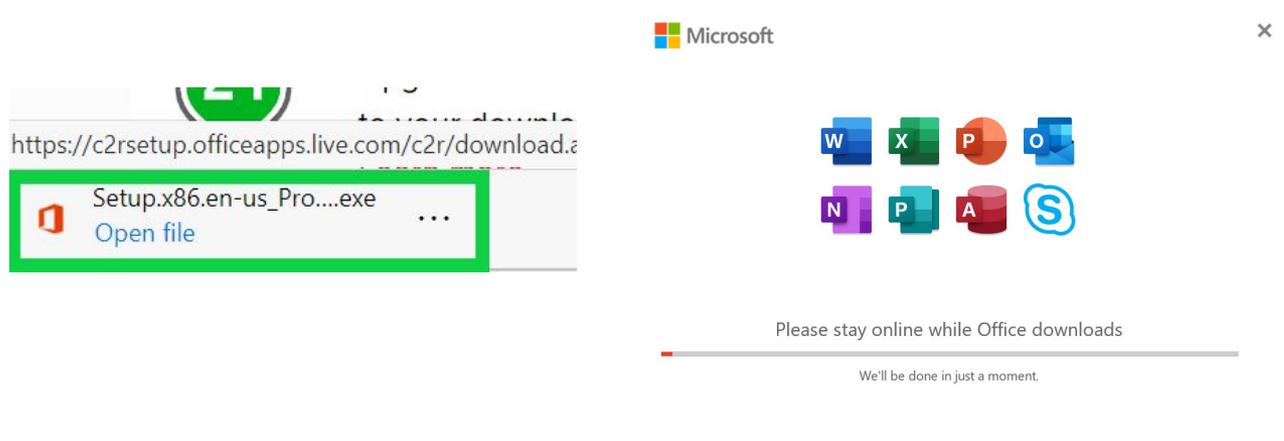


Size: 2 MB

[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.

