Installing Microsoft Office 2016 on your home computer

1. Login to your BTC email by going to the following website in either Microsoft Edge or Internet Explorer do not use Chrome or Firefox  http://www.btc.edu/StaffEmail
2. Enter your full email address and network password when prompted
3. At the top left of the outlook screen click on Office 365 (See image below)
4. Click on “Install Office Apps” drop down then click on “Office 2016” (See image below).
5. Click the run button located on the bar at the bottom of the browser window (See image below)

6. Finally, just accept all of the defaults for the actual install once it starts. You may be prompted to install the 64 bit version if your computer is 64 bit, if so just allow this.

Note: Installation instructions will be similar on a MAC