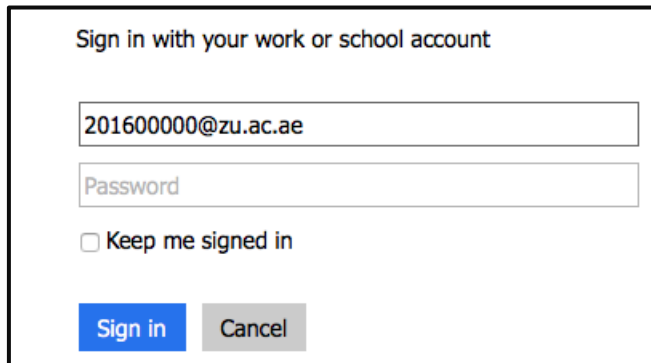


Download and install Office 2016

- 1) Go to <https://portal.office.com/>
- 2) Sign in with your **university email** then Click **Sign In**



Sign in with your work or school account

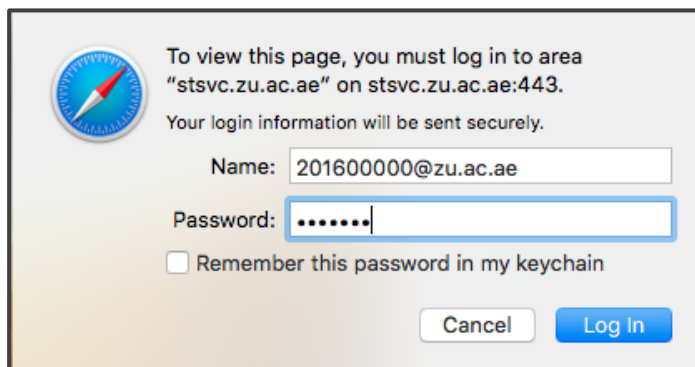
201600000@zu.ac.ae


Password

Keep me signed in

Sign in Cancel

- 3) Type your **University email and password** then click **sign in**



 To view this page, you must log in to area "stsvc.zu.ac.ae" on stsvc.zu.ac.ae:443.
Your login information will be sent securely.

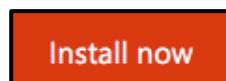
Name: 201600000@zu.ac.ae

Password:

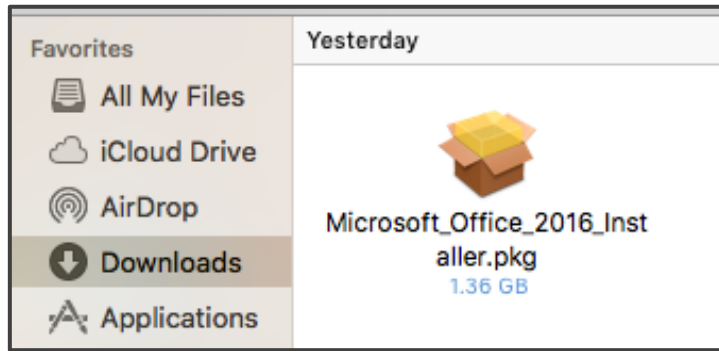
Remember this password in my keychain

Cancel **Log In**

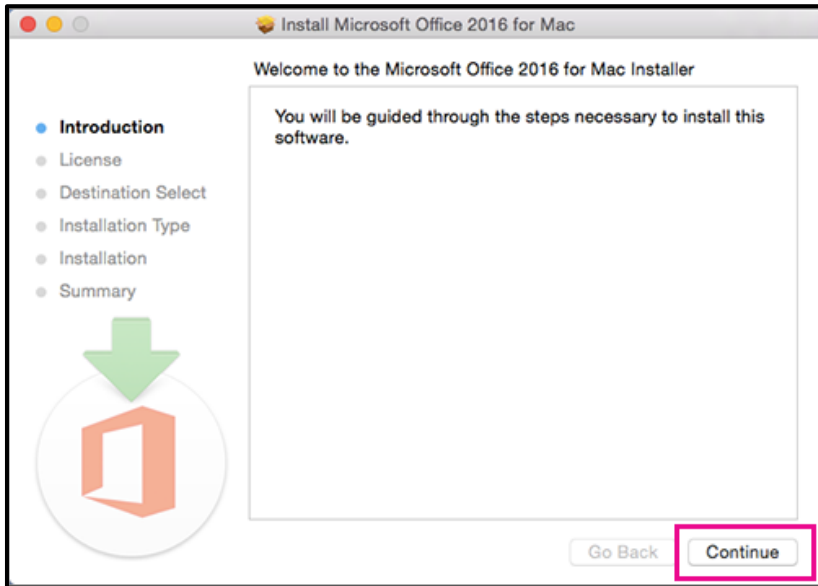
- 4) Now click on **Install Now** to begin downloading the installer package



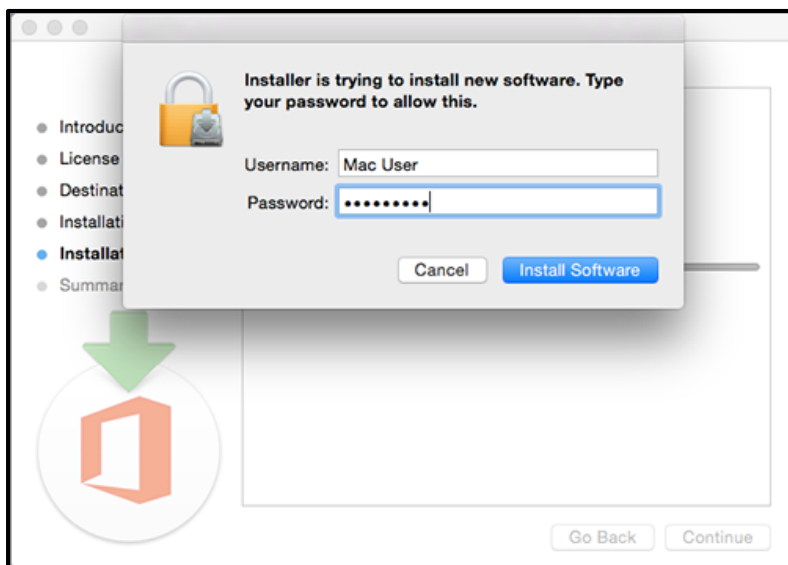
- 5) Once the download has completed, go to **Downloads**, and double-click **Microsoft Office 2016 Installer.pkg**



6) On the first installation screen, click on **Continue** to begin the installation process.



7) Enter your **Mac login password** (Laptop Password) to complete the installation.

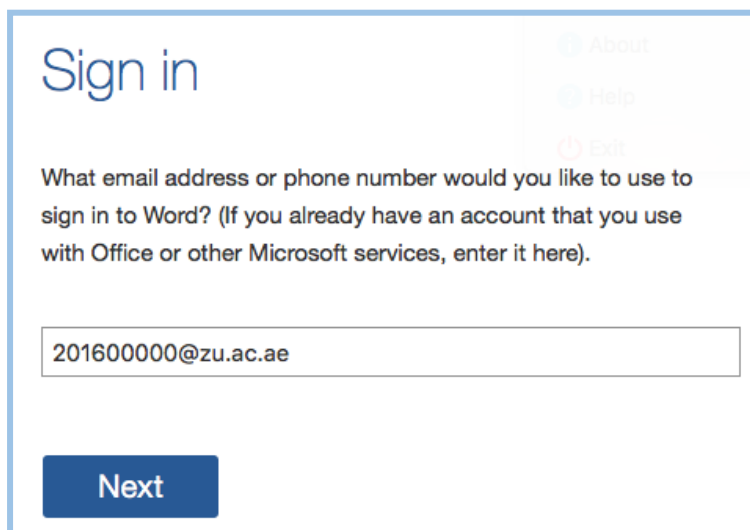


8) Click on **Done**

Activate Office 2016

After Office 2016 is installed, Word 2016 for Mac opens so you can activate Office and confirm your subscription. You should only have to do this once.

- 1) Review the Word 2016, What's New screen, and then Click on **Get started**.
- 2) On the Sign in to Activate Office screen, enter your **ZU email** and then click **Next**.



Sign in

About
Help
Exit

What email address or phone number would you like to use to sign in to Word? (If you already have an account that you use with Office or other Microsoft services, enter it here).

201600000@zu.ac.ae

Next

- 3) After it redirect you to the Sign in page, enter your **ZU ID** and **password** (Note that you need to enter your ID in this form (Zayed\ID) (As shown below) Then click on **Sign In**



stsvc.zu.ac.ae

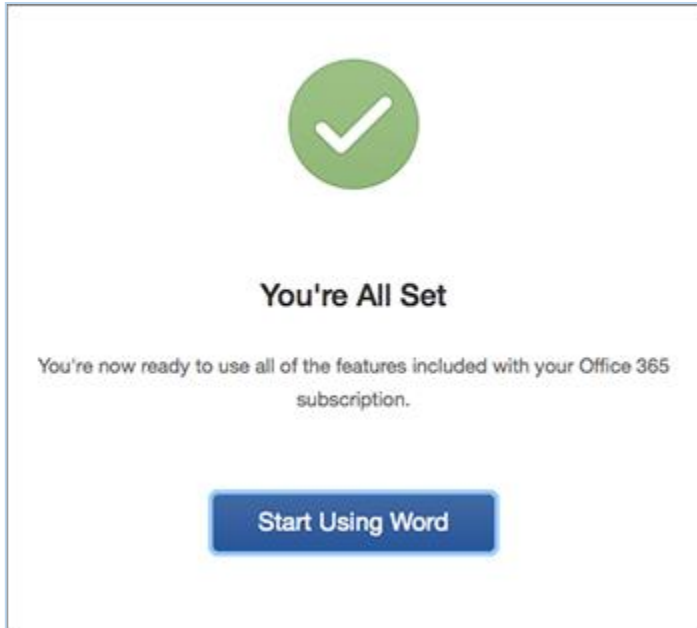
Type your user name and password.

User name: zayed\201600000

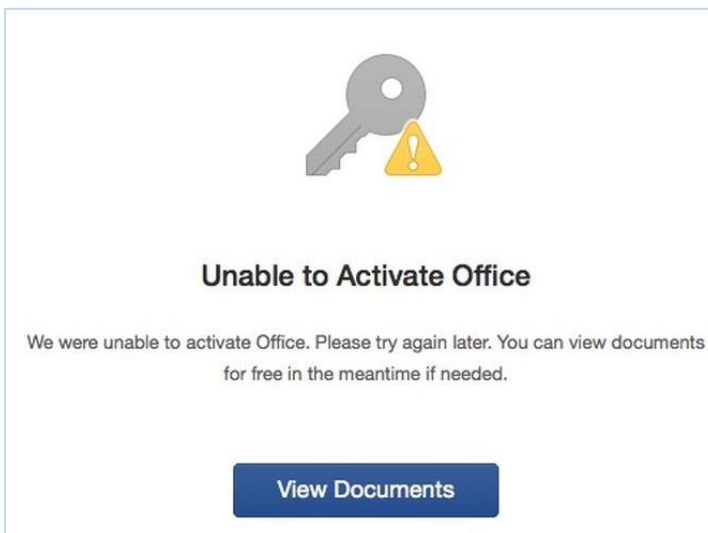
Password:

Sign In

- 4) On the next screen, choose an appearance for your Office installation, select **Continue**, and then click on Start **Using Word** to open the app. Office 2016 activation is completed.



- 5) If it says **Unable to activate Office**, then you have to pass by the help desk in order to add your **ID in Microsoft Office system**. Then you will be able to activate Office 2016.

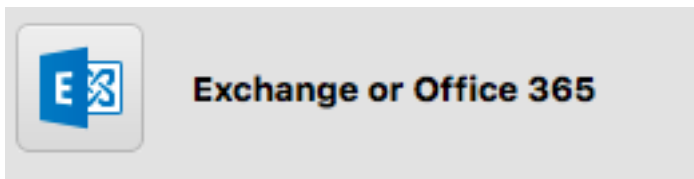


Add your ZU Email account in Outlook

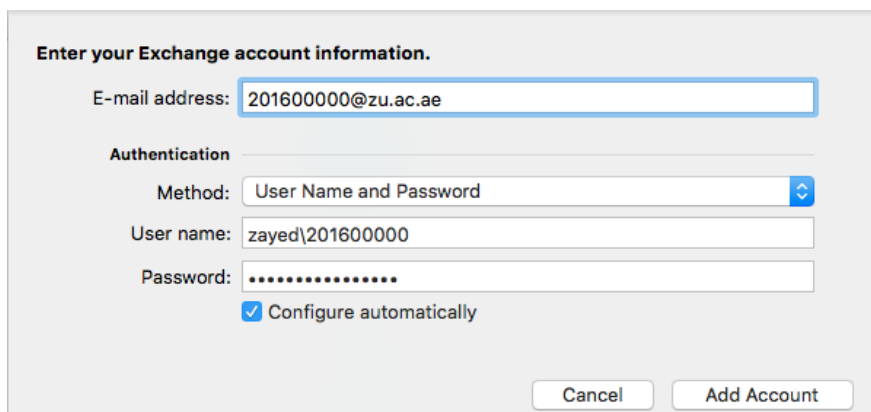
- 1- In outlook, tap **Tools**, click on **Accessories**



- 2- Click on **Exchange or office 365**



- 3- Enter your **ZU email** and **password**, * Note: user name should be in this format (**Zayed\ID**) (**** **BACKSLASH**), Then click on **Add Account**

A screenshot of a dialog box titled 'Enter your Exchange account information.' The dialog box contains the following fields and options:

- E-mail address: 201600000@zu.ac.ae
- Authentication section:
 - Method: User Name and Password (dropdown menu)
 - User name: zayed\201600000
 - Password:
- Configure automatically
- Buttons: Cancel and Add Account