



Office 365

**Installing and Uninstalling Office from Outlook Web App
(<http://email.miami.edu>)**

Table of Contents

General Information	3
Who is eligible to download Office?	3
How many installs of Office do I have?	3
How do I check the number of installs I have and which devices they are used on?	3
How do I deactivate an install?	6
Installing Office from Outlook Web App (http://email.miami.edu)	7
PC Install	7
Mac Install	10
Uninstalling Office	13
PC Uninstall	13
Mac Uninstall	13

General Information

Who is eligible to download Office?

Currently enrolled, for credit, degree seeking students and current faculty/staff are able to download and install the latest versions of Microsoft Office through the webmail.

Alumni may reach out to Microsoft [here](#) to see if they are eligible for an alumni discount.

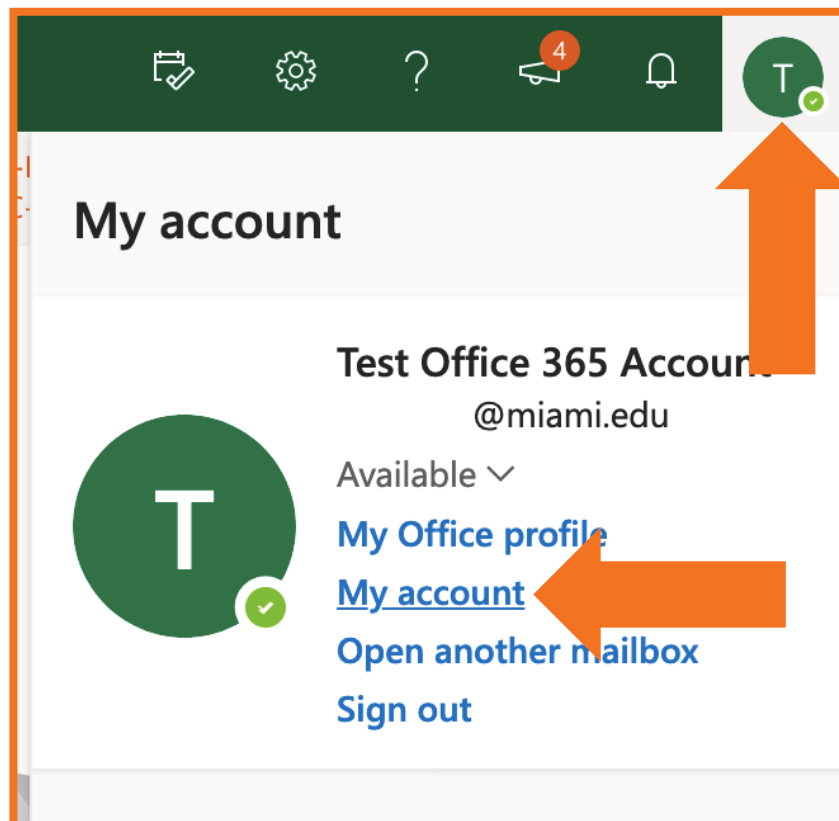
How many installs of Office do I have?

You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

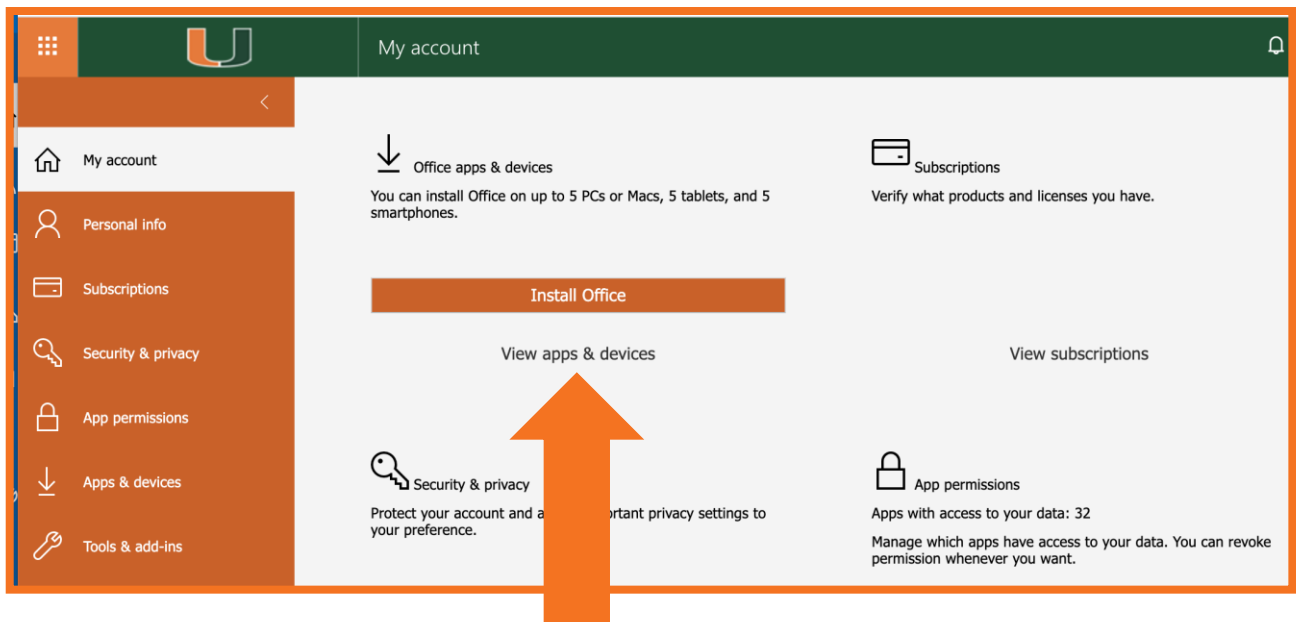
How do I check the number of installs I have and which devices they are used on?

Take the following steps to see a full list of the configured devices.

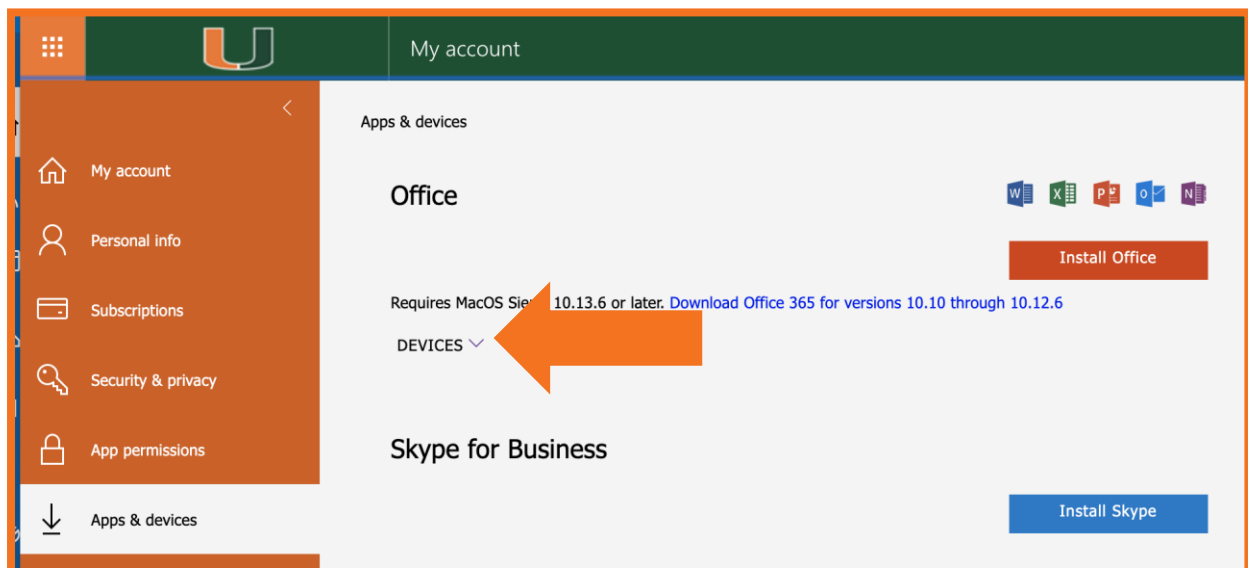
1. Sign into your University mailbox at <http://email.miami.edu>.
2. Once logged in, click your picture or initials in the top right.
3. Click **My Account**.

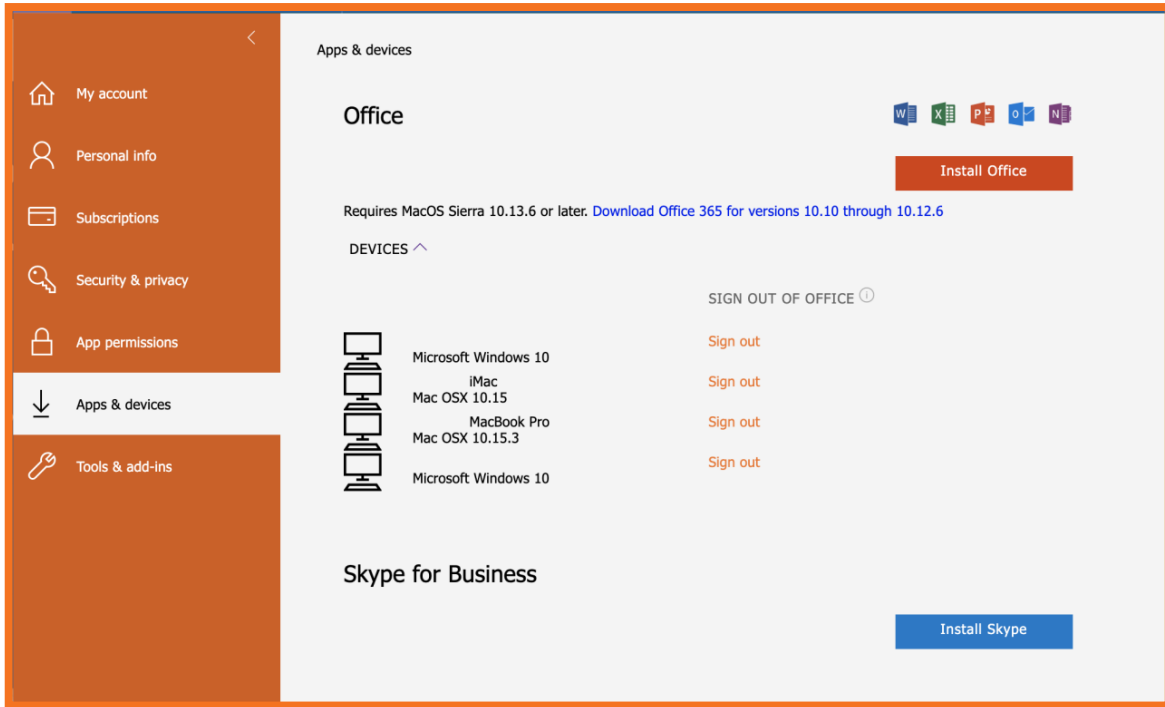


4. Click **View apps & devices** under the Office apps & devices heading.
 - a. You can also select **Apps & devices** on the left pane.



5. Expand the chevron (V) next to "DEVICES" to see the exact devices.

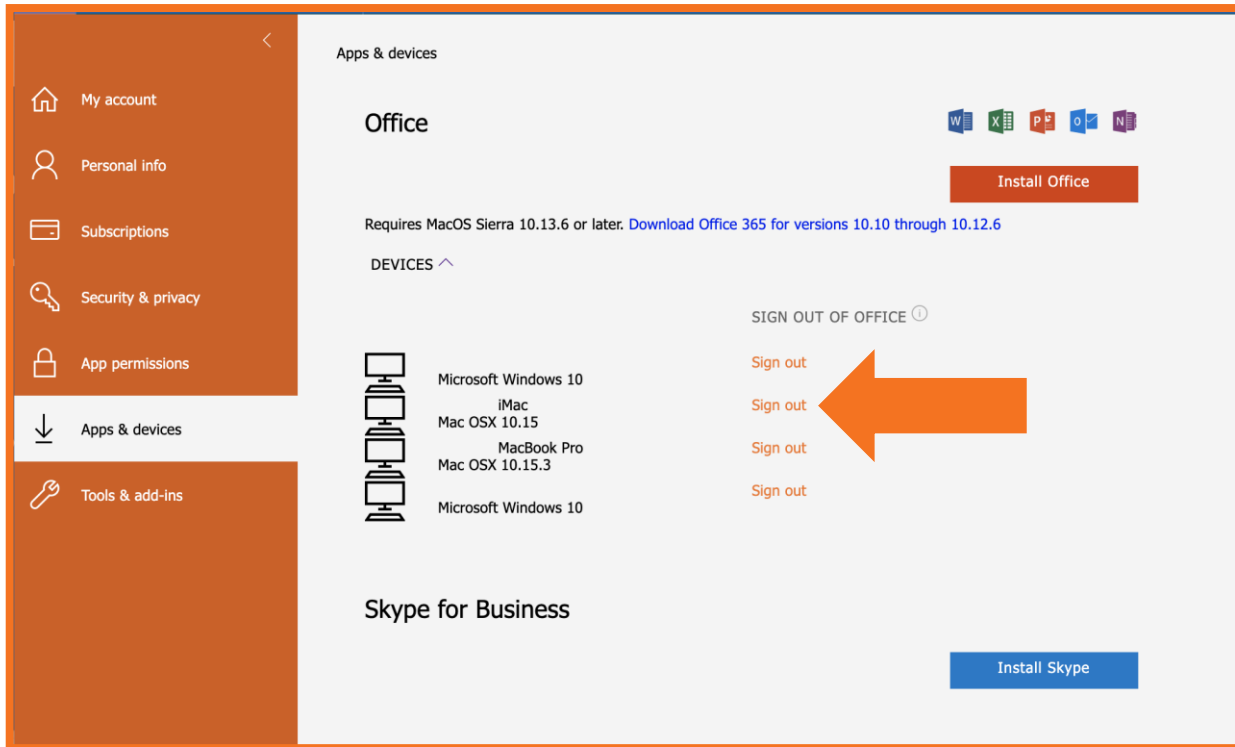




How do I deactivate an install?

Deactivating an install will prevent you from using the Office features on that device. It will not uninstall the software from that computer or cancel your software subscription.

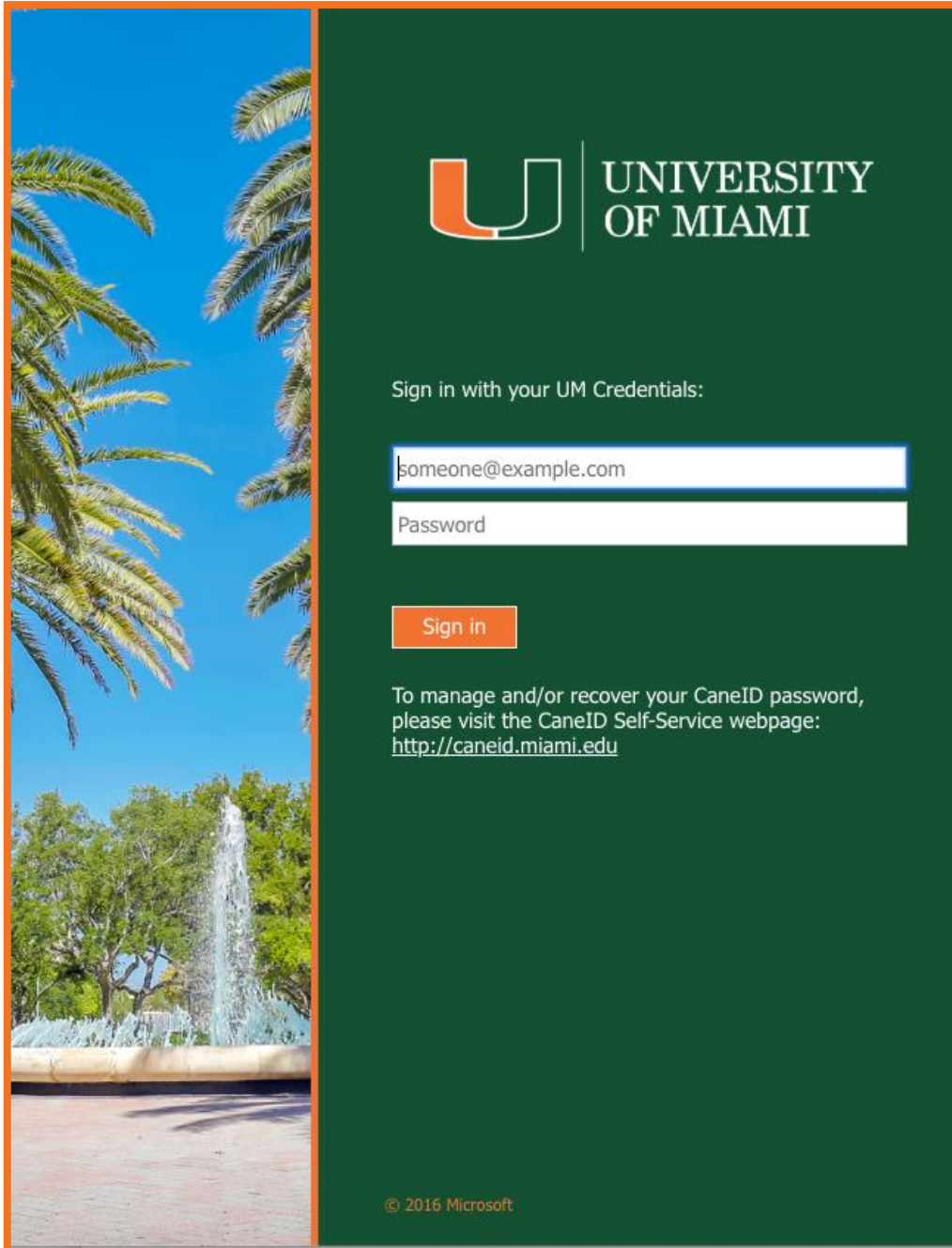
In the Apps & devices section, expand **the chevron (V)** next to “DEVICES” to see which devices are currently configured. Click **Sign out** next to the appropriate device.



Installing Office from Outlook Web App (<http://email.miami.edu>)

PC Install

1. In a web browser, go to <http://email.miami.edu> and provide your caneID and password.



UNIVERSITY
OF MIAMI

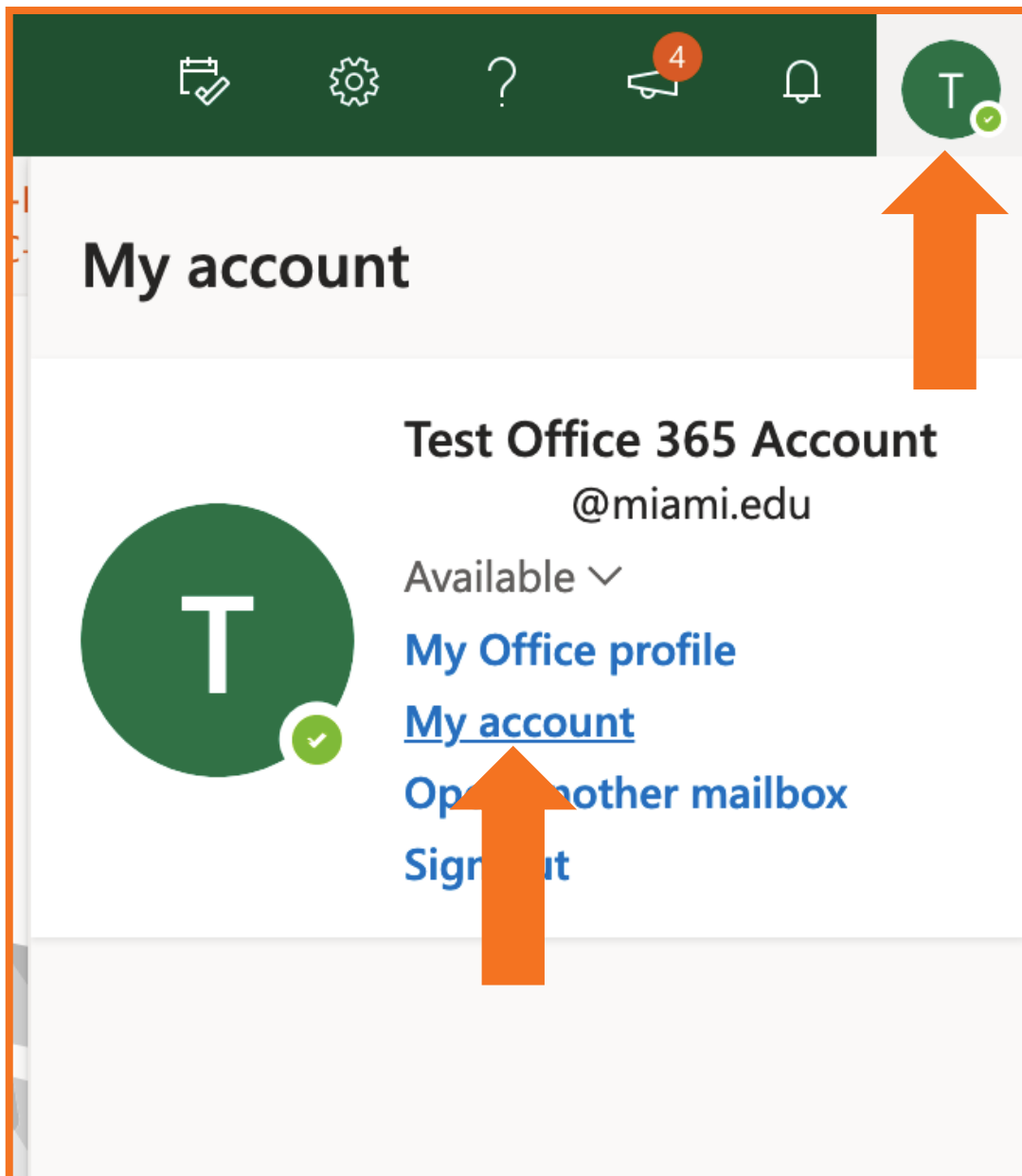
Sign in with your UM Credentials:

[Sign in](#)

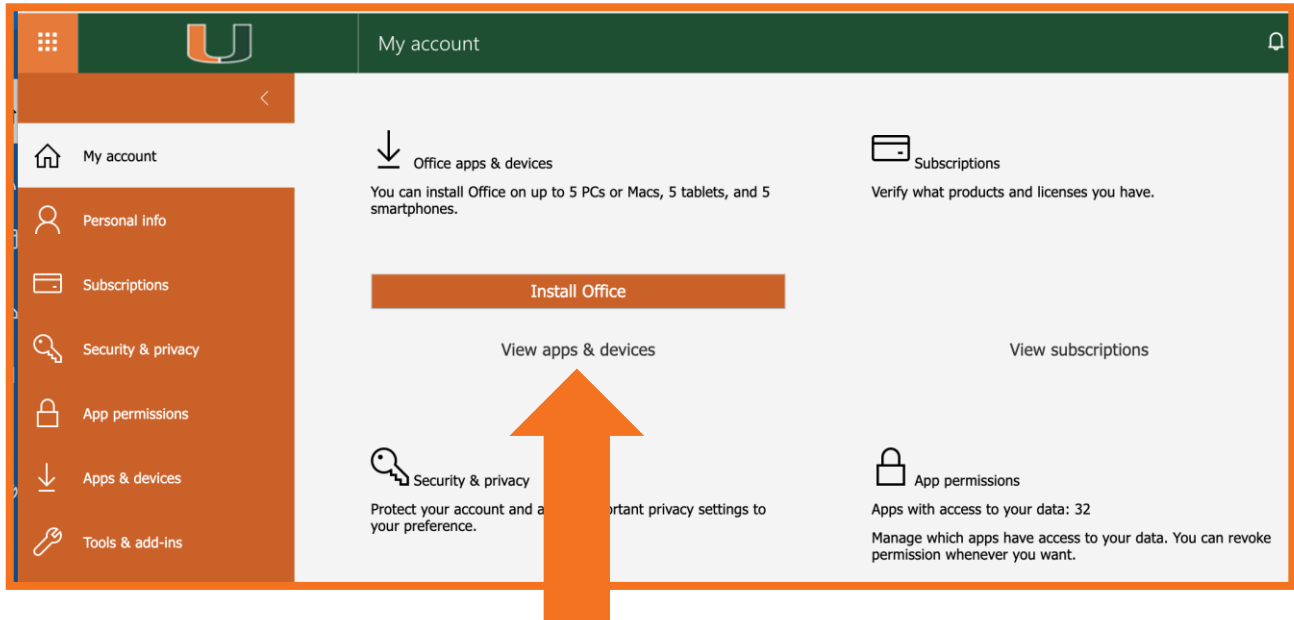
To manage and/or recover your CaneID password,
please visit the CaneID Self-Service webpage:
<http://caneid.miami.edu>

© 2016 Microsoft

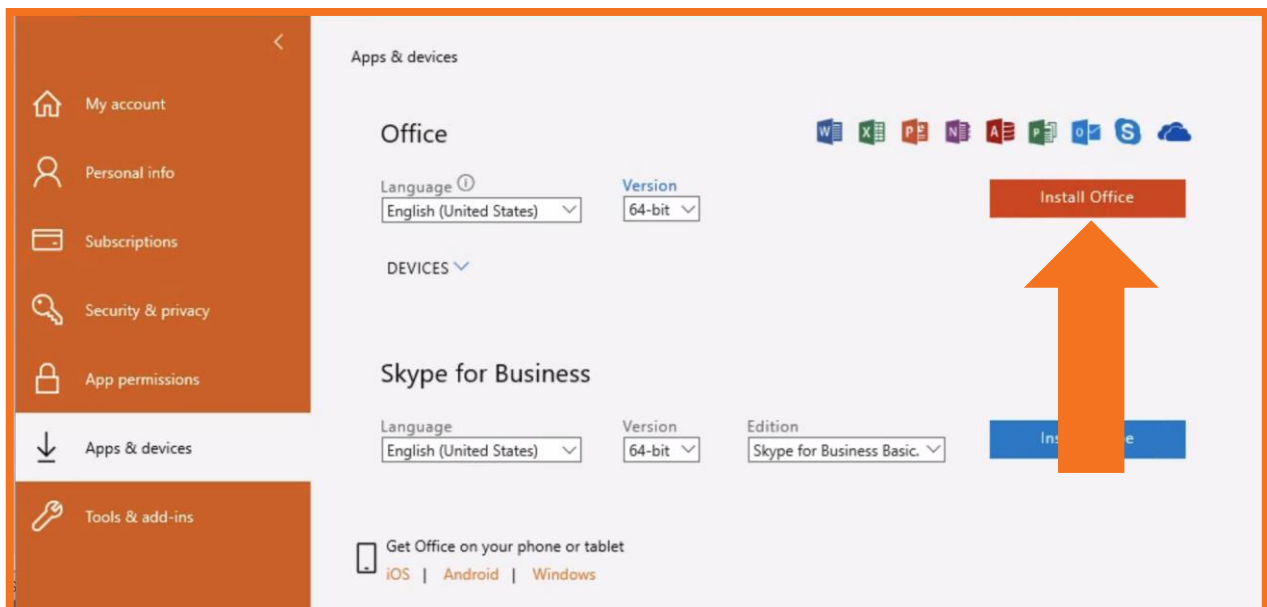
2. Once logged in, click your picture or initials in the top right.
3. Click **My Account**.



4. Click **View apps & devices** under the Office apps & devices heading.
 - a. You can also select **Apps & devices** on the left pane.

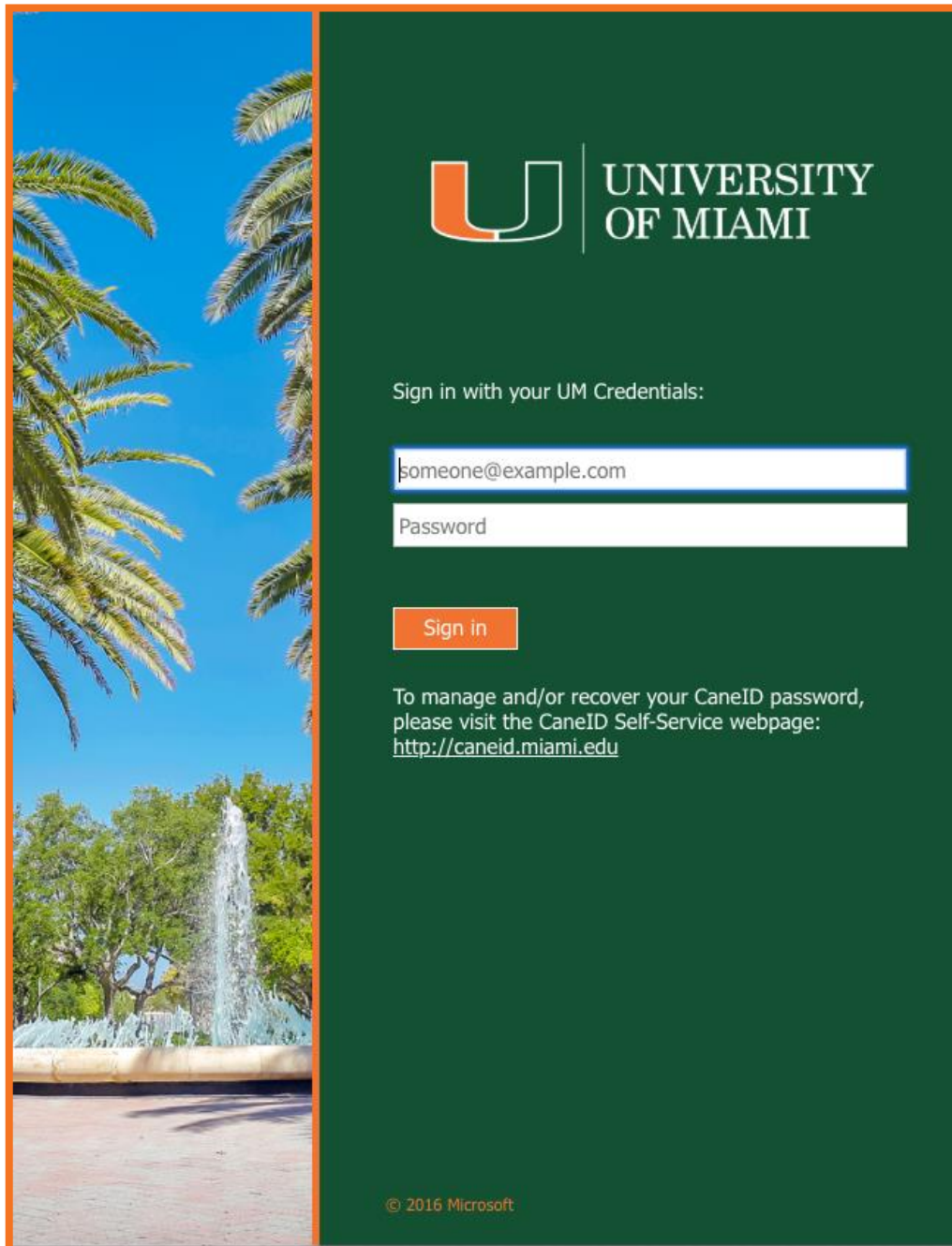


5. On the Apps & devices page that appears, click **Install Office** on the right.
6. Depending on your browser, either click **Run** at the bottom of the screen or open your Downloads folder and locate the setup file that downloaded.
7. Once the install file is downloaded, open the file and follow the directions to complete the Office installation.

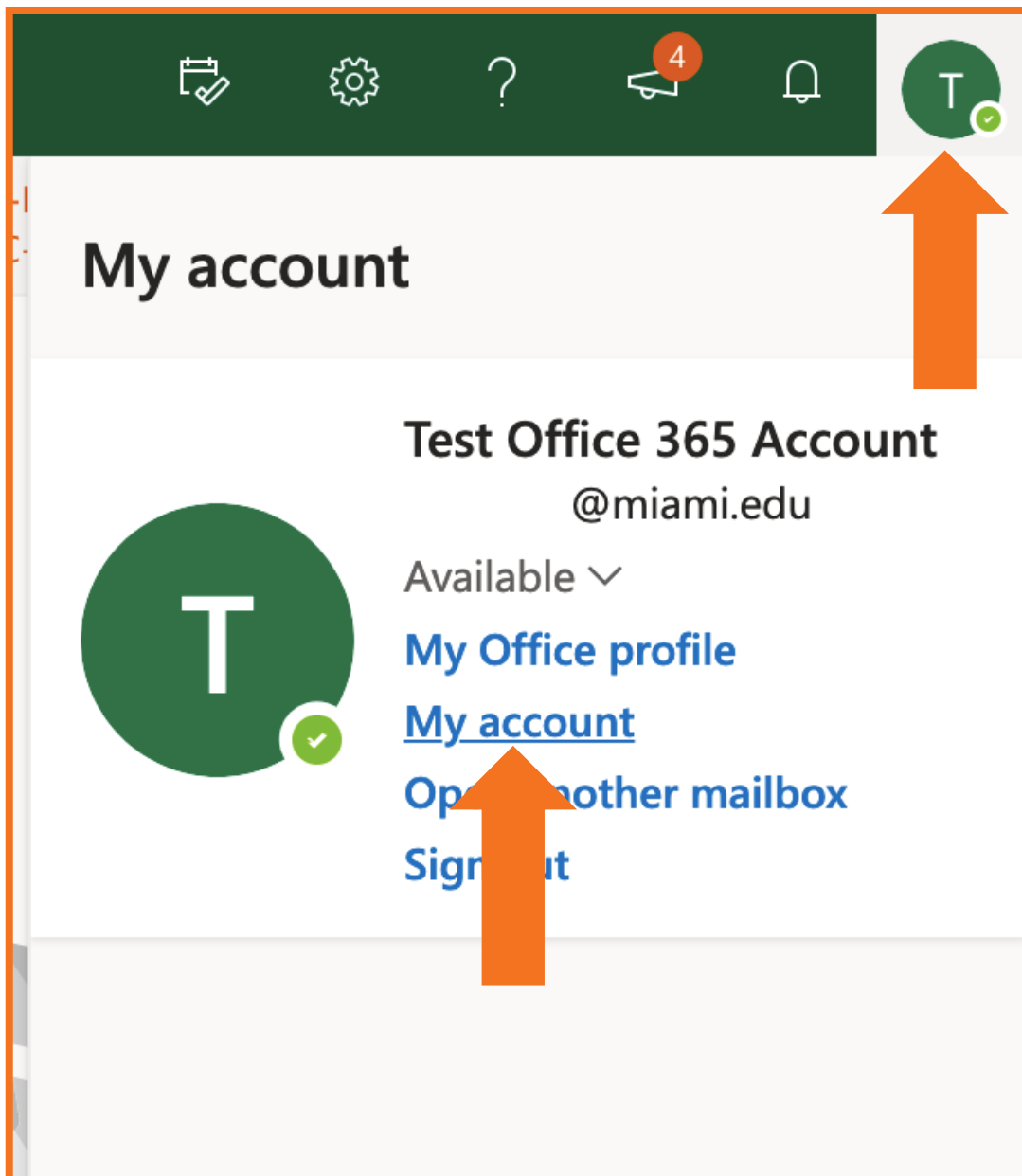


Mac Install

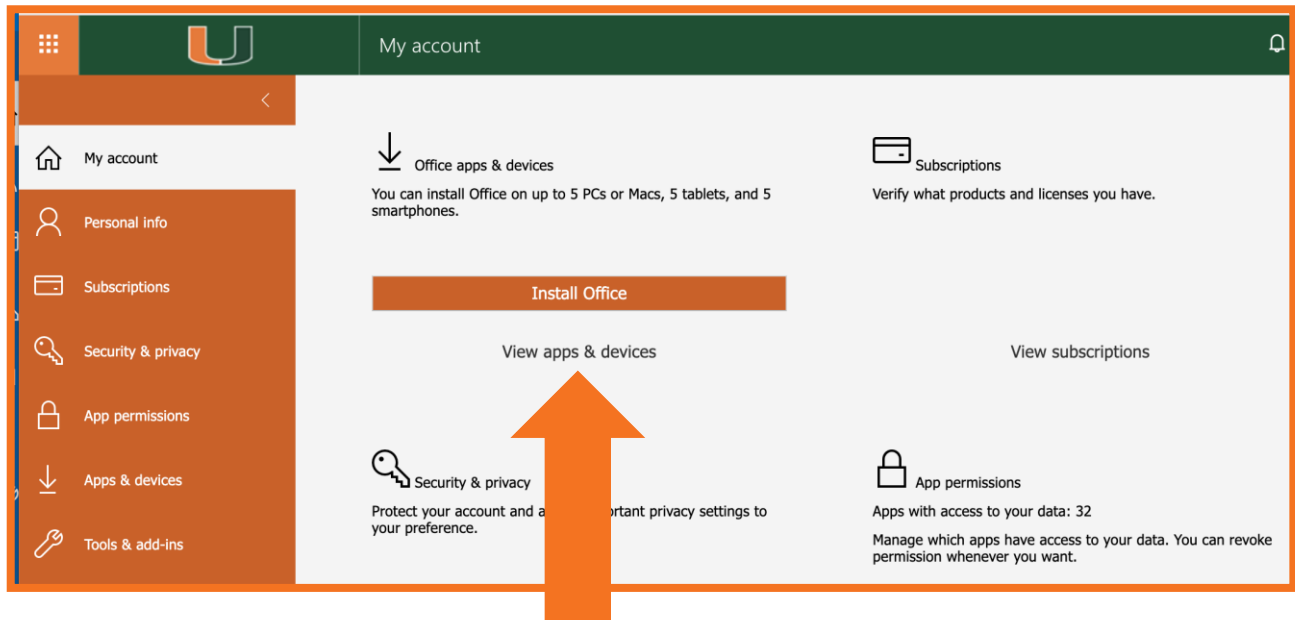
1. In a web browser, go to <http://email.miami.edu> and provide your caneID and password.



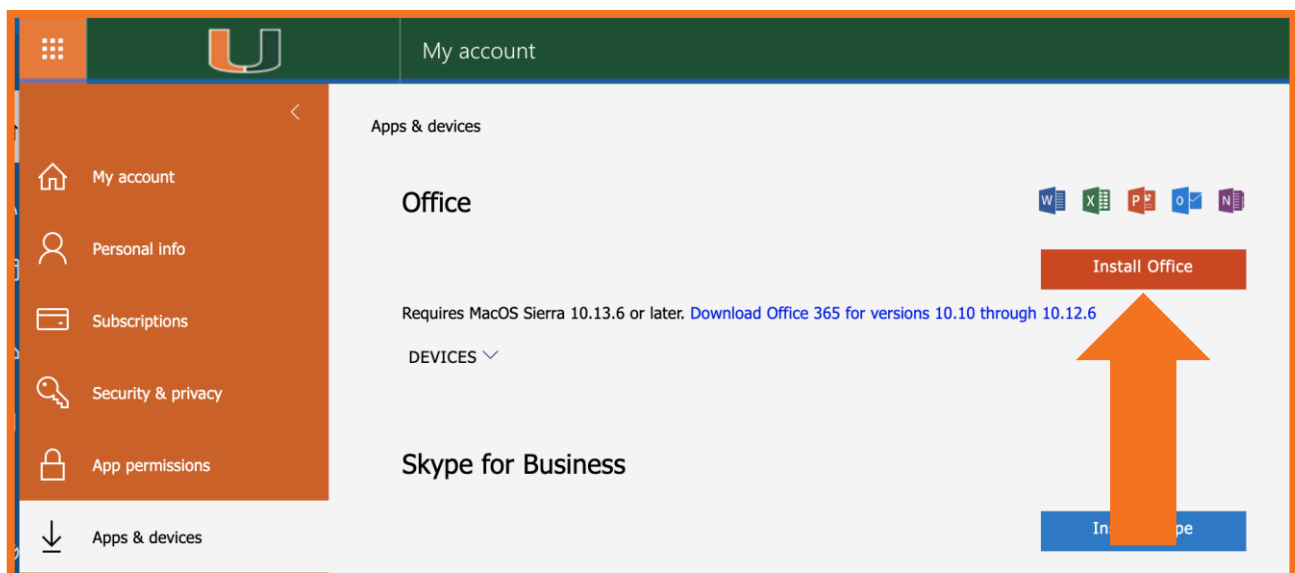
2. Once logged in, click your picture or initials in the top right.
3. Click **My Account**.



4. Click **View apps & devices** under the Office apps & devices heading.
 - a. You can also select **Apps & devices** on the left pane.



5. On the Apps & devices page that appears, click **Install Office** on the right.
6. Once the install file is downloaded, open the file and follow the directions to complete the Office installation.
 - a. If Office installation fails, see [What to try if you can't install or activate Office for Mac](#).



Uninstalling Office

PC Uninstall

Please follow the uninstall instructions found at [Uninstall Office for PC](#).

Mac Uninstall

Please follow the uninstall instructions found at [Uninstall Office for Mac](#).