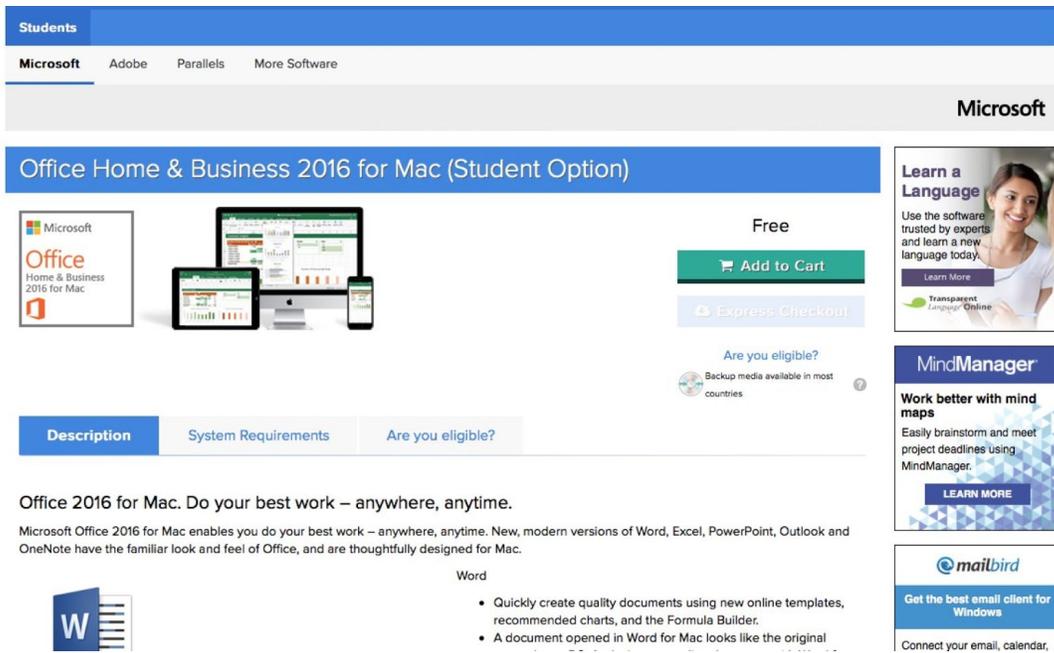


09/07/2017

Ordering and Downloading Office 2016 for Mac on columbiait.onthehub.com

ORDERING YOUR SOFTWARE ON THE WEBSTORE

1. To begin the order process, sign into your school's webstore.
2. Find Office Home & Business 2016 for Mac in the catalogue and click on it. The following screen should appear:



The screenshot shows the product page for Microsoft Office Home & Business 2016 for Mac (Student Option). The page features a blue header with navigation links for 'Students', 'Microsoft', 'Adobe', 'Parallels', and 'More Software'. The product title is 'Office Home & Business 2016 for Mac (Student Option)'. Below the title, there is a product image showing the Office suite on a laptop and tablet. To the right of the image, the price is listed as 'Free', and there are buttons for 'Add to Cart' and 'Express Checkout'. Below these buttons, there is an 'Are you eligible?' section with a globe icon and the text 'Backup media available in most countries'. The page also includes a 'Description' tab, a 'System Requirements' tab, and an 'Are you eligible?' tab. The description text reads: 'Office 2016 for Mac. Do your best work – anywhere, anytime. Microsoft Office 2016 for Mac enables you do your best work – anywhere, anytime. New, modern versions of Word, Excel, PowerPoint, Outlook and OneNote have the familiar look and feel of Office, and are thoughtfully designed for Mac.' Below the description, there is a 'Word' section with a list of features: 'Quickly create quality documents using new online templates, recommended charts, and the Formula Builder.' and 'A document opened in Word for Mac looks like the original'. To the right of the main content, there are three promotional banners: 'Learn a Language', 'MindManager', and 'mailbird'.

3. Click on the 'Add to Cart' button located underneath the product title, to the right. The product is now in your cart.
4. Scroll up the page until you see the shopping cart icon. It should have (1) next to it, to signify that the product is in your cart. Click on the shopping cart icon to expand it. You should now see the following page:

Product Search Shopping Cart (1)

Recommended for You

- Extended Access Guarantee (24 months) **\$4.95**
- Backup disc - Microsoft Office Home & Business 2016 for Mac **\$13.95**
- Parallels Desktop 11 for Mac **\$53.42**

Your Cart

- Office Home & Business 2016 for Mac (Student Option) - Download **Free**
- Basic Access Guarantee (1 month) - Included
- 31 days of access to your download and/or key

Subtotal: **Free**

[Back to Shopping](#) [View Full Cart](#) [Check Out](#)

Please ensure that you have chosen the correct product and read all system requirements before you place your order.

Office 2016 for Mac. Do your best work – anywhere, anytime. [LEARN MORE](#)

5. Here, you have the option of adding extended access guarantee or a backup disc to your order, which is useful in the case your computer crashes, and you need to reinstall your software.

6. Click on the 'Check Out' button

7. You are now brought to the next page which contains the end user license agreement. Sign the bottom of your page with your username and your full name, and click next.

This message applies to:

Product	Agreement Number	Enrollment Number
Office Home & Business 2016 for Mac (Student Option) - Download	V9995808	V9995808

on student's PC per the rights granted to student by the educational institution under their volume licensing agreement. Student's right to use the software shall be governed by and subject to the relevant section(s) of the most current Product Use Rights which student can view at <http://microsoft.com/licensing/> or <http://www.msemealca.com/currentpurs.htm>. For graduating students, the right to use the software is perpetual and shall be governed by and subject to the relevant section(s) of the most current Product Use Rights, which the student can view at <http://www.microsoft.com/licensing/>.

2. Description of rights and limitations.

- Limitations on reverse engineering, recompilation, and disassembly.** Student may not reverse engineer, decompile, or disassemble the software, except and only to the extent that such activity is expressly permitted by applicable law notwithstanding this limitation.
- Separation of components.** The software is licensed as a single Product. Its component parts, if any, may not be separated for use on more than one computer.
- Rental.** Student may not rent, lease, or lend the software.
- Support services.** Students acquiring software under a volume licensing agreement are not entitled to free telephone support.
- Software transfer.** Notwithstanding any terms to the contrary in an educational institution's volume licensing agreement, student may not sell, assign or otherwise transfer student's rights under this student license confirmation. In view of the fact that student has acquired the right to use the software under special terms pursuant to an educational institution's volume licensing agreement, any transfer of student's rights under this student license confirmation is strictly prohibited.

3. Copyright. All title and copyrights in and to the software (including but not limited to any images, photographs, animations, video, audio, music, text, and "applets" incorporated into the software), and any copies of the software are owned by Microsoft or its suppliers. The software is protected by copyright laws and international treaty provisions. Therefore, student must treat the software like any other copyrighted material except that student may install the software on a single computer provided student keeps the original solely for backup or archival purposes.

4. Limited Software Warranty.

Date: July-25-16

Username / Registration Code*:

test student

test student

8. You are now brought to the next page where you can review your order. Once you are ready to proceed, click on 'Proceed with Order'.

	<p>Office Home & Business 2016 for Mac (Student Option) - Download</p> <p> Basic Access Guarantee (1 month) - Included 31 days of access to your download and/or key Learn more</p>	<p>Amount Free</p>
<p>Subtotal: Taxes: Total:</p>		<p>Free -- Free</p>

Contact Information Fields marked with an asterisk (*) are required

First Name* **Last Name***

Email*

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](#).

[Proceed With Order](#)

9. Your order is now complete, and you are brought to the Order Summary page. This page contains your download link and your product key. It is recommended to take note of your product key.

10. To return to the Order Summary page at any point, click on 'Your Account/Orders' on the top right, and then on 'View Details' under the 'Order History'

CREATING A MICROSOFT ACCOUNT AND DOWNLOADING

1. On the Order Summary page, click on the 'Start Download' button
2. You will be brought to a new page. Click the 'Download' button on this page:

Order Summary

Order Number: 100485266880
Order Date: 2016-07-25

Download Your Software

[Need Help?](#)

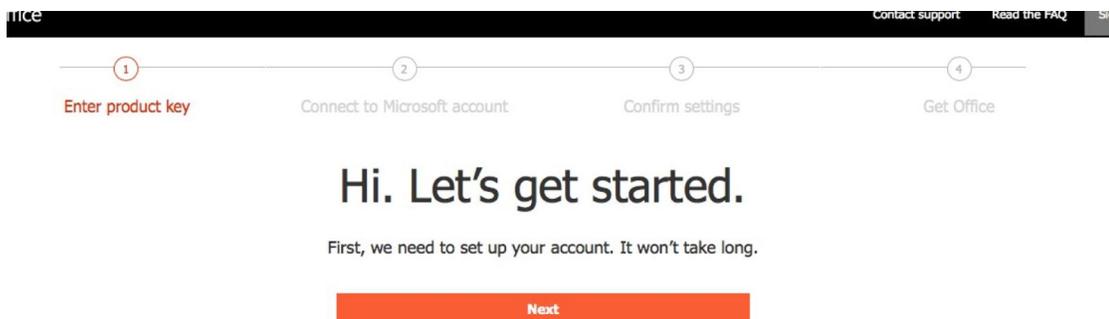


Office Home & Business 2016 for Mac
Basic Access Guarantee (1 month) - Included
Expires: 2016-08-25 (31 days remaining)

[Download](#) 

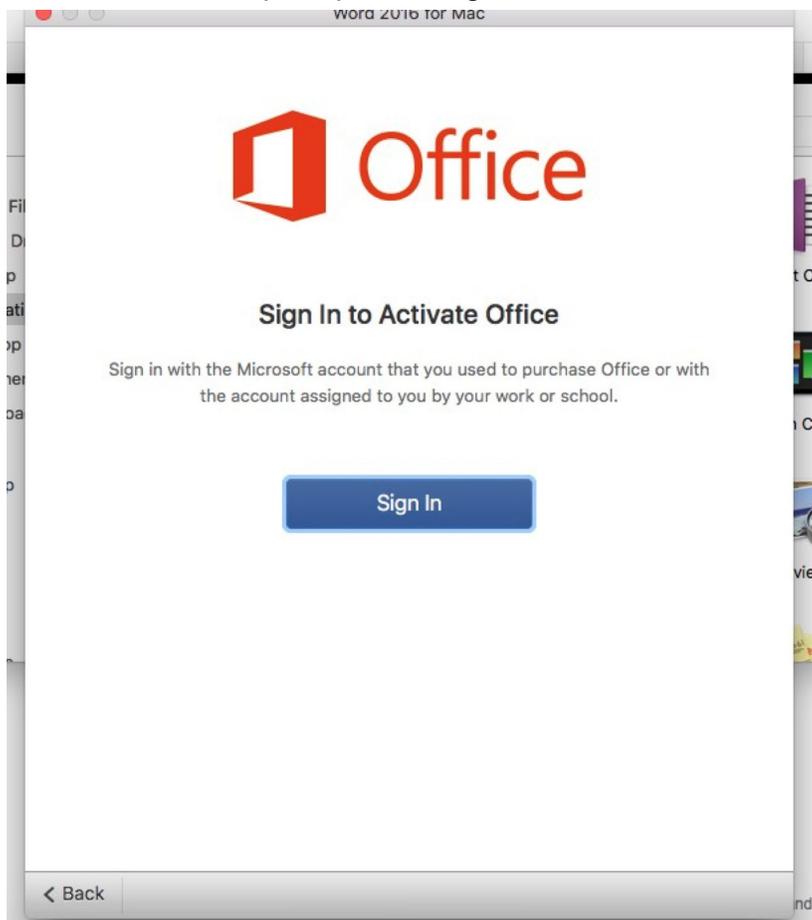
Size: 1 GB

3. You will be brought to a Microsoft website, where you will need to enter your product key and create, or sign into an existing Microsoft account.

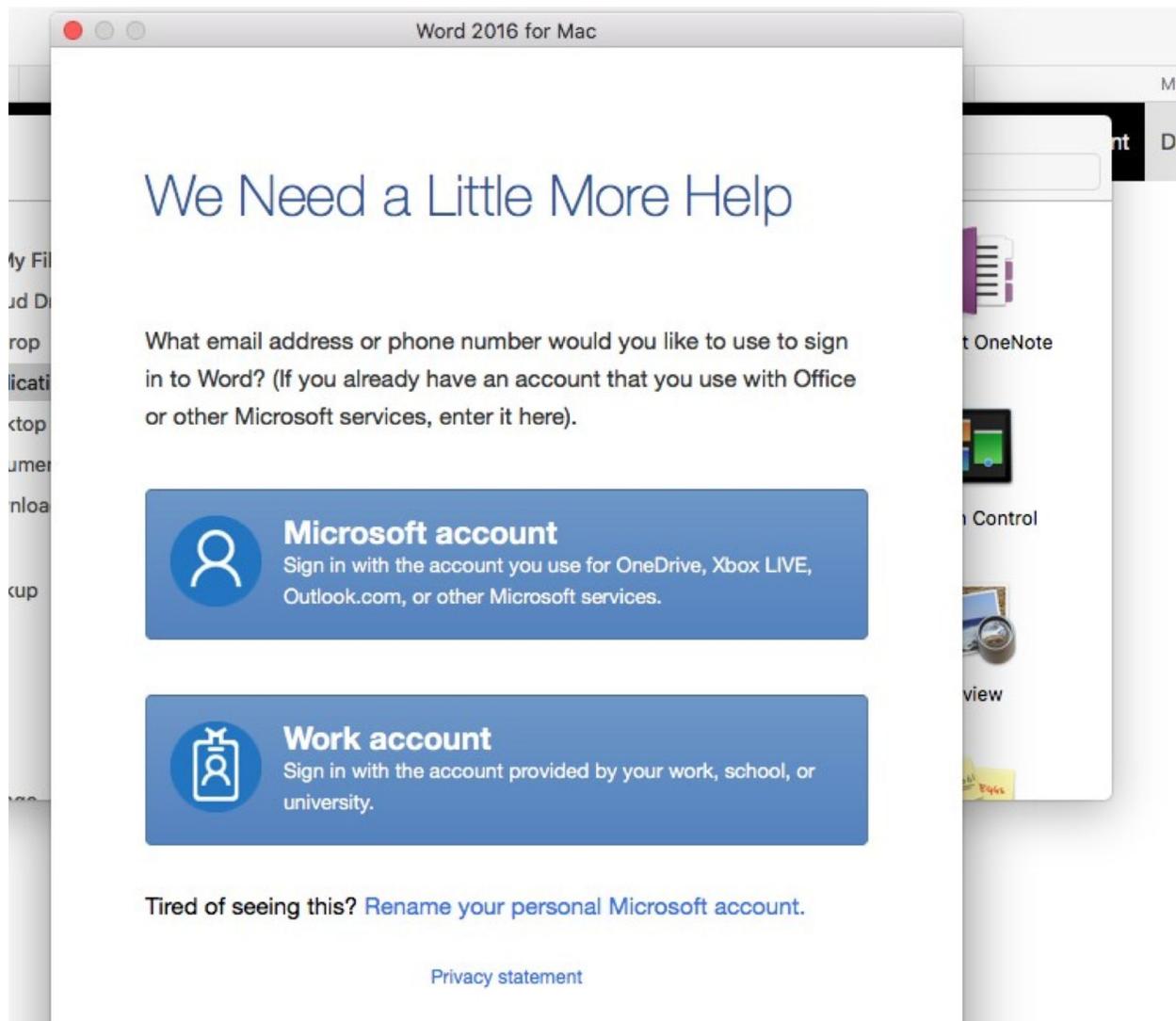


Microsoft account setup screen showing a progress bar with four steps: 1. Enter product key, 2. Connect to Microsoft account, 3. Confirm settings, 4. Get Office. The first step is active. Below the progress bar, the text reads: "Hi. Let's get started. First, we need to set up your account. It won't take long." A large orange "Next" button is visible at the bottom.

4. Once you have confirmed your details, you will be able to download the installation file for “Office Home and Business 2016 for Mac”.
5. Double-click the .dmg file to start the installation.
6. Once the product is installed, all the programs that come with Microsoft Home and Business 2016 for Mac can be found in your applications folder on your Mac, under ‘Microsoft Office’. Open the program to start it.
7. You will be prompted to sign into Office. Click the Sign in button.



8. If you are prompted with a choice between “Work account” and “Microsoft”. Select “Microsoft Account”, and input the Microsoft account details that you signed in with in step 3.



You are now ready to use Office Home and Business 2016 for Mac.