Office 365

ITS Training + Communications

[Download and Install](#)

[New Features](#)

[Learn How to Use the New Features](#)
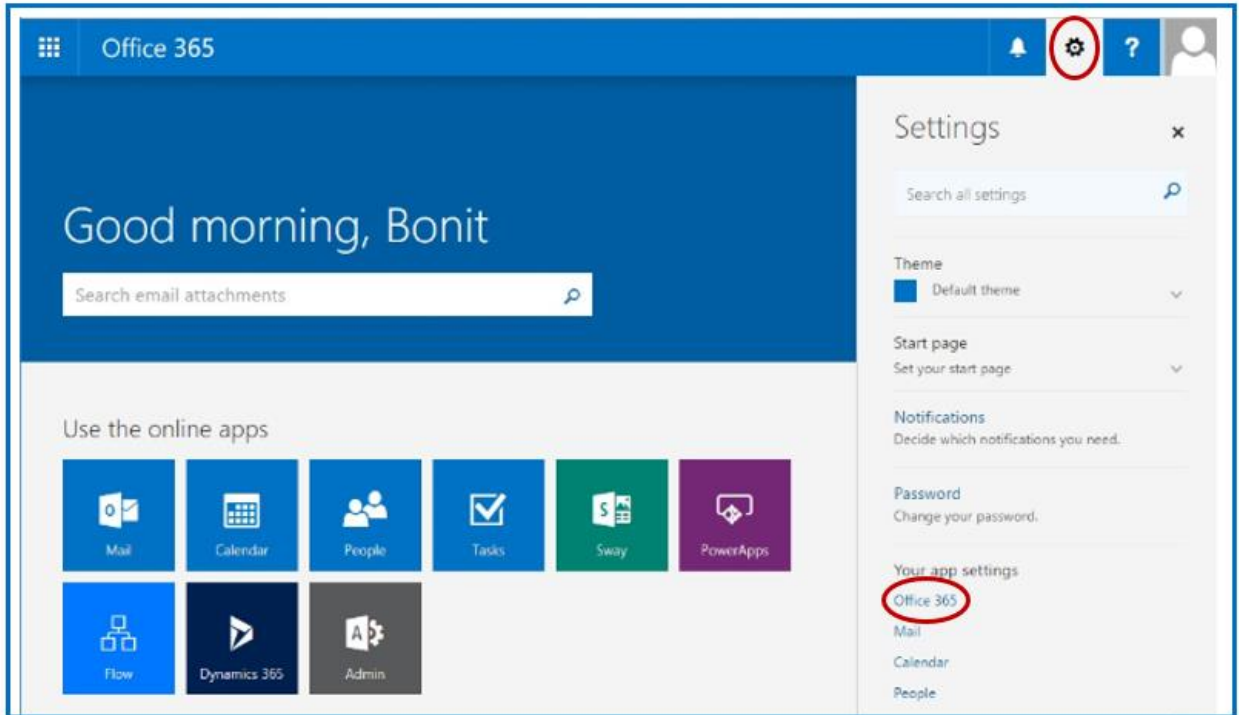
Download and Install Office 365

Step 1. Go to [O365.weill.cornell.edu](#)
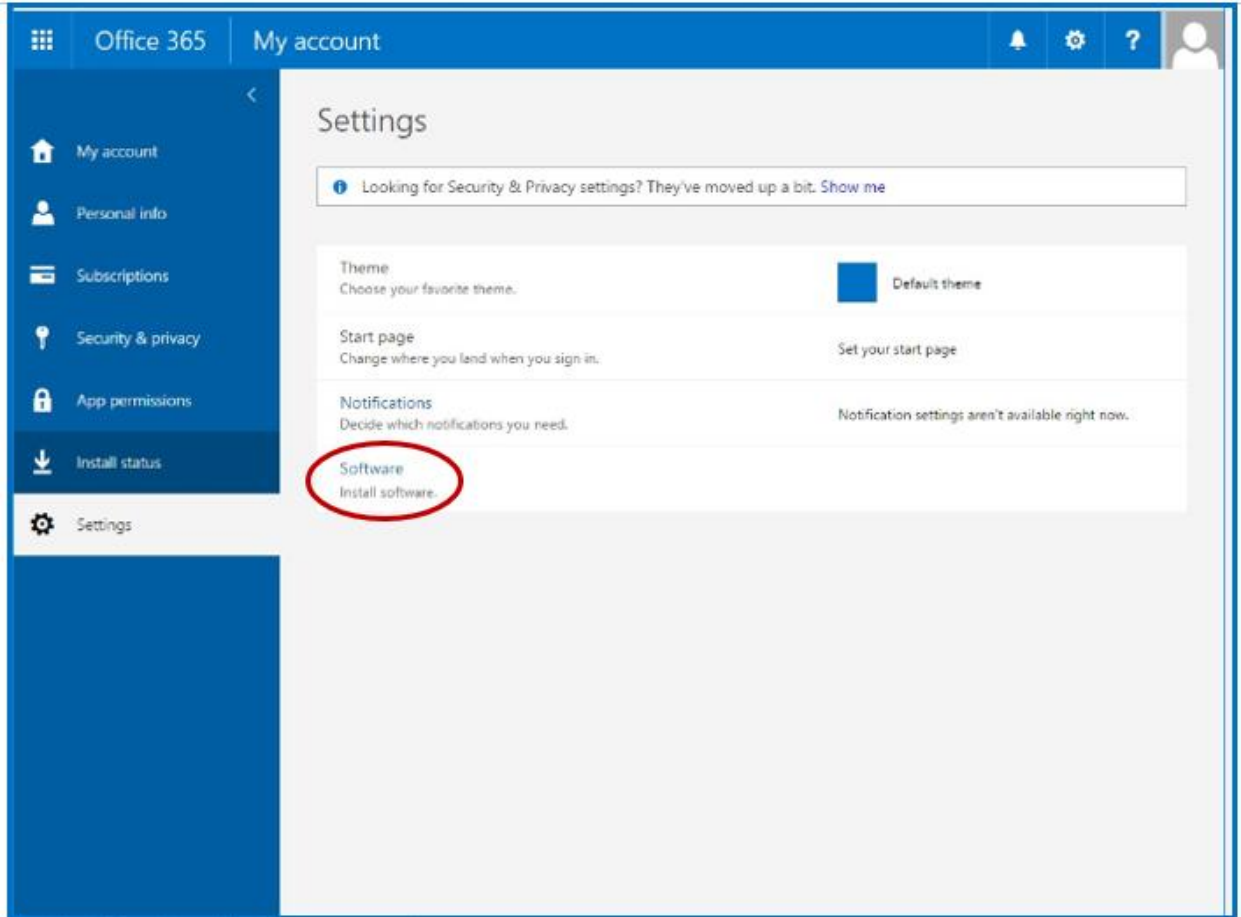
Step 2. Sign in with your CWID and password

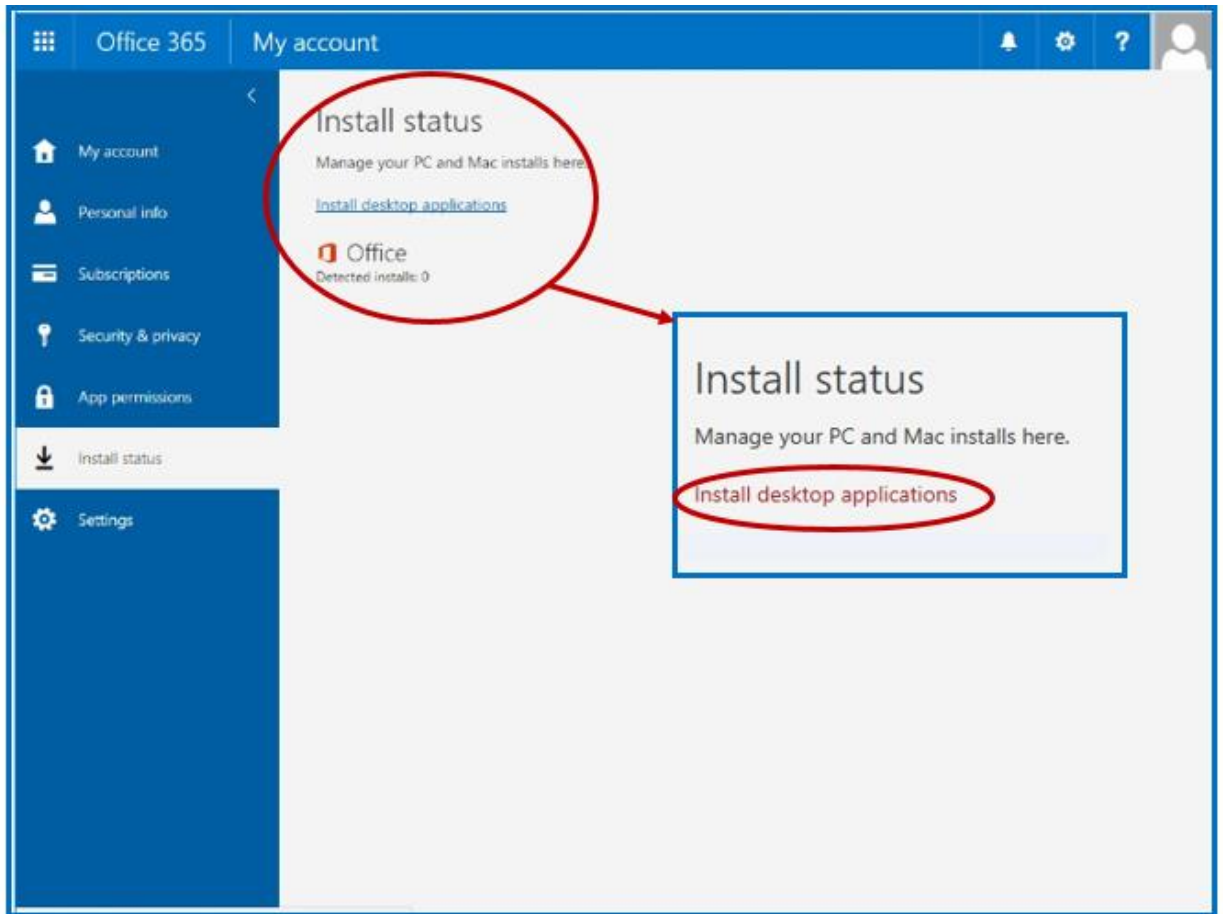**Step 3.** Click the gear icon. Under "Your App Settings," select **Office 365.**

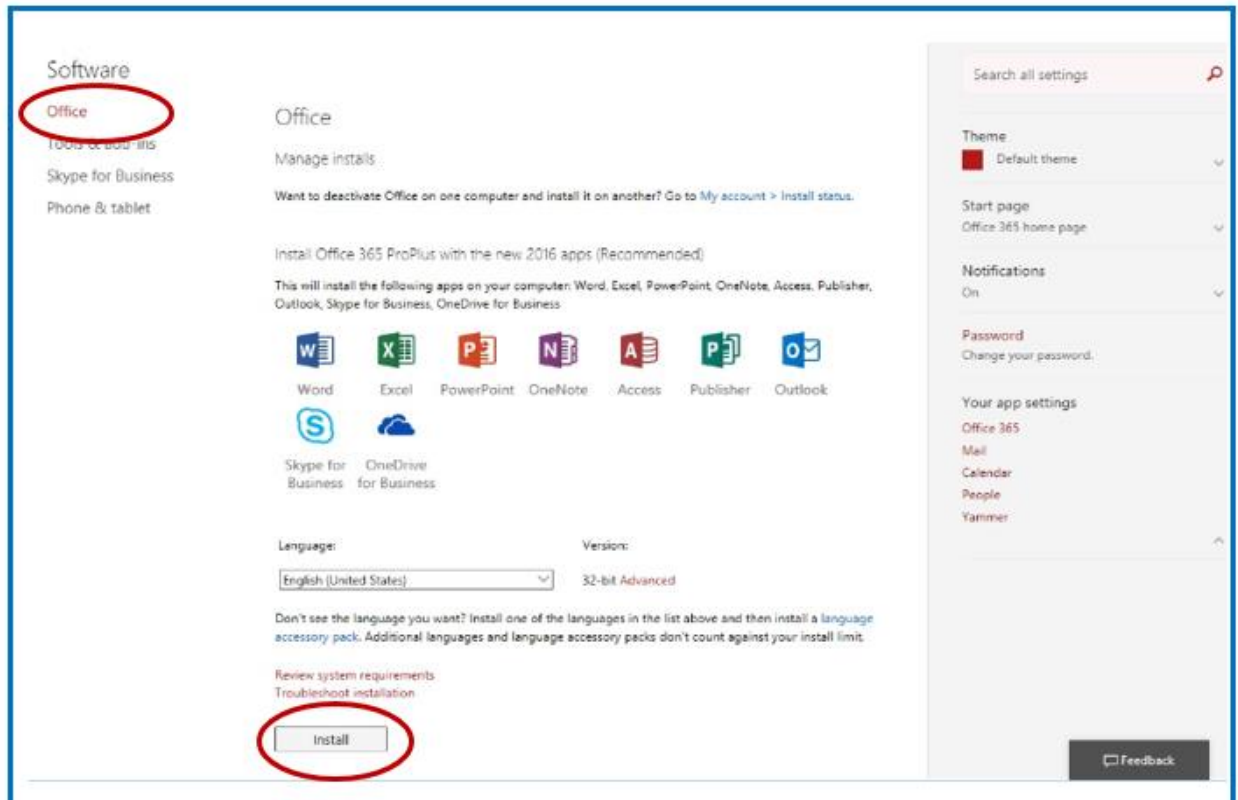**Step 4.** You will be taken to the "Settings" page. Select **Software.**

Step 5. You will see an "Install Status" screen. Select **Install Desktop Applications.**

Step 6. On the "Software" screen that appears, select **Office**, then select **Install.**

New Features

1. **Improved Coauthoring**-You can view other people's edits when coauthoring in Word, PowerPoint and One Note.
2. **Sharing**-You have the ability to share directly from your document by clicking a button.
3. **Multi-Device Access**-Office 2016 allows you to review, edit, analyze, and present your Office 2016 documents across any of your devices—including PC or Mac to Windows, as well as Apple and Android phones and tablets.
4. **Tell Me**- You tell Word, Excel, or PowerPoint what you want to do, and Tell Me will guide you to the command.
5. **Smart Lookup**- Smart Lookup uses terms you highlight and contextual information in the document to deliver search results from the web. You see this information within the document.
6. Forecasting- One-click forecasting turns your historical data into an analysis of future trends.
7. **Office Apps Optimized for Touch-**You can use touch for reading, editing, zooming, and navigation.

How to Use the New Features

A complete self-paced guide is available for new Office 2016 and Office 365 features.

You will find it on Lynda.com entitled, "Office 2016 and Office 365 New Features."