
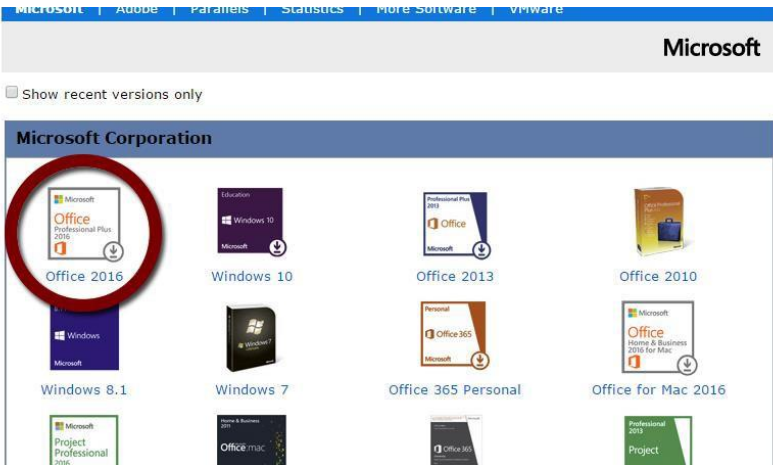


## How do I obtain MS Office 2016 from Central Campus?

Step	Procedure
1	<p><b>BEFORE YOU BEGIN:</b> We recommend uninstalling any prior versions of Office on your PC/Mac before installing the 2016 version. This avoids any possible version compatibility issues.</p> <p>Place the link below into your browser; then sign in with your <b>CalNet ID</b> and <b>Passphrase</b> when prompted.</p> <p><a href="http://ucbwah.onthehub.com/">http://ucbwah.onthehub.com/</a></p>
	
Step	Procedure
2	<p>Click on the <b>Microsoft Office 2016</b> icon.</p>
	

Step	Procedure
3	On the ensuing page, click <b>Add to Cart</b> <b>NOTE:</b> The copy should be <b>Free</b> for certified Haas Faculty, Staff and Students.

**Microsoft**

**Office Professional Plus 2016**

Microsoft Office 2016 helps you to do your best work – anytime, anywhere and with anyone. New, modern versions of the desktop applications, Word, Excel, PowerPoint, Outlook, and OneNote, are built for maximum productivity. You'll quickly produce professional documents with powerful authoring features, design controls for pixel-perfect layouts and new built-in Excel tools help you get more out of your data, faster and easier. You'll have access to your docs in the cloud whenever you need them. And with your documents stored online, it's easy to get your team on the same page. Just share, present and work together on projects with built-in team collaboration tools across the suite.

Choose a language: English

**Download**

[Office Professional Plus 2016 \(English\) \(Work At Home\)](#) **Free**

Available to: Faculty/Staff  
Backup media: Available in most countries

**Add To Cart**

[Privacy Policy](#) | [Safe Shopping](#)

Step	Procedure
4	When done, click <b>Check Out</b>

**Your Cart**

	Price
<a href="#">Office Professional Plus 2016 (English) (Work At Home) - Download</a> Date Added: 2015-10-20 10:31 AM Basic Access Guarantee (1 month) - Included 31 days of access to your download and/or key <a href="#">Learn more</a>	Free <input type="button" value="Remove"/>
<b>Subtotal: \$0.00</b>	

**Recommended For You**

<b>Extended Access Guarantee (24 months)</b> Upgrade all items in your order from Basic Access to Extended Access. The Extended Access Guarantee provides you with 24 months of access to your download(s) and/or key(s) for just a small fee. The Access Guarantee option <b>does not extend</b> the duration of time-limited licenses (if applicable). <a href="#">Learn more</a>	\$4.95 <input type="button" value="Add"/>
<b>Backup disc - Microsoft Office Professional Plus 2016</b> Show Details	English \$13.95 <input type="button" value="Add"/>

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v3.23.5180.222 (p2827956)

Step	Procedure
<b>5</b>	You will be given a License Agreement. Type in your <b>Username</b> and <b>Signature</b> (type name as shown below the signature box), and then click <b>I Accept</b>

**Student License Agreement**

This message applies to:

Product	Agreement Number	Enrollment Number
Office Professional Plus 2016 (English) (Work At Home) - Download	1234567	1234567

**IMPORTANT - READ CAREFULLY:** This Faculty / Student License Agreement (License Agreement) is issued to you and documents the transfer of the product license(s) listed below pursuant to your Institutions volume licensing agreement with Microsoft. This License Agreement is a legal agreement between you and Microsoft Licensing, GP ("Licensor"). For purposes of this License Agreement, the term "Software Product" shall mean the product(s) identified in Section 1 below, and the term "License" shall mean the right to make, use, or access a particular copy of the Software Product. The Software Product is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. The Software Product is licensed, not sold. By signing below you agree to be bound by the terms of this License Agreement.

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Date: Tuesday, October 20, 2015

Username\*:

Signature (type name)\*:   
Scott Adams



Step	Procedure
<b>6</b>	Fill out the contact information and click <b>Proceed with Order</b> .

Messages   **Order**   Profile   Receipt

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**Items** All prices are in US Dollars

	Amount
Office Professional Plus 2016 (English) (Work At Home) - Download <span style="font-size: small;">Basic Access Guarantee (1 month) - Included                      31 days of access to your download and/or key <a href="#">Learn more</a></span>	\$0.00
<b>Subtotal:</b>	<b>\$0.00</b>
<b>Taxes:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$0.00</b>

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

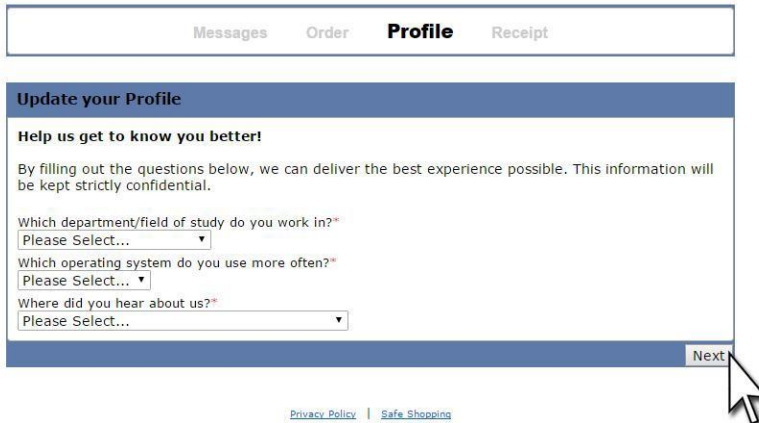
First Name* <input type="text" value="Scott"/>	Last Name* <input type="text" value="Adams"/>
Email* <input type="text" value="scott_adams@mba.berkeley.edu"/>	

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Step	Procedure
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<b>7</b>	You will be asked to fill out a short survey; click <b>Next</b> when done.
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Step	Procedure
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<b>8</b>	<p>Your Product Key should be displayed, and you may now download the software as well (click on <b>Start Download</b> button on the top right corner of your product confirmation box).</p> <p><b>Mac users:</b> You will need a Microsoft account in order to download and install the software. If you do not have a Microsoft account, <a href="#">click here to get a free account from the Microsoft site</a>.</p> <p><b>NOTE:</b> your Product Key is visible in your OnTheHub account for only <b>30 days</b>. After this time, should you need to view your product key again for any process (like a product re-installation) OnTheHub will require a fee.</p> <p>Upon checkout, you should find an option to extend the visibility of your key, but we <b>recommend saving a copy of the key in your files instead</b>.</p>
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