Deactivating an Installation of Office Professional Plus

1. Log into the Outlook Web App (OWA) by logging into MyFurman (https://my.furman.edu) and clicking on the Email button at the top.
2. In the top right-hand corner, find the gear icon and click it. One of the last options is **Office 365 settings**. Choose this option by clicking it.
3. Click **Software**, located between the “me” and “password” options.
4. A window will appear, with the list of your current installations of the Professional Plus suite obtained from the portal. It lists the computer name, operating system, and installation date for each. You will notice a **Deactivate** link beside each of them. Choose the one you wish to deactivate.

5. After clicking deactivate, a popup will appear, asking if you want to deactivate. Click **Yes**.

6. You have successfully deactivated an installation of Office Professional Plus. It will not remove the programs from that computer, but will require a product key on its next launch. If you decide later to reinstall the suite, refer to the directions on installing.