

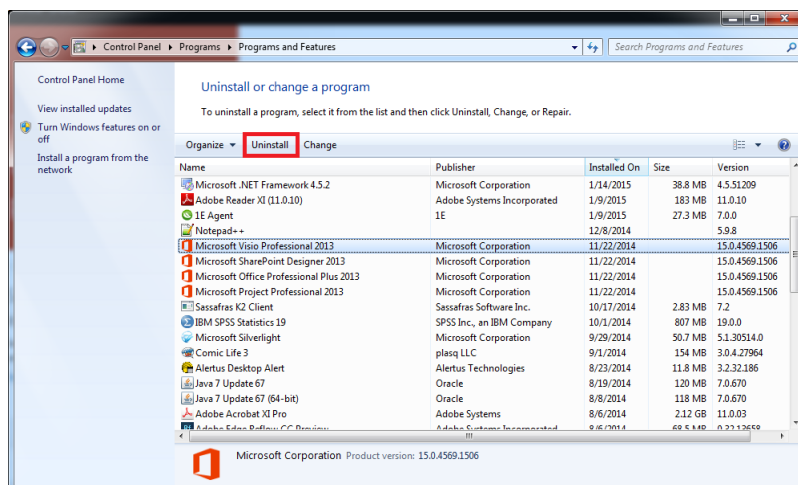
Office 365: Uninstalling Office and Deactivating Licenses

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If you decide to discontinue the use of one of your devices, get a new one, or decide you no longer want Microsoft Office installed, you can uninstall the applications and make available one of your free licenses to use on another device.

To Uninstall from a PC

1. Open the *Start* menu.
2. Click **Control Panel**.
3. Select **Programs**, or **Programs and Features**.
4. Select **Uninstall a program**.
5. Search for the Microsoft program you wish to uninstall and select it.
6. Click **Uninstall**.



To Uninstall from a Mac

1. Open *Finder*.
2. Select **Applications**.
3. Search for the Microsoft program you wish to uninstall.
4. Drag the program icon to the *Trash*.

Deactivate Licenses

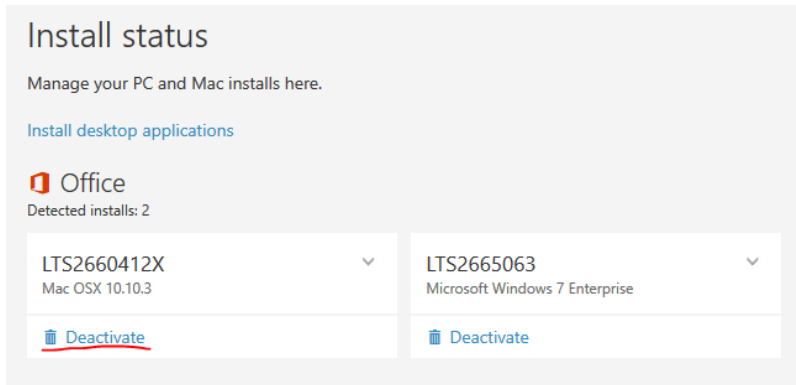
After you have uninstalled Microsoft Office from a device, visit the Office 365 homepage (sign in from

<https://office365.uwec.edu>) to deactivate the license used so it can be applied to another device.

1. From the homepage, click on the gear on the top bar.



2. Select **Office 365 settings** under the *My app settings* heading in the panel that pops up.
3. Click **Install status** on the left hand sidebar.
4. All of your current installations of the Office suite will be listed on this page. Click **Deactivate** on the install you are no longer using.

A screenshot of the 'Install status' page in the Office 365 settings. The page title is 'Install status' and the subtitle is 'Manage your PC and Mac installs here.' Below this, there is a link for 'Install desktop applications'. The main section is titled 'Office' and shows 'Detected installs: 2'. There are two install entries: one for 'LTS2660412X' on 'Mac OSX 10.10.3' and another for 'LTS2665063' on 'Microsoft Windows 7 Enterprise'. Each entry has a 'Deactivate' button with a trash icon. The 'Deactivate' button for the Mac install is underlined in red.

Install status

Manage your PC and Mac installs here.

[Install desktop applications](#)

Office
Detected installs: 2

LTS2660412X Mac OSX 10.10.3	LTS2665063 Microsoft Windows 7 Enterprise
Deactivate	Deactivate