CS 281 – Downloading Access 2016 from Microsoft Azure

Using your Bilkent mail you can download 2016 version of Access from Microsoft Azure. Microsoft Access only works on Windows operating systems; if you do not have access to a Windows PC, you may use a virtual operating system (you could make an online search about it, this document will not explain how to setup a virtual operating system).

If there is Microsoft Office installed on your computer, you may already have Access installed. Any version of Access will work for this course.

1. Go to the website of Azure for Education using the following link:
   https://azureforeducation.microsoft.com/devtools

2. Click on the “Sign In” button to login with your Microsoft account.
3. You will enter your email/password for your Microsoft account, you may already have a Microsoft account if you use Outlook etc., or you can create a new Microsoft account. If you are to create a new Microsoft account, you do not need to use your Bilkent email for this account.

4. When you login, you will need to verify your phone number, you may choose the SMS option.
5. Then you need to verify your academic email. You should use your Bilkent email at this step, it will send you an email with an activation link.

6. Click on the activation link that is sent to your email, or copy/paste it to your browser if the link is not clickable. (The link is much longer than the screen could show, be sure to copy it completely if it is not clickable.)
7. The activation link will send you to the Azure Education Hub.

8. Click on “Software” to list all available software.
9. Type “Access” to the search bar.

10. Choose “Access 2016”, it is better to use the “English” version since macro keywords are also translated in the Turkish version.
11. Use the “Download” button to download the ISO image of Access 2016 setup disc.

12. While it downloads click on “View Key” button to receive your license key. Do not share this key with anyone.
13. Open the folder that contains the downloaded file. In later versions of Windows, you are able to right click and “mount” disc images. If so, right click on the file and choose “Mount” option. Otherwise, you should search “how to mount iso file” for your system. It is also possible to write this disc image to a DVD.

14. After you mount the disc image, double click on the setup to start installing.
15. Wait until the installer finishes.

16. Close the installer at the end.
17. You should see “Access 2016” in the start menu, click on it to run Access for the first time.

18. It will ask you license key, enter the key that you received from Azure.
19. Click on “Install” to activate your key on this computer.

20. Click on “Accept”.
21. Now you are ready to create a new database.

22. Finally, you can right click the virtual disc and choose “Unmount” to remove the mounted disc image.