Office 365 - Installing on a personal Windows

This fact sheet provides guidance for University staff who want to install Microsoft Office for home use on a Windows PC or laptop. You can install the latest version of Office 365 ProPlus on up to five personal devices, allowing you to use applications such as Word, Excel and PowerPoint under the University’s Office 365 licence.

In order to use Office 365 ProPlus you will need your University of Aberdeen username and password as your installation is tied to your account. You maintain a valid software licence until you leave the university, after which the software will provide read-only access.

Once you start installing Office 365 ProPlus, you must keep your computer “awake” and online until the installation is complete.

After installation, Microsoft will check the validity of your Office 365 licence in the background every 30 days. This should require no further action on your part. However, occasionally you may be prompted to sign in again.

Installing Office 365 ProPlus

1. Open your internet browser and go to Outlook Web App: http://outlook.com/abdn.ac.uk.
2. Log in with your University username and password.
3. Click Office 365 (top left).
4. Click Install Office 2016.
5. Follow the prompts from your internet browser to run the installation.
   Note: You may also need to click Yes to allow changes on your PC.
6. You will then see a series of screens showing the progress of your installation.
7. Click Next at bottom right of the Welcome to your new Office message.
8. Office will continue installing in the background. A progress message will appear at the bottom right of the screen.

![Office is installing in the background (26%)](image)

9. Choose whether you want to join Microsoft’s *Customer Experience Improvement Program*, or select **No thanks** to opt out. Click **Accept** to agree to the Microsoft Office Licence Agreement.

![First things first.](image)

10. A short welcome video will start, click **Next** if you want to skip this.

11. Click **Sign in**. Type your University username (e.g. s01xy17), followed by @abdn.ac.uk – then click **Next**.

![Sign in and get the most out of Office](image)

12. At the next step, type your University password and click **Sign in**.

13. Click **Next** at the *Meet OneDrive* prompt.

14. Choose an Office background (or **No background**), and click **Next**.

![How would you like your Office to look?](image)

15. Click **Go online to take a look** if you would like an introduction to Office, or click **No thanks** to finish the installation.

![Take a look at what’s new.](image)

16. Please stay online as the installation progresses, and click **All done!** when finished.

17. Open your new Office applications from your **programs/apps list**.

18. You should see your Office 365 account logged in at the top right of each application. If not, click **Sign in** and enter your University username in the format abc012@abdn.ac.uk and password.