Office 365 - Installing on a personal Windows device

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.

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.

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

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

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.

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

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.