

What is Office 365 and how do I install it on my personal devices?

This fact sheet is for University staff and students interested in downloading Microsoft Office on personal devices.

While you are a **registered member of staff** with an **A3 or A5** licence or **registered student** at the University of Aberdeen, you can install the latest version of Office 365 on up to five personal devices, allowing you to use applications such as Word, Excel and PowerPoint under the University's Office 365 licence. It is available for PC, Mac and mobile devices, and also provides access to online versions of the Office applications.

In order to use Office 365, you will need your University of Aberdeen IT account *username* – in the format **username@abdn.ac.uk** – and password as your installation is tied to your account.

Your subscription will end when you leave the University or if your license changes to A1 as a result of your staff role changing. Find out more about [how Microsoft licensing is assigned at the University of Aberdeen](#).

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What is Office 365 ?

Office 365 is the latest version of Microsoft Office available for University of Aberdeen staff and registered students to install on personal devices including PC, Mac and mobile. It replaces any previous versions of Office that were available to download for home use. You will be required to sign in every 30 days to keep your subscription active.

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How is Office 365 different from the version on my University PC?

Office 365 is a subscription model. This means that while you are a registered member of staff with an A3 or A5 licence or registered student, the most recent version of the Office suite will be available at all times for download or upgrade. Currently, you can get:

- Windows – Office 365
- Mac – Office 2019

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Will I always be able to get Office 365 on my personal device?

No. Access to Office 365 is tied to your University of Aberdeen account. This means that after you leave the University, or if your license changes to A1 as a result of your staff role changing, the version of Office 365 on your computer will revert to read-only and you will lose access to the mobile apps. However, you can purchase an **Office 365 Personal** account if you wish to continue using it.

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Can I install Office 365 on my University-owned computer?

No - Office 365 is only for use on personal computers. If you wish to install the latest version of Office on a University-owned computer, please install this via the Software Center¹.

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How does the download work?

You download Office 365 via Outlook Web App (OWA) using your University email account. See our fact sheets for download and installation instructions on Windows and Mac.

For mobile devices the process is slightly different, see [Can I install Office 365 on my mobile device?](#)

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Can I install Office 365 on multiple devices?

You may download and install Office 365 on up to five of your personal devices; Windows, Mac or mobile.

Note: Every copy of Office 365 you install is connected to the University of Aberdeen through your Office 365 credentials, including access to all of the cloud services. The software is for your personal use so you should only install it on computers that you are personally using. Just as you would not share your University of Aberdeen account with others, **do not** share your University Office 365 access.

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How do I know how many installations I have left?

Log into Outlook Web App and click on the icon for your name at the top right of the screen. Choose My account to see **Install status** and how many installations you have remaining. Click **Install options** to see which computers you have installed Office on and deactivate any installations you no longer require.

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Can I install Office 365 on my mobile device?

You can install Office 365 mobile apps to access, edit and view Office documents on your mobile device. Each installation counts as one of your five devices and uses your University email account. Again, it is important that you do not share this with others.

See our other guides for help with installation of the Office 365 mobile apps.

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¹ Want to upgrade Microsoft Office on a University owned PC? Use the Software Center – from your University PC's Start Menu, select: All apps > Microsoft System Centre > Software Center.

Why do I keep getting a pop-up asking me to sign in again with my Office 365 account?

During installation, you sign in to Office 365 with your University email account details. Periodically, Microsoft will verify your Office 365 account in the background. This should require no further action on your part. However, occasionally you may be prompted to sign in again; failure to do so will result in the installed software reverting to read-only status, and loss of access to mobile apps.

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Is Office 365 different from other versions of Microsoft Office?

Office 365 installs the latest version of Office. If you're used to Office 2013 or 2016, Office 2019 or Office 365 look very similar.

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Further information and help

For help installing Office 365 , see our guides in [Toolkit](#).

Contact IT Service Desk: myit.abdn.ac.uk