

Office 365 - Installing on a personal Windows

This fact sheet provides guidance for University staff and students who want to install Microsoft Office for **home use** on a **Windows PC or laptop**. While you are a **member of staff** or **registered student** at the University of Aberdeen 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. **Your subscription will end when you leave the University.**

In order to use Office 365 ProPlus you will need your University of Aberdeen **IT account username** as your installation is tied to your account.



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 **Office Web App**: <https://www.office.com/?auth=2>

Type your University **username**, followed by **@abdn.ac.uk**
e.g. s01tad7@abdn.ac.uk, u99jb19@abdn.ac.uk, etc.

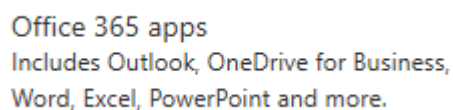
Type in your **password** and **Sign In**.

2. Click **Install Office** (top right)



Install Office ▾

3. Click **Office 365 apps**

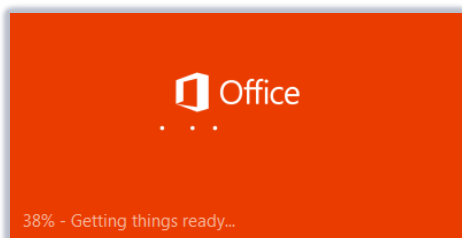


Office 365 apps
Includes Outlook, OneDrive for Business,
Word, Excel, PowerPoint and more.

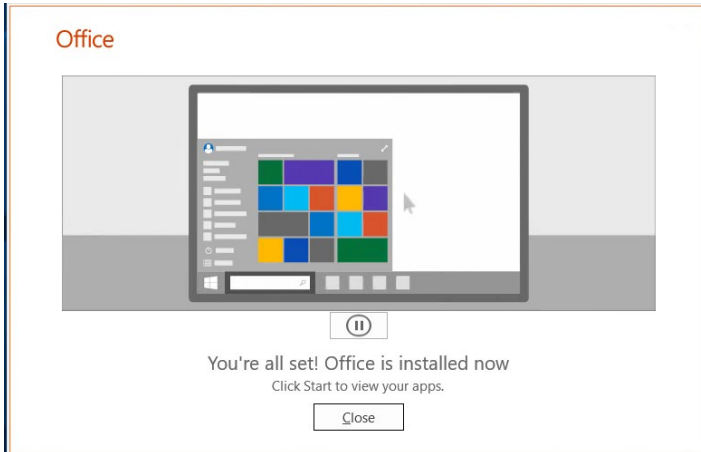
4. Follow the prompts from your internet browser to run the installation.

Note: You may also need to click **Yes** to allow changes on your PC.

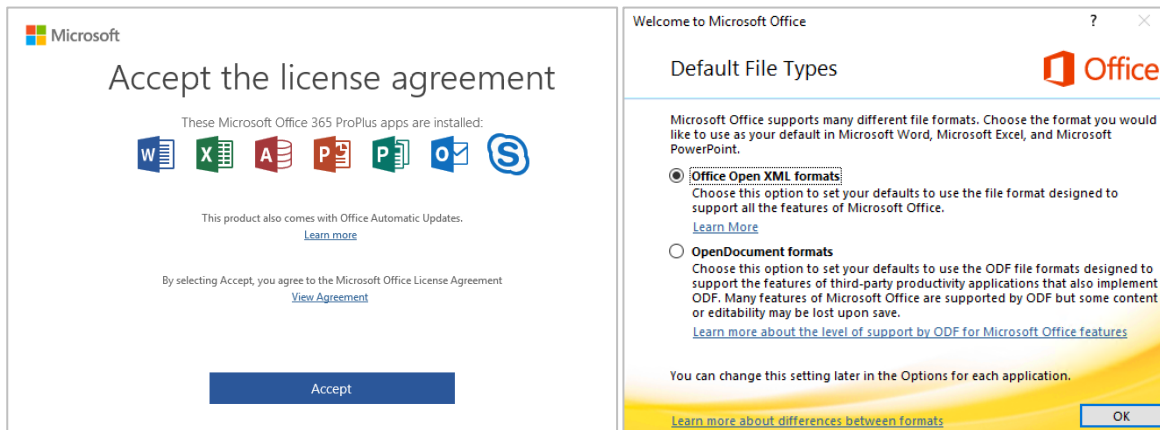
5. You will then see a series of screens showing the progress of your installation.



6. Once installed you will see the confirmation screen, click **Close**.



7. On the first start-up of an Office 365 application (Word, Excel, PowerPoint etc.) you will be asked to **Accept** the license agreement and **OK** the Default File Type (Use Office Open XML formats)



8. Click **Sign in** top right hand corner of the application



9. Sign in with your University **username**, followed by @abdn.ac.uk (e.g. s01tad7@abdn.ac.uk, u99jb19@abdn.ac.uk, etc.) and your University **password**.
10. You should now see your name at the top right of each application. You now have access to all the Office programs.

Help and Support

Contact IT Service Desk: <https://myit.abdn.ac.uk>