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. 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 email account details as your installation is tied to your account. If you are a member of staff you will also need to know your IT account username. 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. **Staff / Research Student** -
   Open your internet browser and go to Outlook Web App: http://outlook.com/abdn.ac.uk.
   Type your University **username**, followed by @abdn.ac.uk e.g. s01tad17@abdn.ac.uk
   Type in your **password** and Sign In.

2. **Undergraduate / Taught Postgraduate** –
   Open your internet browser and go to Outlook Web App: http://outlook.com/aberdeen.ac.uk.
   Type your **full email address** e.g. j.bloggs2.17@aberdeen.ac.uk
   Type in your **password** and Sign In.

3. **Click Office 365** (top left).

4. **Click Install Office apps**.

5. **Click Office 2016**

   **Office 2016**
   Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more.

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.**
   - **Staff / Research Student:**
     Type your University **username**, followed by *@abdn.ac.uk* e.g. *s01tad17@abdn.ac.uk*
     Click **Next**
   - **Undergraduate / Taught Postgraduate:**
     Type your **full email address** e.g. *j.bloggs2.17@aberdeen.ac.uk*
     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.

How would you like your Office to look?

- No Background
- Calligraphy

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.

Office has lots of great new stuff, and we’d love to show you around. Here’s a quick introduction on what’s new.

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

**Staff / Research Student:**
Enter your University username in the format s01tad17@abdn.ac.uk and password.

**Undergraduate / Taught Postgraduate:**
Enter your full email address e.g. j.bloggs2.17@aberdeen.ac.uk and password.