

Microsoft 365 - Installing on a personal Windows

This fact sheet provides guidance for University staff and students who want to install **Microsoft 365 for home use** on a **Windows PC or laptop**. 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 **Microsoft 365 Apps for enterprise** on up to five personal devices, allowing you to use applications such as Word, Excel and PowerPoint under the University's Microsoft 365 licence. **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](#)

In order to use Microsoft 365 Apps for enterprise you will need your University of Aberdeen **IT account username** as your installation is tied to your account.



Once you start installing Microsoft 365 Apps for enterprise, you must keep your computer "awake" and online until the installation is complete.

After installation, Microsoft will check the validity of your Microsoft 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.

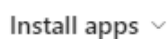
Installing Microsoft 365 Apps for enterprise

1. Open your internet browser and go to **Welcome to Microsoft 365 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.

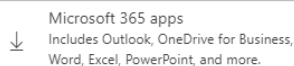
Type in your **password** and **Sign In**.

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



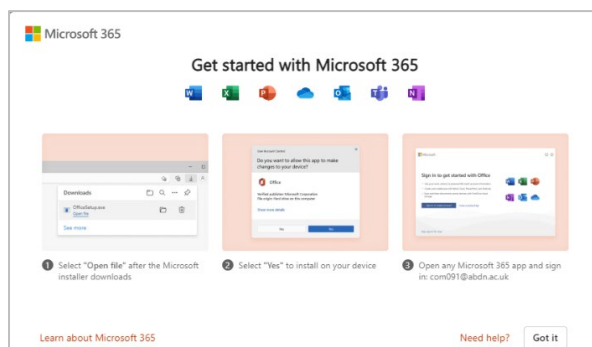
Install apps ▾

3. Click **Microsoft 365 apps**



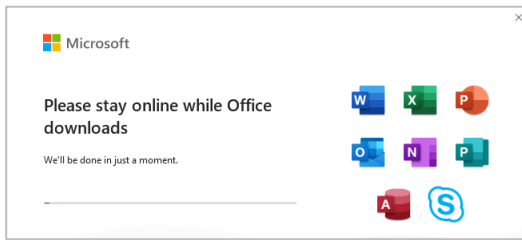
Microsoft 365 apps
↓ Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.

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

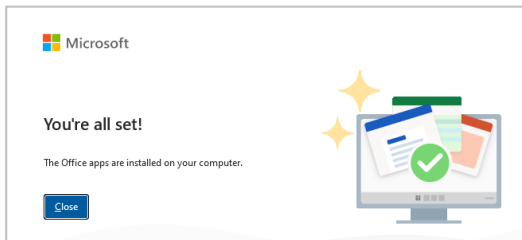


Note: You also need to click **Got it** to allow changes on your PC.

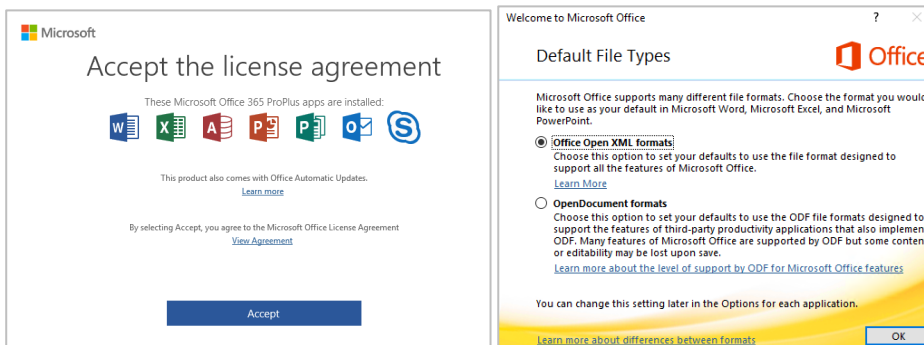
5. You will then see a series of screens showing the progress of your installation.



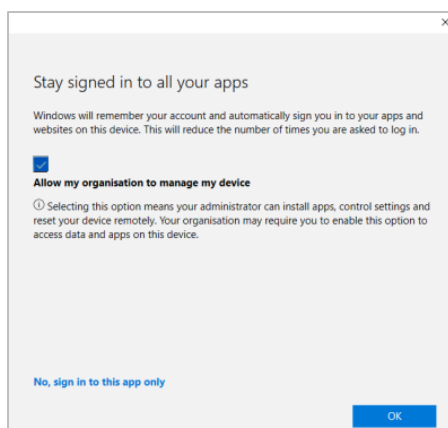
6. Once installed you will see the confirmation screen, click **Close**.



7. On the first start-up of a Microsoft 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 **Accept** button.
9. Deselect **Allow my organisation to manage my device** checkbox. Then click on **No, sign in to this app only**.



10. Click **OK**.
11. You should now see your name at the top right of each application. You now have access to all the Microsoft 365 apps.

Help and Support

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