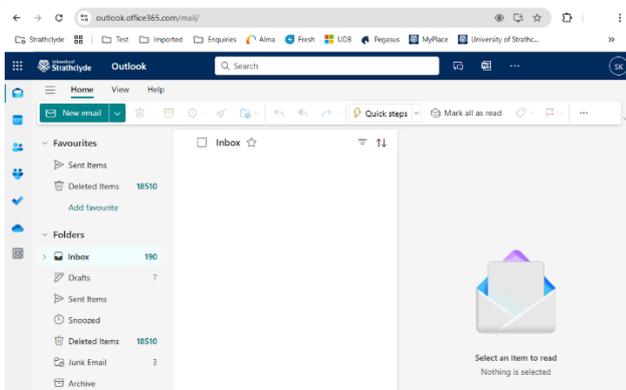


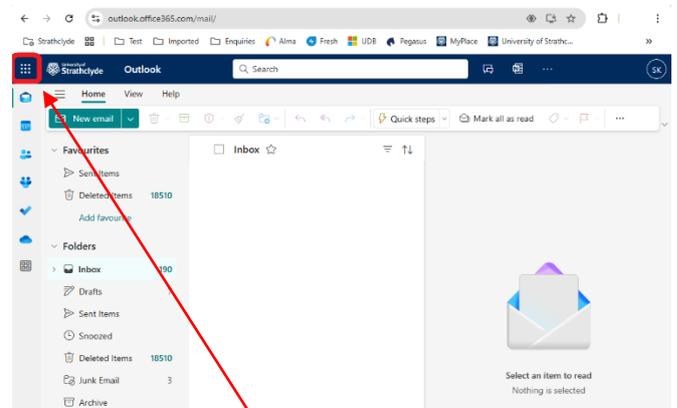
Downloading and Installing Office 365 ProPlus on Windows

You can download Office 365 ProPlus from your email account. The following instructions show the steps for downloading and installing on a Windows laptop. Different versions of Windows may vary slightly in layout but the process will remain the same.

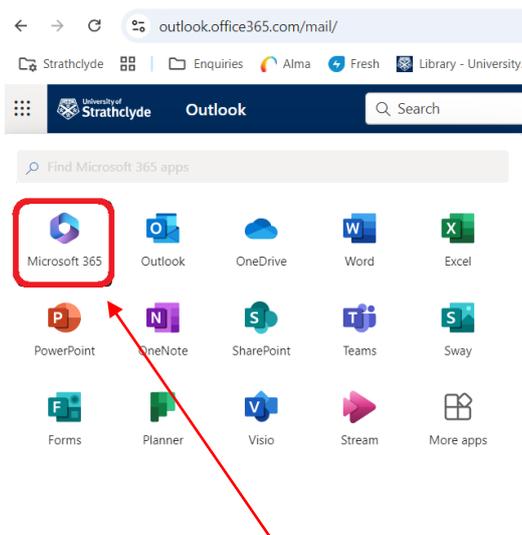


1. Login to your Strathclyde email account at

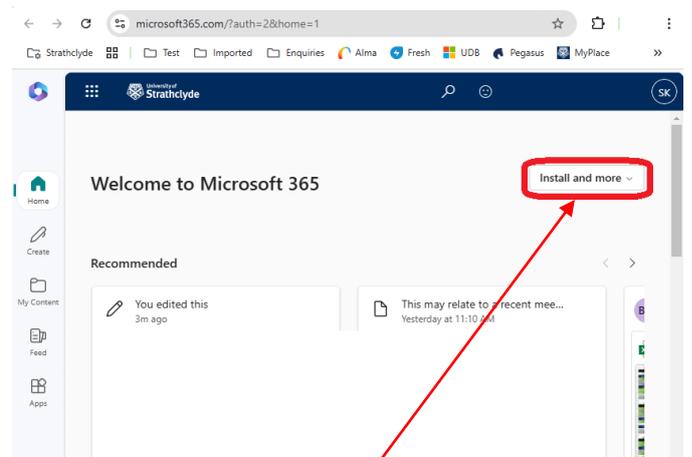
<https://outlook.office365.com/mail/>



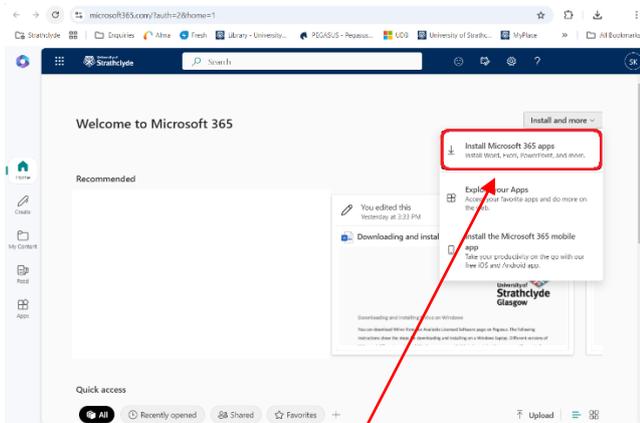
2. Click on the app launcher icon.



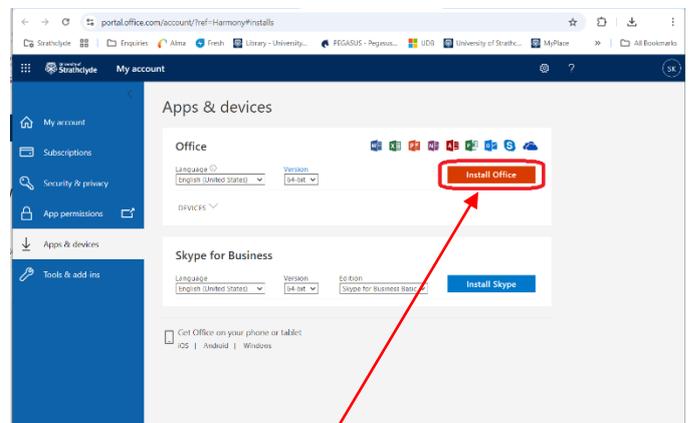
3. Click on the Microsoft 365 icon.



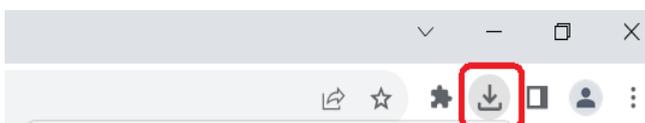
4. Click on the drop-down menu where it says Install and more.



5. Click on Install Microsoft 365 apps.



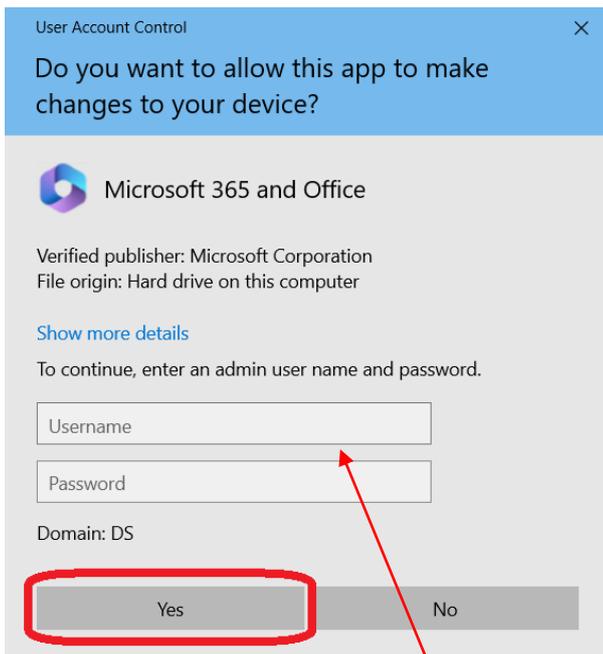
6. Click on Install Office.



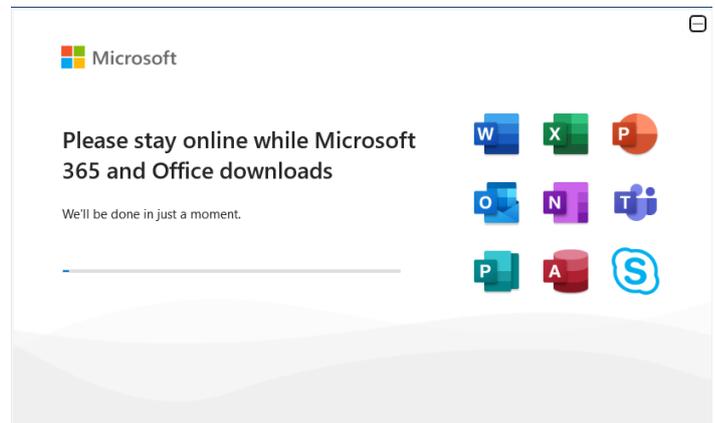
7. Click on the recent downloads icon in your browser.



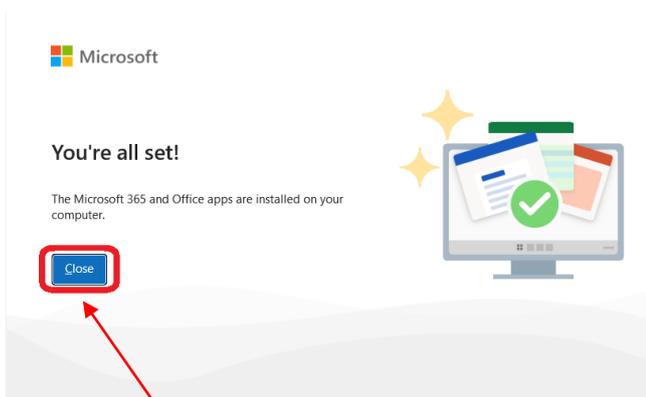
8. Double click on the Office Setup.exe file to open it.



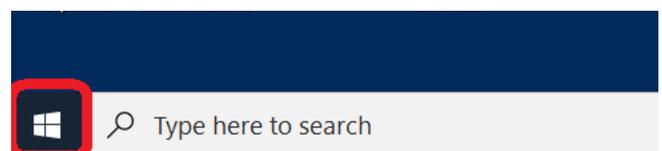
9. You may be asked to enter your device's admin username and password. If so, enter your details then select Yes.



10. Office 365 will begin downloading.



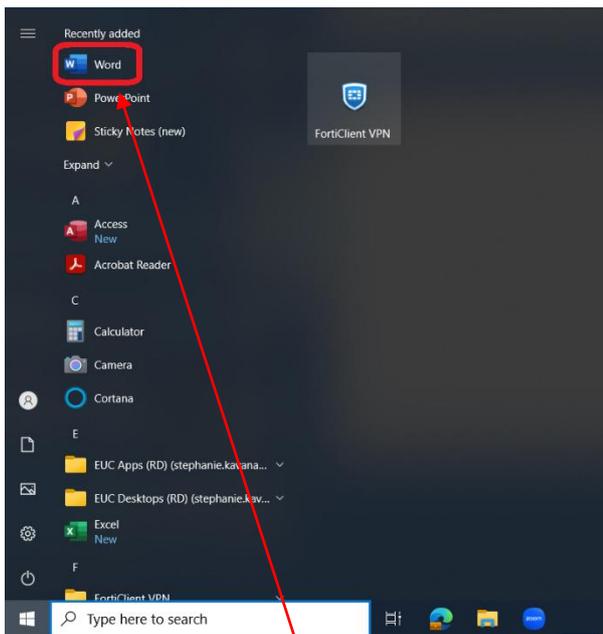
11. Click on Close.



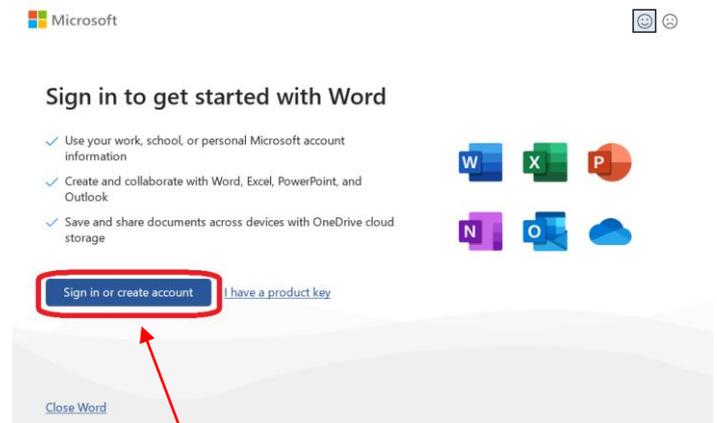
12. Click on the Windows Start menu icon.



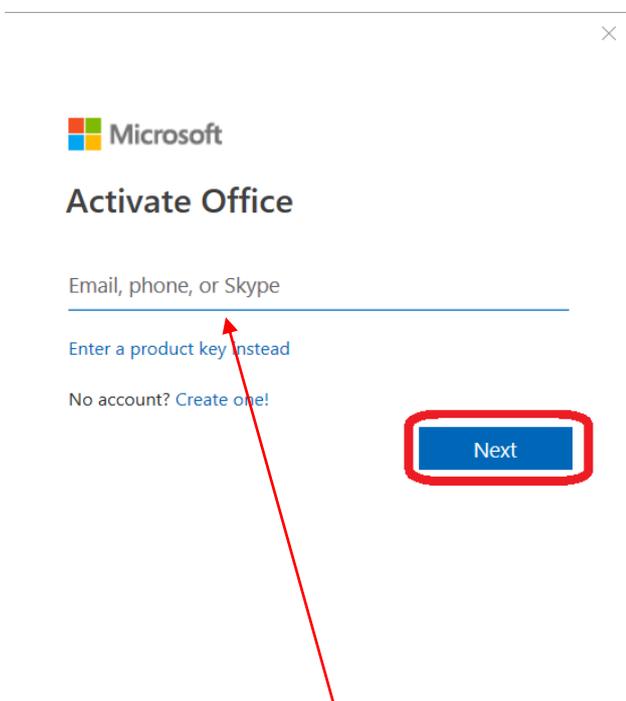
University of
Strathclyde
Glasgow



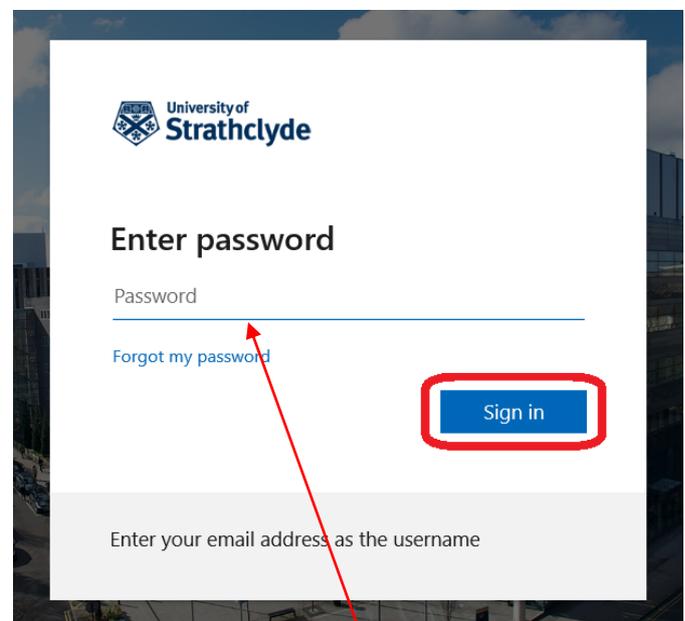
13. Open the Microsoft Word app.



14. Click on Sign in or create account.



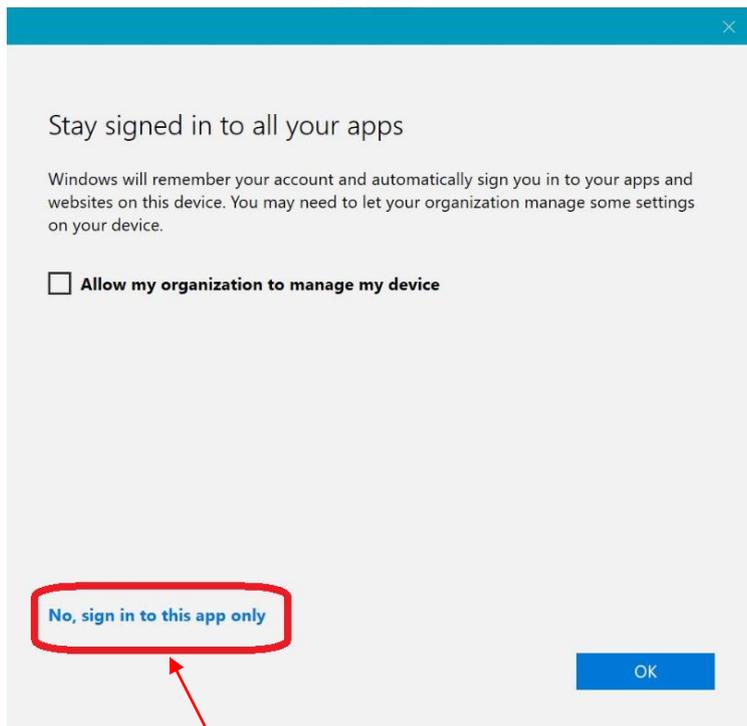
15. Enter your university email address.
Then click on Next.



16. Enter your university password. Then click
on Sign in.



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Glasgow



17. Click on 'No, sign in to this app only.'

Installation is now complete.

This software can be used while you are a registered student at the University. To validate the Microsoft Office license, the device must connect to the internet at least once every 30 days. When you are no longer a registered student the Office suite will enter a state of reduced functionality until you purchase a license from Microsoft.

Was this information helpful?

CONTACT US

Email: help@strath.ac.uk **Call:** 0141 548 4444