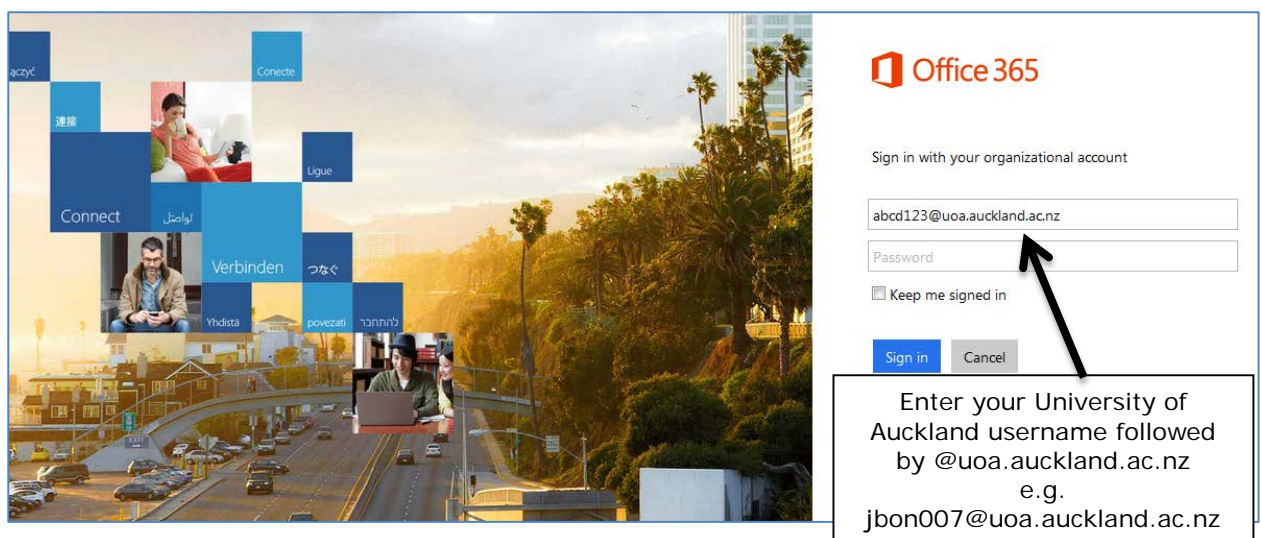


Download and Install Office 365 for Windows

- These instructions are for PC's or laptops with a Windows operating system.
- Check the [System requirements](#) before downloading Office 365.
- You can download Office 365 on up-to five devices (PC and MAC).
- Mobile devices (i.e. iPhone, iPad, Android phone, and Windows phone) have restrictions on the functionality of Office 365. To compare how different mobile devices work with Office 365 go to [Mobile Devices and 365](#). Mobile apps do not require a subscription, but may have other requirements.
- For more information refer to [Office on Mobile Devices](#) and [Set up and use Office 365 on your phone or tablet](#).

Downloading Office 365

1. Go to the <https://portal.microsoftonline.com>



Office 365

Sign in with your organizational account

abcd123@uoa.auckland.ac.nz

Password

Keep me signed in

Sign in Cancel

Enter your University of Auckland username followed by @uoa.auckland.ac.nz
e.g.
jbon007@uoa.auckland.ac.nz

2. Enter your University of Auckland username (identifier) followed by @uoa.auckland.ac.nz.

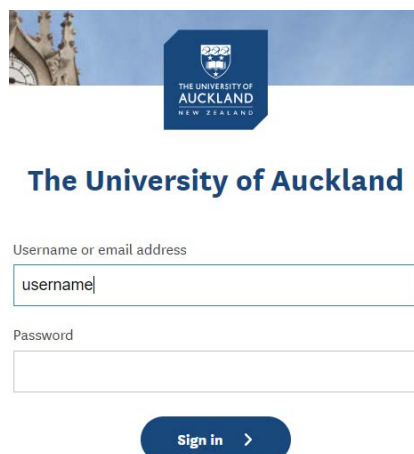
IMPORTANT

Although '[username@uoa.auckland.ac.nz](#)' looks like an email address, it is not. Microsoft uses '[username@uoa.auckland.ac.nz](#)' to verify that you are an enrolled student at the University of Auckland. **DO NOT USE YOUR STUDENT EMAIL ADDRESS.** Access will only work using the format: [username@uoa.auckland.ac.nz](#).

As soon as you tab or click outside the email address field you will be redirected to the University of Auckland login page.

3. The University of Auckland login page will open:

- Enter your username and Password
- Click the **Sign In** button



THE UNIVERSITY OF AUCKLAND NEW ZEALAND

The University of Auckland

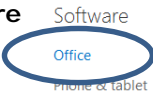
Username or email address

username|

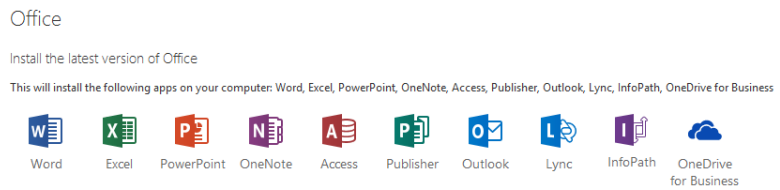
Password

Sign in >

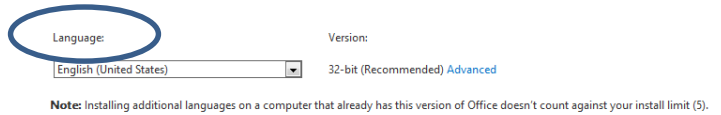
4. Go to **Settings**  > **Office 365 Settings** > **Software**.

Select the 'Office' if you are loading Office 365 onto a PC/laptop or MAC. 

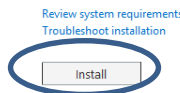
The following screen will be displayed.



5. Select the language.



6. Select Install.

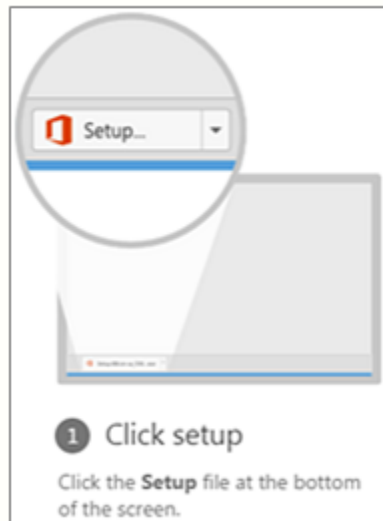


7. Depending on your browser, from the install pop up that appears, click **Run** (Internet Explorer), **Setup** (Chrome), or **Save File** (Firefox)

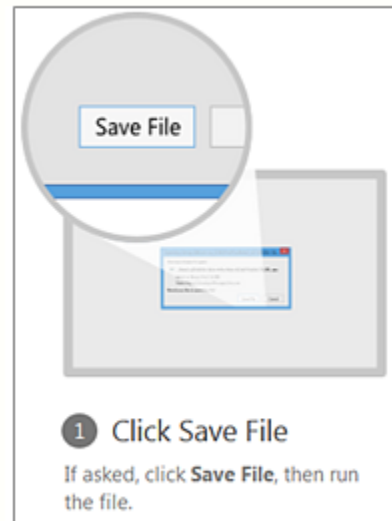
Internet Explorer



Chrome

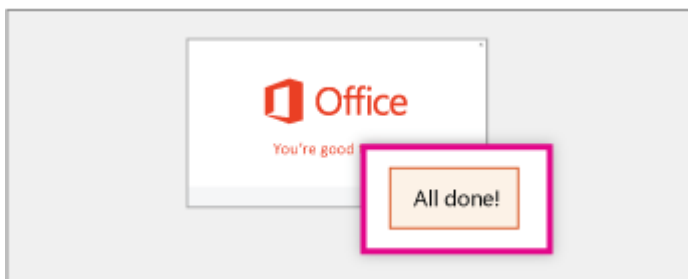


Firefox



8. Follow the prompts and accept the license agreement.

9. When you see "You're good to go", select **All done**.

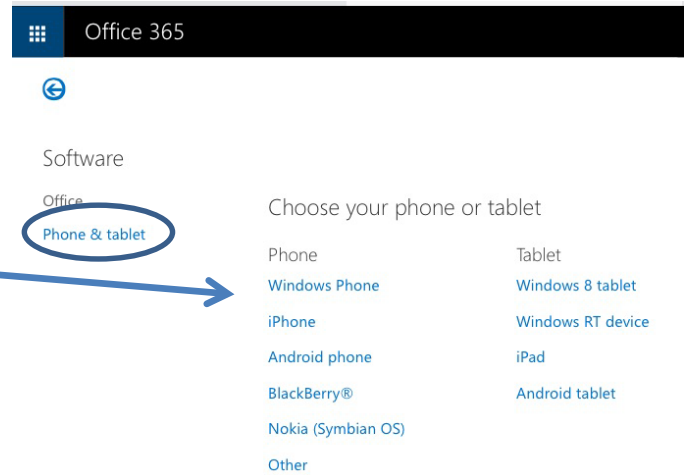


10. Now you are ready to start using Office.

If using a Phone or tablet device select 'Phone & tablet'.

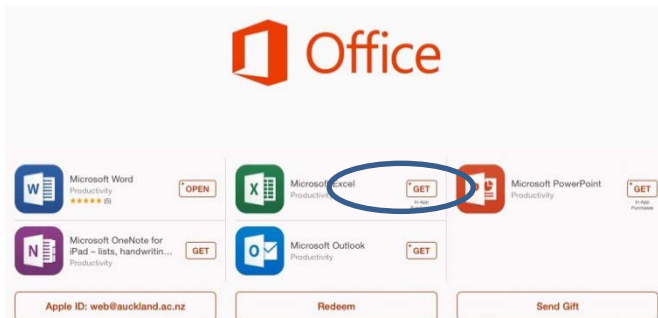
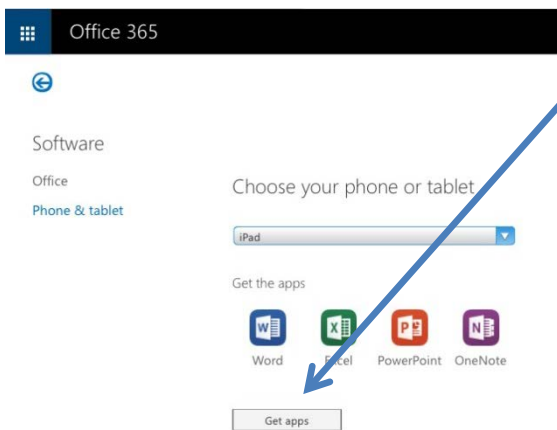
11. Select the mobile device you are downloading to.

12. Once the device is selected a list of available applications will be displayed for downloading (example for iPad below).



13. Select the 'Get apps'.

14. When you select 'Get apps', the 'Get Office on your iPad' will be displayed. Select 'Download on the AppStore'.

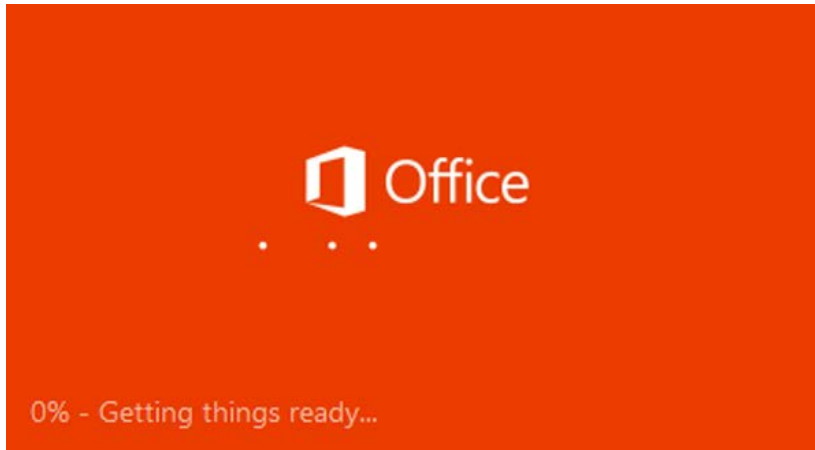


15. Select the GET next to the APP to be downloaded.

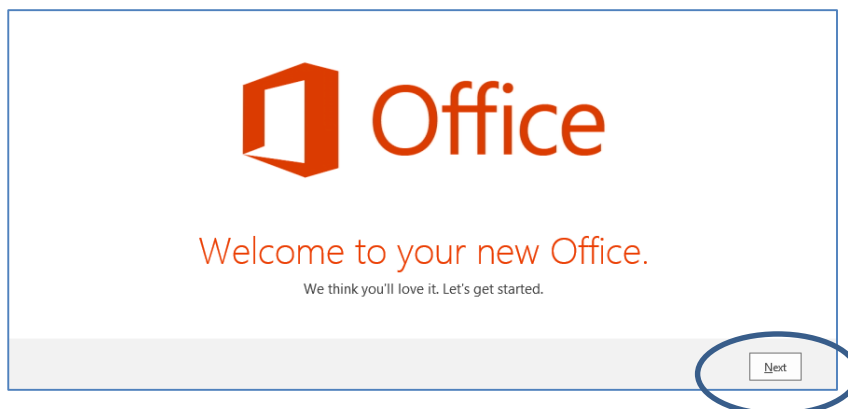
Installation of Office 365

NOTE Office installs the 32-bit version on your PC by default, even if your computer is running a 64-bit version of Windows. If you are unsure which version of Office you should install, see [Which version is best for me?](#)

Once you have selected Run the installation process will begin:



The Welcome to your new Office screen will open. Click on the Next button.



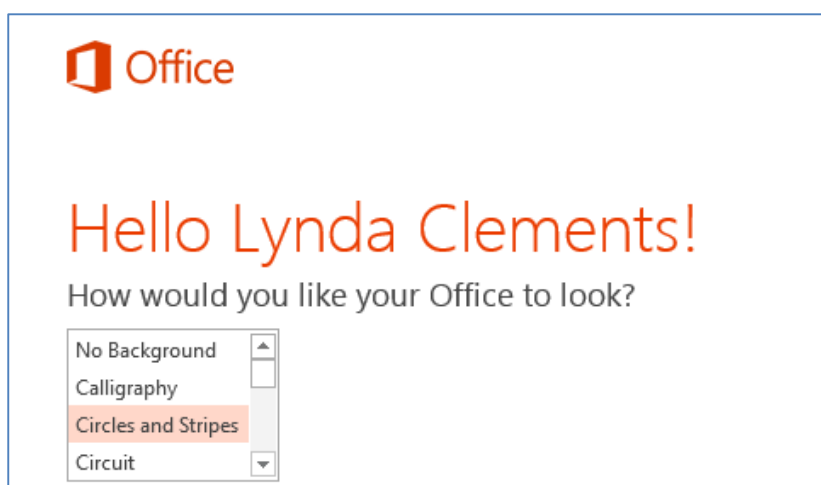
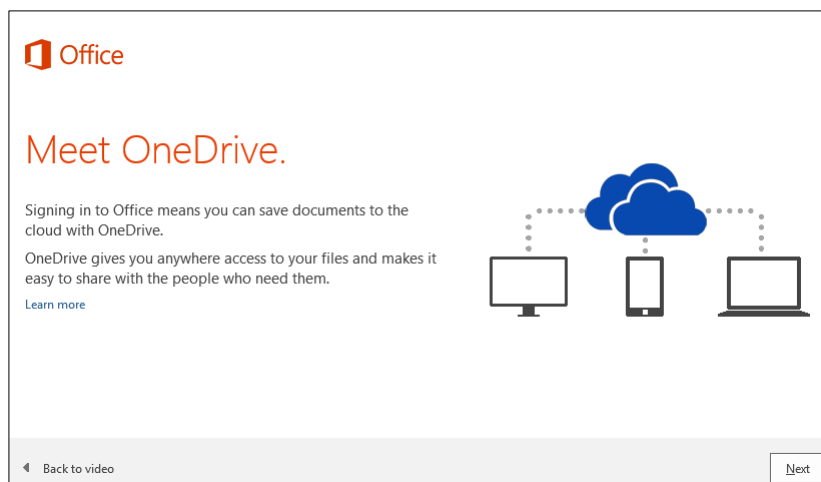
Office will install in the background.

1. Accept the license agreement when displayed.
2. Click Next.

Office is installing in the background (28%) ×

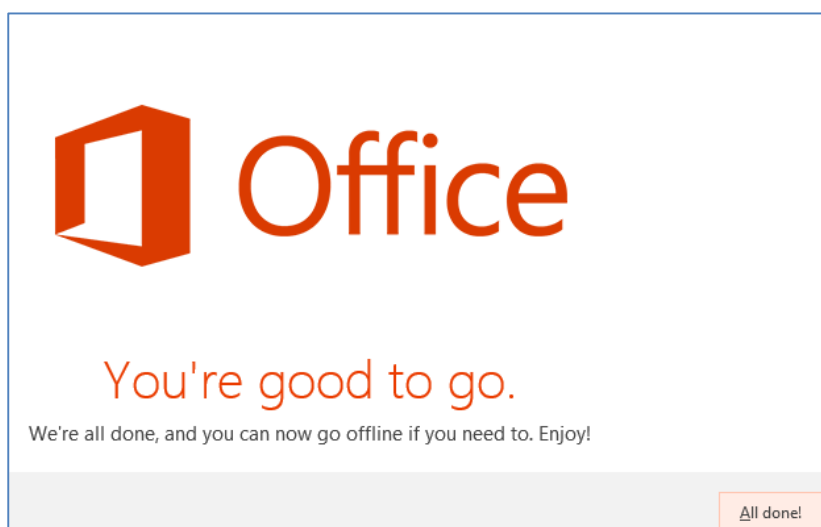
You can use your programs now, but please don't go offline or restart your computer.





You will be notified when Office is installed and read for use.

3. Click 'All done' to finalise the installation.



In the Windows 8 start screen or on the Windows 7 start menu, type the name of the Office application you want to use, like Word, and open it. See [Can't find Office applications in Windows 8?](#) if you need help finding the apps after installing Office.

Activation/Deactivation of Office 365

As a currently enrolled University of Auckland student you have free access to Office 365. Authentication is required to verify your status with the University. You will be prompted to Activate your Office subscription.

Activating Office 365

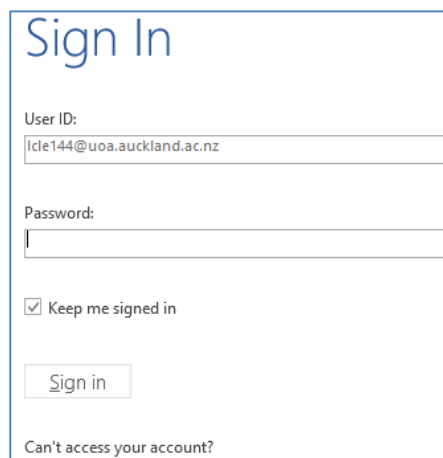
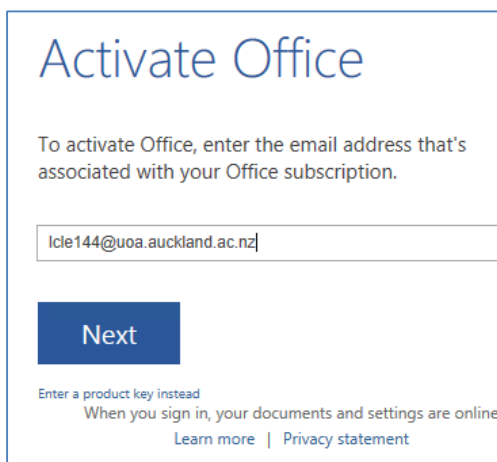
1. When you are prompted, enter **your username followed by @uoa.auckland.ac.nz** (as below). Click Next.

IMPORTANT

Although this looks like an email address, it's actually Microsoft's way of authenticating that you are an enrolled student at the University of Auckland.

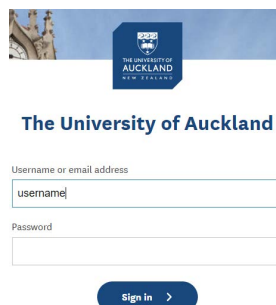
DO NOT USE YOUR STUDENT EMAIL ADDRESS. Access will only work using the format: **username@uoa.auckland.ac.nz**.

2. You will need to Sign In using the format **username@uoa.auckland.ac.nz** address and enter your University of Auckland password.



3. The University of Auckland login page will open:

- Enter your username and Password
- Click the Sign In button

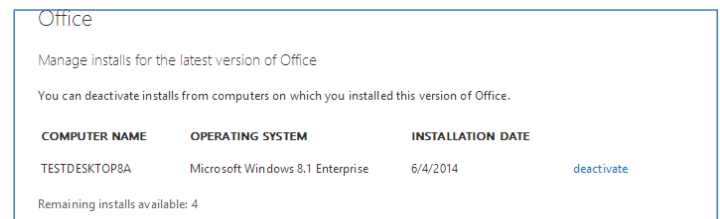
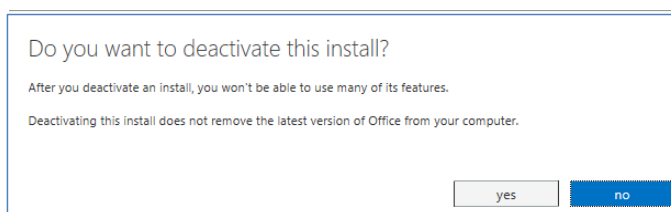


Deactivating installations

To remove Office 365 from a device you need to **deactivate** it first.

You can deactivate an installation from the Microsoft 365 portal

<https://portal.microsoftonline.com>.



COMPUTER NAME	OPERATING SYSTEM	INSTALLATION DATE	
TESTDESKTOP8A	Microsoft Windows 8.1 Enterprise	6/4/2014	deactivate