Download and Install Office 365 for Windows

- These instructions are for PC's or laptops with a Windows operating system.
- Check the <u>System requirements</u> before downloading Office 365.
- You can download Office 365 on up-to five devices (PC and MAC).
- You must connect to the Internet at least once every 30 days. If you don't connect within 30 days, Office 365 ProPlus goes into a reduced functionality mode.

Steps to Get your Free Microsoft Office Pro Plus Software

- 1. GO TO http://aka.ms/UCRGetOffice365
- 2. **CLICK**



- 4. You **MUST** enter your Student.ID@students.swinburne.edu.my email address so Microsoft can check your eligibility!
- 5. CHECK YOUR email account

Office 365 ProPlus Installation Guide for Windows

To install the newest version of the Office through the Microsoft Student Advantage program, follow the instructions below. If you have any questions, please contact the ITS helpdesk.

1. Log in to your Office 365 account



2. Choose Settings from the top-right menu



3. Choose Office 365 Settings

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|-------------------|----|
| Edit page | |
| Add an app | |
| Site contents | |
| Site settings | |
| Office 365 settin | gs |
| | |

4. Choose Software



5. The page will default to the "Office" options. Click the Install button to install the last version of Office.

 The default installation is 32-bit. If your computer has a 64-bit operating system, Microsoft and ITS recommend the 32-bit installer. If you need the 64-bit installer, click on "advanced" under versions and select 64-bit option.

| software | |
|--|---|
| SOTTWATE Office tools & add-ins desktop setup phone & tablet | Office Isal the latest version of office The version of the version of the following programs on your computer: Word, Excet, PowerPoint, OneNote, Access, Publisher, Outdook, Lync, InforParta Image: |

6. Choose Run or Save

| Do you want to run or save Setup.X86.en-us_O365ProPlusRetail_ca680e89-c72a-40e4-b116-d7761d1e7e38_TX_PRexe (558 KB) from c2rsetup.officeapps.live.com? | | | | | |
|--|-----|------|---|--------|--|
| | Run | Save | - | Cancel | |
| | | | | | |

Information Technology Services Unit

7. The streaming installation will begin.



8. A video will display to explain the new features of Office 365 ProPlus. While the video plays, the installation will continue in the background until the software has been fully installed. You can use the basic features immediately, but do not go offline or restart your computer until the installation is complete.

× Office is installing in the background (64%) You can use your programs now, but please don't go offline or restart your computer.

Questions?

We're here to help. Submit a support request or contact the ITS Service Desk at 5000.