Download and Install Office 365 for Windows
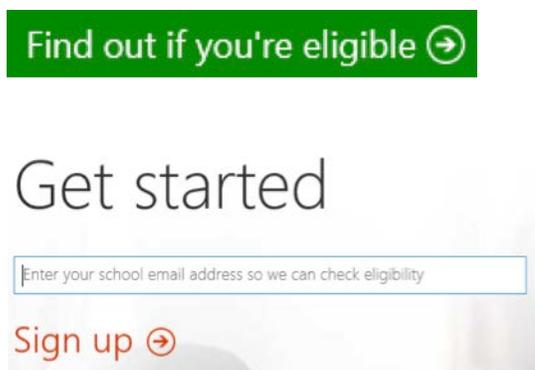
- These instructions are for PC's or laptops with a Windows operating system.
- Check the System requirements before downloading Office 365.
- You can download Office 365 on up-to five devices (PC and MAC).
- You must connect to the Internet at least once every 30 days. If you don't connect within 30 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**

3.

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

5. **CHECK YOUR email account**

<u>Office 365 ProPlus Installation Guide for Windows</u>

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.
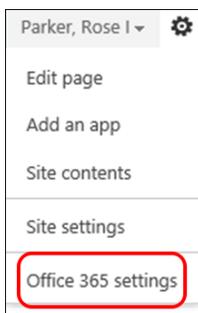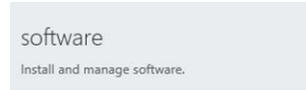
1. Log in to your <u>Office 365</u> account

2. Choose Settings from the top-right menu
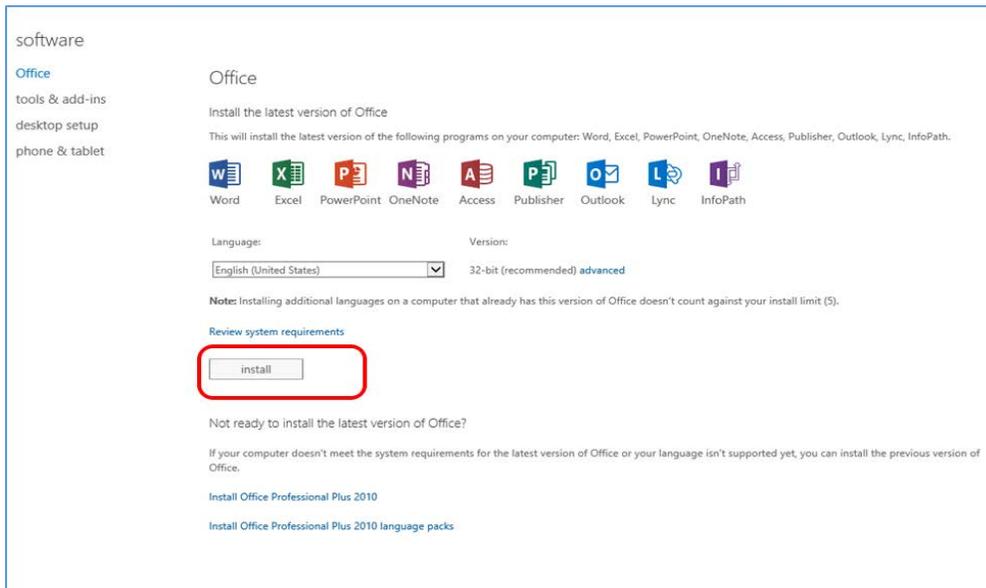

3. Choose Office 365 Settings

4. Choose Software

software
Install and manage 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.
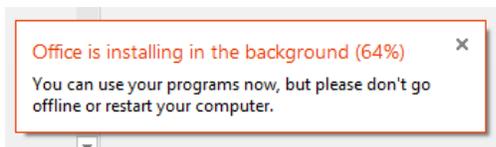

6. Choose Run or Save

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.

Questions?

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