

How do I get my student copy of Office 365 Pro Plus?

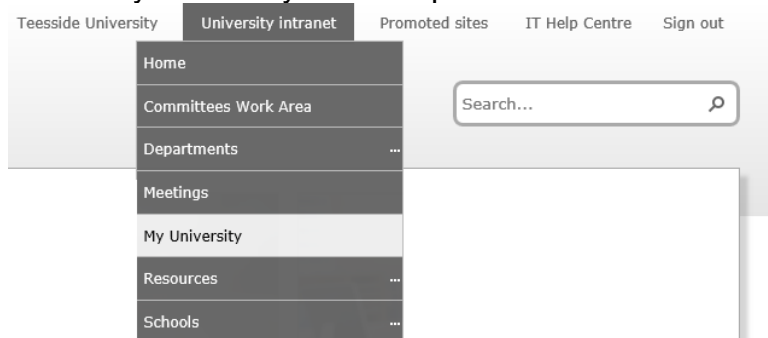
Teesside University will provide Microsoft Office 365 Pro Plus for students at no cost via the Microsoft Student Advantage program.

This agreement between Teesside University and Microsoft allows us to provide current students with the latest version of Microsoft Office Pro Plus on student devices.

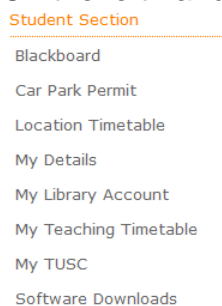
Only current students are eligible to download and install Office 365.

1. Sign in to <http://unity.tees.ac.uk>

2. Select My University on the top ribbon



3. On the left hand side select Software Downloads.



4. Click on Sign Up to apply for the Microsoft Office 365 Pro Plus license.

Software	Short Description	Restricted To	Guide	Package
O365	Signup page for Office 365 which is FREE to current Teesside University staff and students. Office works on Windows and OS X and also mobile devices.	Staff, Students	Download	Sign Up

You will need to wait **24 hours** for the license to apply before continuing.

You will not receive an email regarding licence activation or where to download, follow the current guide below to install software.

Installing Office 365 on a windows PC.

**Before starting, you must uninstall previous versions of Microsoft Office.
By default, the 32-bit version will be installed.**

1. Sign in to <https://mymail.tees.ac.uk> with your username and password.
2. Click on the cog icon at the top right hand side and click Office 365 settings.



3. On the Right hand side click Software.

[Software](#)

Install software.

4. Select your language

Language:

Version:

English (United States)

32-bit (Recommended) [Advanced](#)

5. Click on the install button, this will download a small program to your PC, double click the program and follow the on screen prompts.



6. Once installed you will be required to activate your office installation. Open any office application (Word, Excel, Powerpoint, etc.)
In the top right hand corner click Sign In

[Sign in to get the most out of Office](#)

[Learn more](#)

7. Enter your email address (i.e. x12345678@live.tees.ac.uk) and click next,
8. Type in your student password and click sign in.



Congratulations! Office has installed and you are ready to use Office for Windows.

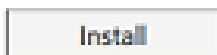
Installing Office on a Mac

Before starting, you must uninstall previous versions of Microsoft Office.

1. Select your language



2. Click on the install button, this will download MicrosoftOffice2011.dmg



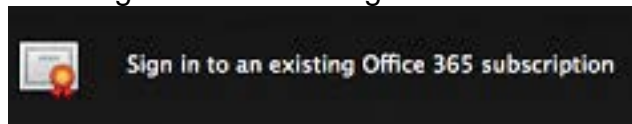
3. Double click MicrosoftOffice2011.dmg.



4. Double click Office Installer and follow the on screen prompts.



5. Click Sign in to an existing Office 365 subscription.



6. Enter your email address i.e. x1234567@live.tees.ac.uk and click next enter your university password and Sign in. Enter your personal details.



7. Click the options below and click Continue and then click Done.



Congratulations! Office has installed and you are ready to use Office.

FAQ

What is included with Office 365 Pro Plus subscription license?

- Office 365 Pro Plus for PC (Office 2013 Pro Plus base applications)
- Office 365 Pro Plus for Mac (Office 2011 for Mac base applications)
- Office Mobile for iPhone
- Office Mobile for Android

How many machines/devices can I run this subscription on?

Each subscription license allows you to run Office on up to five machines - Mac or PC. You can also run Office Mobile for Android or Office Mobile for iPhone on up to 5 mobile devices.

Is this a full version Office and available for offline use?

Yes, this is full Office on the PC, Mac, iPhone, and Android platform and all are available for offline use.

What applications come with Office 365 Pro Plus for PC?



- Word
- Excel
- PowerPoint
- OneNote
- Lync
- Access
- Publisher
- Outlook
- InfoPath

What comes with Office 365 Pro Plus for Mac?



- Word
- PowerPoint
- Excel
- Outlook

What comes with Office Mobile for iPhone and Android

Word Mobile

Excel Mobile

PowerPoint Mobile

OneNote and Lync Mobile available as separate download

NOTE: You need to download the Apps from the Apple Store/ Play Store and then Sign into the App with your University email address i.e. x1234567@live.tees.ac.uk and click next then enter your University password.

For information on Office Mobile Apps See [here](#).

What are the PC requirements for Office 365 Pro Plus?

Operating System

- Windows 7
- Windows 8
- Windows 10

NOTE: 32-bit Office can be installed on 32-bit or 64-bit operating systems and 64-bit Office can only be installed on 64-bit operating systems.

Computer and processor

- 1 GHZ or faster x86 or 64-bit processor with SSE2 instruction set.

Memory

- 1 GB RAM (32-bit)
- 2 GB RAM (64-bit) recommended for graphics features, Outlook Instant Search, and certain advanced functionality.

Disk space

- 3 gigabytes (GB)

Monitor resolution

- 1024 x 768

What are the Mac requirements for Office 365 Pro Plus?

Computer and processor

- A Mac computer with an Intel processor.
- DVD drive or connection to a local area network (if installing over a network).

Operating System

- Mac OS X version 10.5.8 or later.

Memory

- 1 GB of RAM recommended.

Disk space

- 2.5 GB of available hard disk space.
- HFS+ hard disk format (also known as Mac OS Extended or HFS Plus).

Monitor resolution

- 1280 x 768 or higher resolution monitor

What are the iPhone requirements for Office Mobile for iPhone?

iPhone 4

iPhone 5

iPhone 5s

iPod Touch 5th generation

All devices above must be running iOS 6.1 minimum

What are the Android requirements for Office Mobile for Android?

Android OS 4.0 or greater

Android touch enabled smartphones only

Do students have to sign into Office 365 to use any of these applications with Office 365 Pro Plus?

Yes, a valid Office 365 Pro Plus license tied to a valid Office 365 login for students is required to enable any of the four Office 365 Pro Plus features.

How long can a student use Office 365 Pro Plus?

Students can use Office 365 until they graduate or are no longer attending Teesside University. At that point, we must disable their Office 365 Pro Plus license.

Deactivate an installation on either a PC or a Mac:

If you've already installed the latest version of Office with Office 365 on five computers that you use and you want to install Office on a sixth computer, you can do that by first deactivating an installation on one of your current computers.

Go to Software > Office. Click Deactivate next to the computer you want to deactivate the installation from.

Troubleshoot your Office installation:

When you're installing, you may get a "Something went wrong..." error. Or, if you get some other error, see [General troubleshooting for installing Office 2013 and Office 365](#).

How you get the latest version of Office is different from Office 2010 or Office 2007. The latest version of Office with Office 365 is offered as a subscription. Also the Office applications are packaged together for faster download and installation. Once you've installed Office, you can remove the short-cuts to the applications that you don't need. You can also use Office 365 with [Office 2010](#) or [Office 2007](#) or [Office for Mac 2011](#).

Where can I get training on Office 365 Pro Plus?

There is some excellent end user training on Office 2013 here.

There is some excellent end user training on Office for Mac 2011 here:

[Excel 2011 / Outlook 2011 / PowerPoint 2011 / Word 2011](#)

Some end user help guides on Office Mobile for iPhone [here](#).

Some end user help guides on Office Mobile for Android [here](#) and [here](#).