

How do I get my student copy of Office 365?

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.

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) <input type="button" value="v"/>	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,

- 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.

- Select your language

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

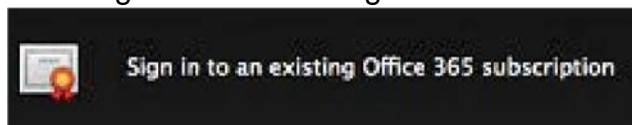
- Double click MicrosoftOffice2011.dmg.



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

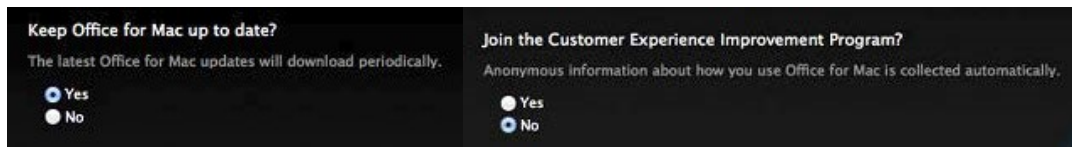


- Click Sign in to an existing Office 365 subscription.



- 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.

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



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

FAQ

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
- Access
- Publisher
- Outlook

What comes with Office 365 Pro Plus for Mac?



- Word
- PowerPoint
- Excel
- Outlook