

Office 365 Windows Installation Guide

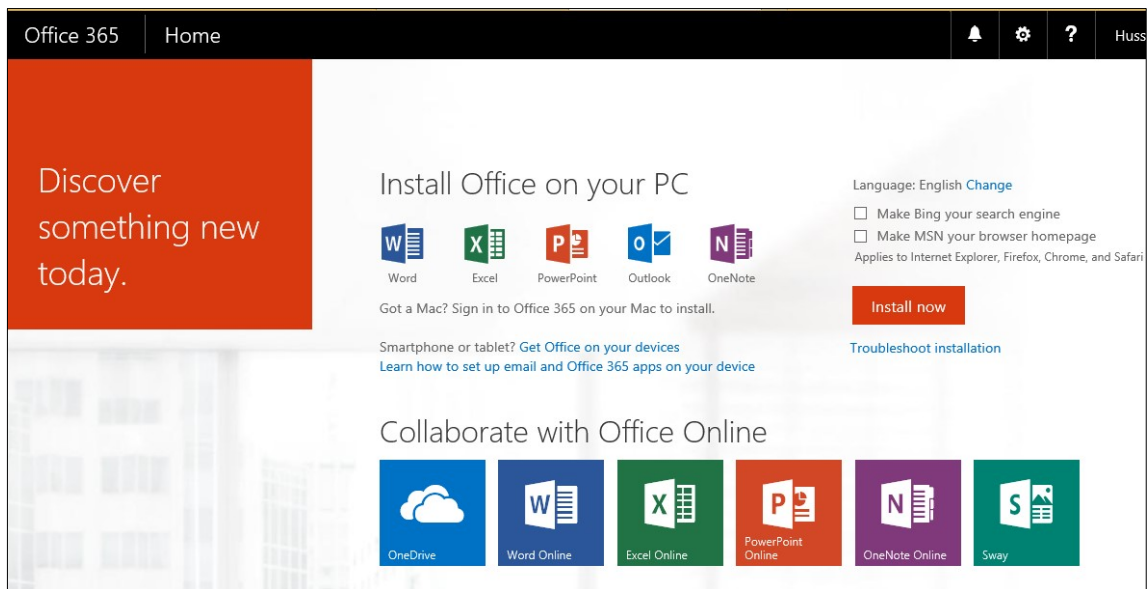
As a staff member at Teesside University, you are eligible to download and install Office 365 Office apps on five computers (PC & Mac) and five mobile devices (Smartphone, Android, iPad and Windows tablet).

Office 365 will update automatically, meaning you will always have the latest version with the new features. Some of the applications available to you are:

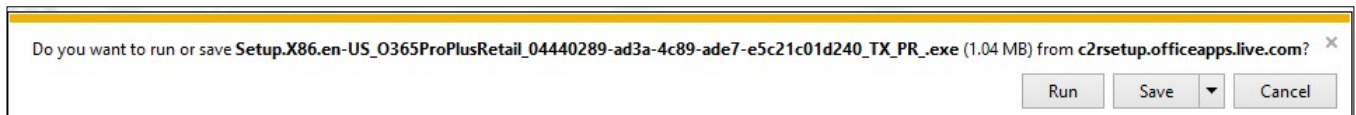


OFFICE 365 INSTALLATION

- 1) Uninstall all previous versions of Microsoft Office
- 2) Using Internet Explorer type in the following: <https://login.microsoftonline.com>
- 3) Type in your University email address and you will be directed to the screen below. Please note if you are accessing this from home, you will be asked to enter your University password.



- 4) Click the **Install now** button and a pop-up box will appear at the bottom of the browser window, as seen below:



- 5) Click on the **Run** button and follow the onscreen instructions.
- 6) Once the installation has been completed, you will see the confirmation below; click **All Done** and you are now ready to use the applications.

