

## 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 also five mobile devices (Smartphone, Android, iPad and Windows tablet).

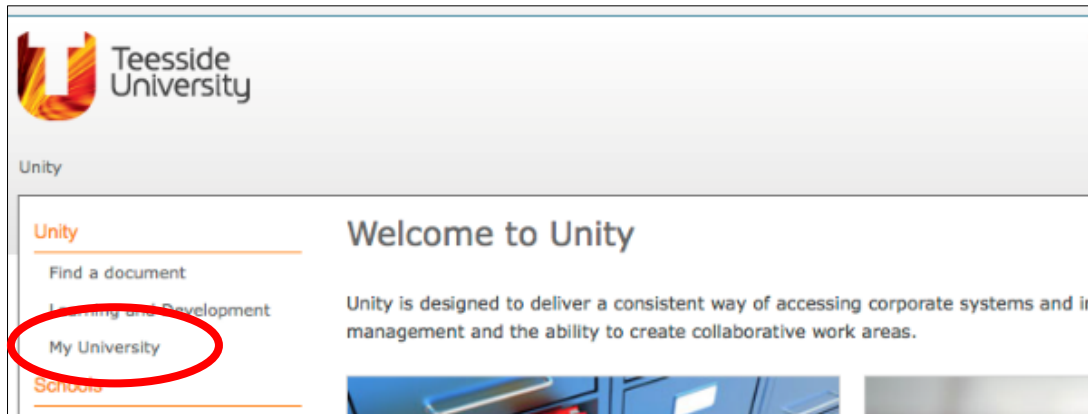
Office 365 will update automatically, meaning you'll always have the latest version with the new features. Some of the applications available to you are:



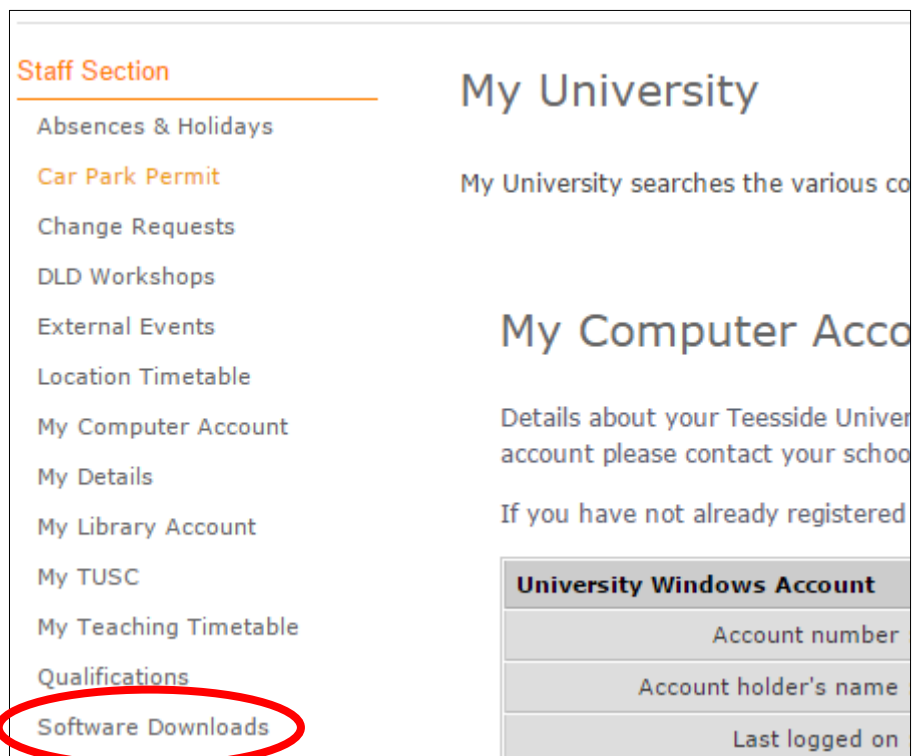
### OFFICE 365 LICENCE

Before you can download and install Office 365, you will need login to Unity and apply for a licence; you will only need to do this once. Please note if you leave the University, your licence will terminate and your copy of Office 365 will become read only.

1. Using Internet Explorer type in the following: <https://unity.tees.ac.uk> This will take you to the Unity home page (if you are accessing this from home, you will be asked to enter your University username [U0123456] & password)
2. From the left pane, click the **My University** option; as shown below:



3. Again from the left pane, click the **Software Downloads** as shown below:



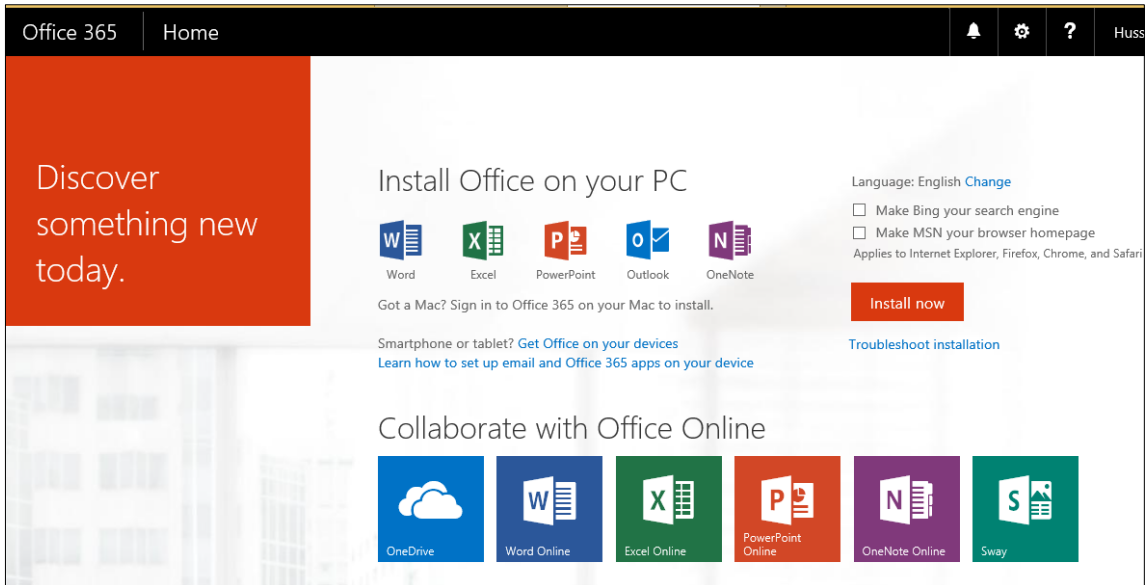
4. Under 'Software Downloads' you'll find a checkbox that you need to select to apply for the Office 365 licence.



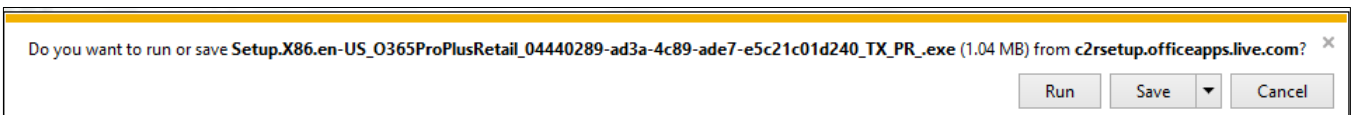
5. You must wait 24 hours for the licence to be applied to your account; the software will be ready for you to download and install after this period.

# 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'll 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.



You're good to go.

We're all done, and you can now go offline if you need to. Enjoy!

All done!