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Downloading and Installing Office 365 ProPlus on Windows

You can download Office 365 ProPlus from your email account. The following instructions show the steps for downloading and installing on a Windows laptop. Different versions of Windows may vary slightly in layout but the process will remain the same.

← → C S outlook.office365.com



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- 1. Login to your Strathclyde email account at
- https://outlook.office365.com/mail/



2. Click on the app launcher icon.

4. Click on the drop-down menu where it says Install and more.



3. Click on the Microsoft 365 icon.





- 5. Click on Install Microsoft 365 apps.
- 6. Click on Install Office.





User Account Control	×	
Do you want to allow this app to make changes to your device?		
Microsoft 365 and Office		
Verified publisher: Microsoft Corporation File origin: Hard drive on this computer		M
Show more details		
To continue, enter an admin user name and password.		Pleas 365 a
Username Password		We'll be
Domain: DS		
Yes No		

Microsoft	Θ
Please stay online while Microsoft 365 and Office downloads We'll be done in just a moment.	

9. You may be asked to enter your device's admin username and password. If so,

enter your details then select Yes.

10. Office 365 will begin downloading.







- 13. Open the Microsoft Word app.
- 14. Click on Sign in or create account.



Then click on Next.

on Sign in.



Stay signed in to all your apps
Windows will remember your account and automatically sign you in to your apps and websites on this device. You may need to let your organization manage some settings on your device.
Allow my organization to manage my device
No, sign in to this app only
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17. Click on 'No, sign in to this app only.'

Installation is now complete.

This software can be used while you are a registered student at the University. To validate the Microsoft Office license, the device must connect to the internet at least once every 30 days. When you are no longer a registered student the Office suite will enter a state of reduced functionality until you purchase a license from Microsoft.

Was this information helpful?

CONTACT US

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