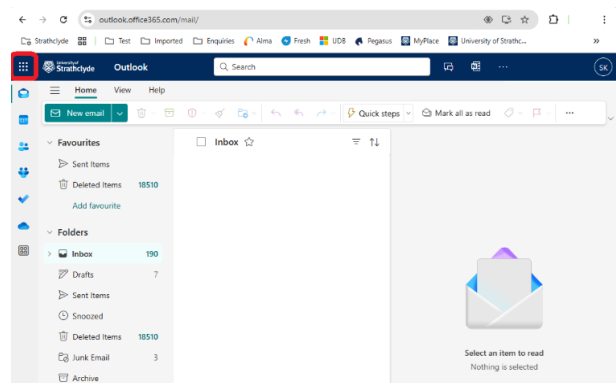
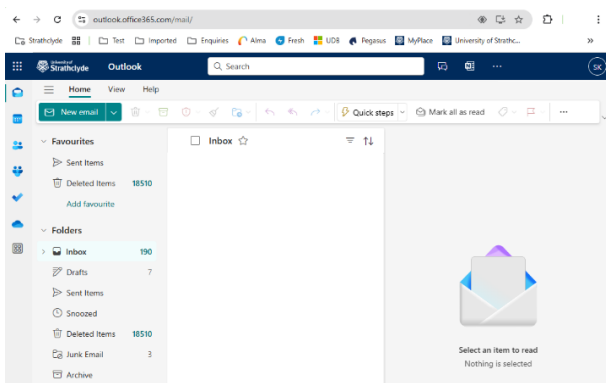
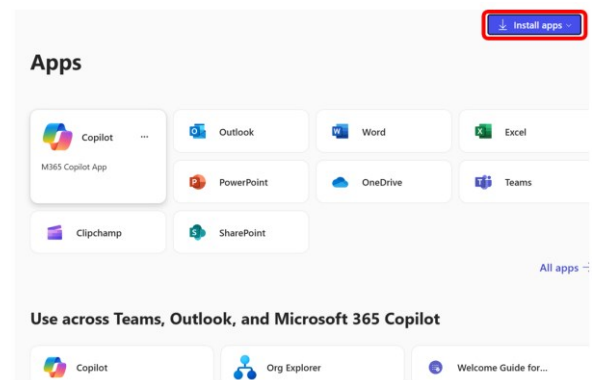
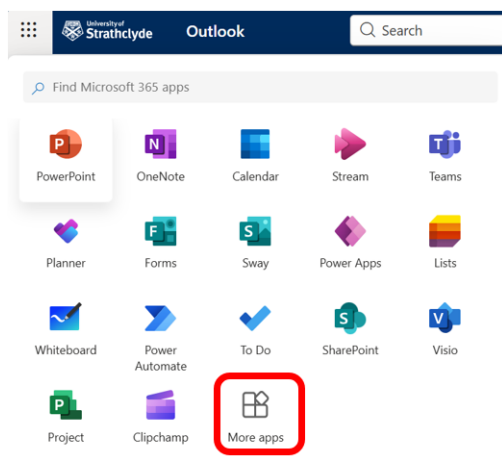


Downloading and Installing Office 365 ProPlus on Windows

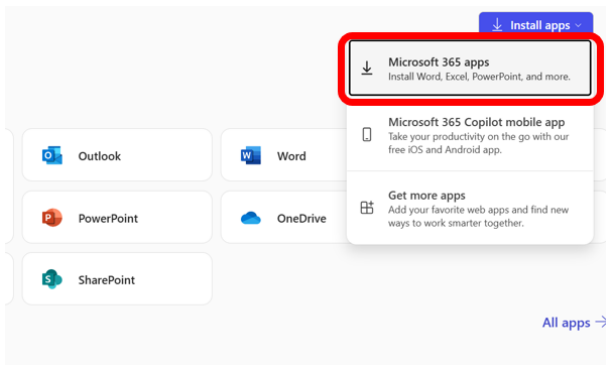
You can download Office 365 ProPlus from your email account. The following instructions show the steps for downloading and installing on a Windows laptop. Different versions of Windows may vary slightly in layout, but the process will remain the same.



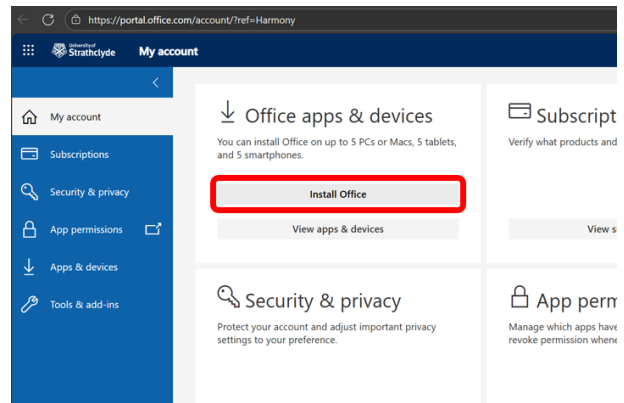
1. Login to your Strathclyde email account at <https://outlook.office365.com/>
2. Click on the app launcher icon at the top left.



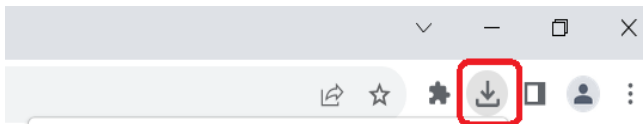
3. Click on the **More apps** icon.
4. Click on the **Install apps** at the top right.



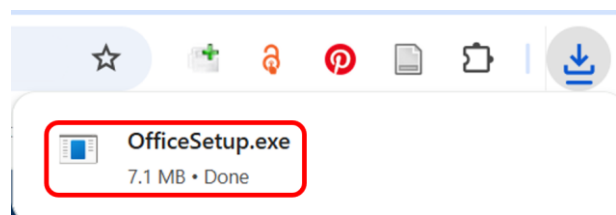
5. Click on Install 365 apps.



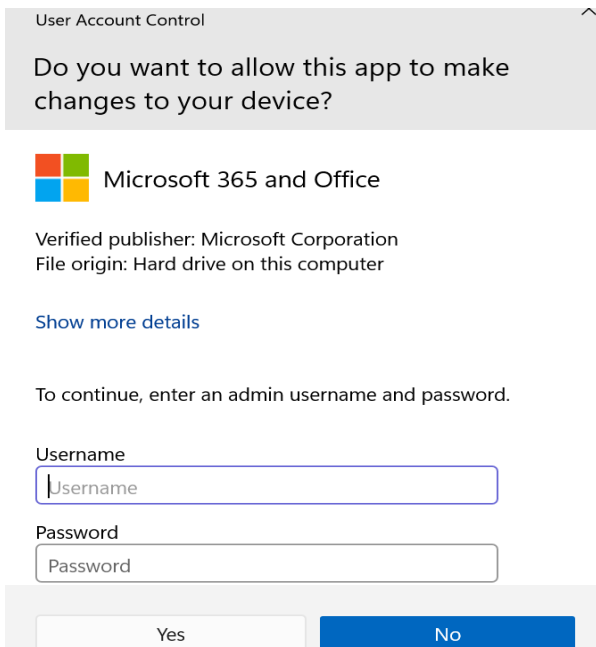
6. Click on Install Office.



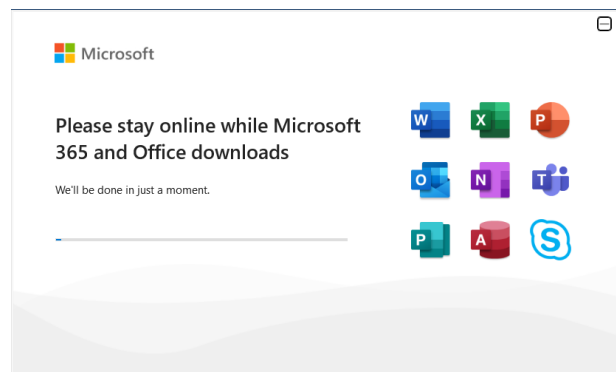
7. Click on the recent downloads icon in your browser.



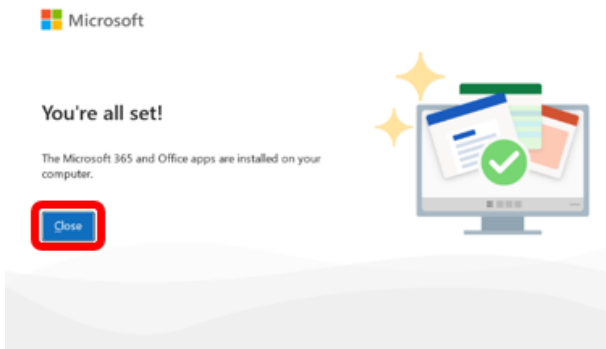
8. Click on the **OfficeSetup.exe** file to open



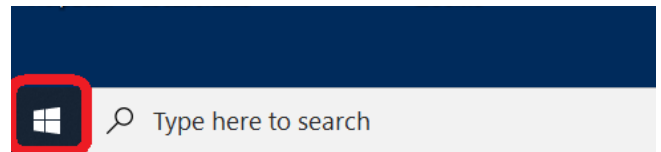
9. You may be asked to enter your device's admin username and password. If so, enter your details then select Yes.



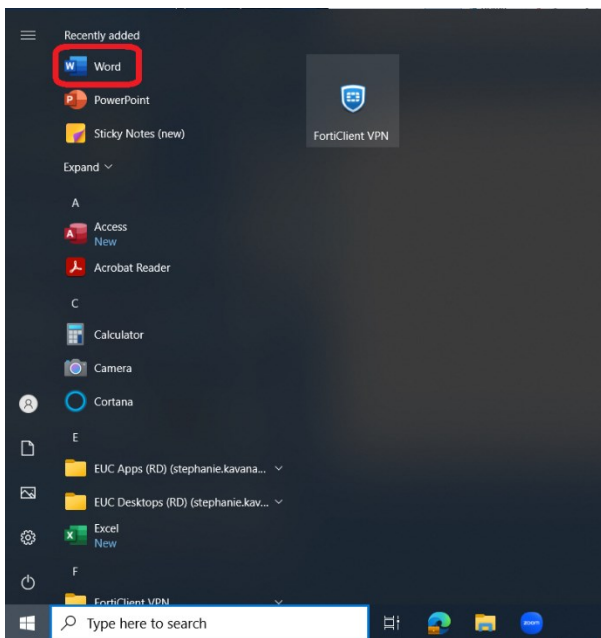
10. Office 365 will begin downloading.



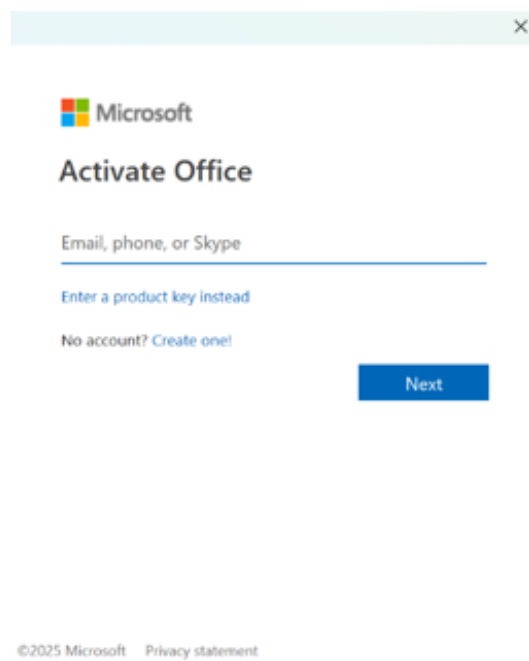
11. Click on Close.



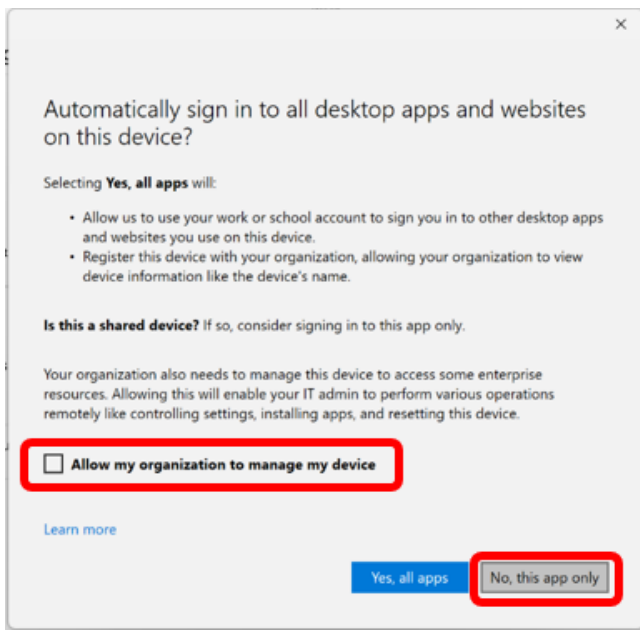
12. Click on the Windows Start menu icon.



13. Open the Microsoft Word app.



14. Enter your university email address and password in the next screen.



17. Uncheck the box for **Allow my organisation to manage my device** and select **No, 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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