

Getting Microsoft Office for personal use - Students

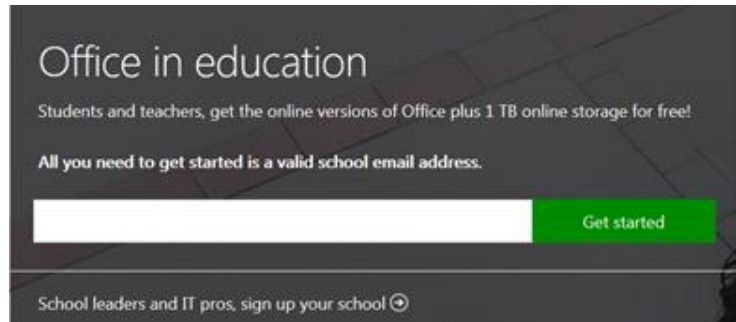
This guide helps you to access the Office 365 website and access your free copy of Office. You can install Office on up to 5 devices, following the below steps each time.

Note: You must do this on the computer you wish to install the software on, not a University one.

- 1 Open a new web browser on your computer and go to www.office.com/getoffice365

Enter your email address and click **Get Started**

Note: Do not open a browser from within the Student Desktop



- 2 Click **I'm a Student** then **Sign In**

- 3 Enter your Northumbria Username and Password as follows:

- Username - in the format **w123456@northumbria.ac.uk**
- Password - this is the same password you use to logon to University IT facilities such as Simply Web, the eLearning Portal or Simply Web

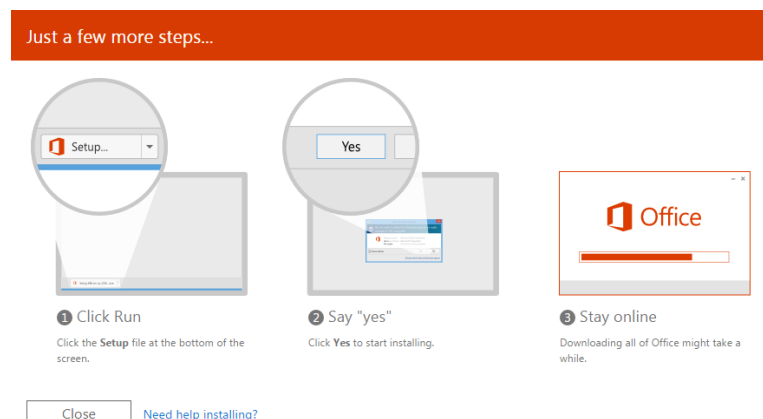
- 4 Click **Sign In** then **OK Got It**

- 5 You will then see the main landing page:



- 6 Click **Install Now** and the relevant files will start to download and a "just a few more steps" box will appear to help you through the process

You'll see there's also a **Need help installing?** link to assist you if you encounter problems



FAQs

Do I need to remove other versions of Office?

Yes. Microsoft recommend that you remove previous versions of Office as errors may occur during installation.

If previous Office versions are not removed and errors do occur, remove the older version via **Control Panel > Programs and Features**.

Should I switch to using Microsoft OneDrive?

You may be prompted to take a look at the Microsoft OneDrive. The OneDrive is a storage space supplied by Microsoft for your photos and files.

The OneDrive does not connect to your University U Drive. We recommend that you save copies of important and confidential work to the U Drive, we take back up copies of the U Drive every day, but we cannot take backup copies of any files that you save to the Microsoft OneDrive.

Do I have to be connected to the Internet to use this software?

This software will be downloaded and installed directly onto your own computer/device so you don't have to be connected to the internet to use it.

However, you will need to connect to the internet at least once in every 30 days, so that Microsoft can check that your subscription for Office 365 is valid.

What happens when I leave University?

This copy of Office 365 Professional Plus is available for you to use whilst you are a student at Northumbria University.

When you leave University you will receive a message with details and the opportunity to purchase Office.

Help and Advice

For more help and search in Knowhow or contact the IT Helpline.



Tel: 0191 227 4242

Text: + 44 77 81 48 27 86

Email: it.helpline@northumbria.ac.uk

Search: northumbria.ac.uk/knowhow

Chat: northumbria.ac.uk/itchat