

How to install Microsoft Office on your PC or Mac OS X

Through Microsoft's Student Advantage scheme, the University of Exeter is pleased to be able to offer students the latest version of **Microsoft Office 2013 for free**.

Office is available for free download on your PC and Mac OS X and will be available for the duration of your University studies. After completion of your studies you can choose to purchase the software from Microsoft if you wish to continue to use Microsoft Office.

We suggest that you uninstall previous versions of Office before installing the new software.

1. To install Office please go to:

<http://software365.exeter.ac.uk>

2. You will need to sign in with your University of Exeter email address and password.



3. Once signed in, you will see the below screen. The screen shows the software available for download, - in this case Office.
4. Choose your Language (default is English United States), choose the version (default will be 32 bit). When ready click Install.

The screenshot shows a web browser window with the URL <https://portal.microsoftonline.com/OLS/MySoftware.aspx?wa=wsignin1.0>. The page title is "software" and the main heading is "Office". Below the heading, there is a section for "Manage installs for the latest version of Office". A table lists existing installations:

COMPUTER NAME	OPERATING SYSTEM	INSTALLATION DATE	
HDMac	Mac OSX Version 10.7.5	1/28/2014	deactivate
32JQK4J	Microsoft Windows 7 Enterprise	1/23/2014	deactivate

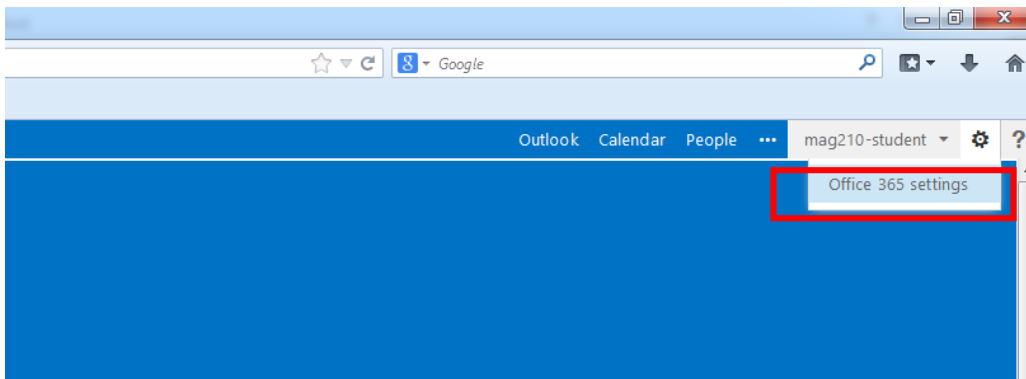
Below the table, it says "Remaining installs available: 3". There is a section "Install the latest version of Office" with a description: "This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath". Below this are icons for Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, and InfoPath. There are two dropdown menus: "Language:" set to "English (United States)" and "Version:" set to "32-bit (recommended) advanced". A note states: "Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5)." There is a link "Review system requirements" and a blue "install" button highlighted with a red box.

5. When you click install the Office setup file be downloaded and depending on your browser you will be asked to choose a location to save the file to.
6. Once you have downloaded the setup file, browse to where you have saved it and open it to commence the install.
7. Installation may take several minutes and you should stay connected to the Internet until installation has finished.

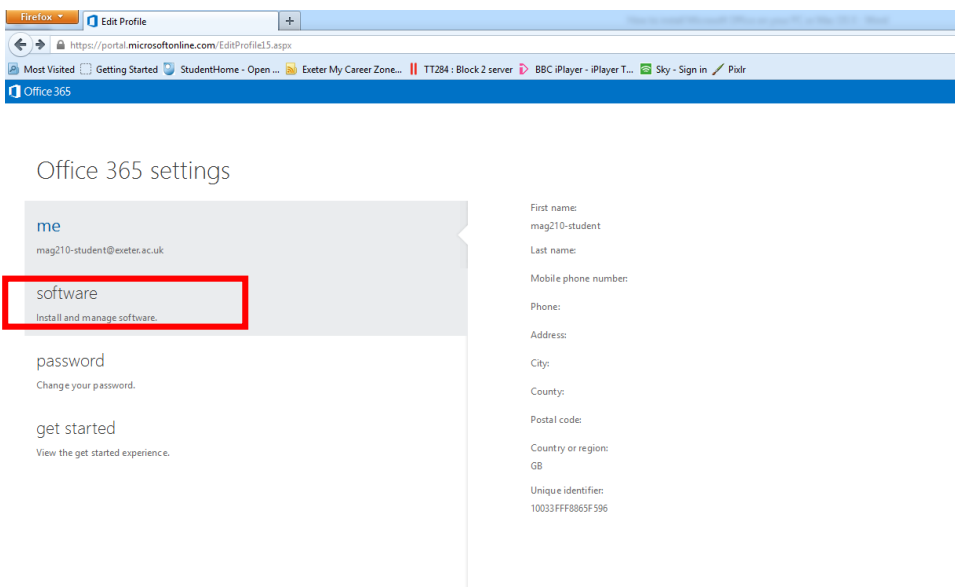
Installing Office from within the Portal.

You can also install Office for your PC and Mac from within your Office365 environment.

1. Navigate to <http://office365.exeter.ac.uk>
2. You will need to sign in with your Exeter email address and password.
3. Once you are logged in, click the settings cog on the top right hand side of the screen and choose Office365 Settings:



4. Click the Software menu option



5. You will see the below screen: Choose your Language (default is English United States), choose the version (default will be 32 bit). When ready click Install.

The screenshot shows a web browser window with the URL <https://portal.microsoftonline.com/OLS/MySoftware.aspx?wa=wsignin1.0>. The page title is 'software' and the main heading is 'Office'. Below the heading, there is a section for 'Manage installs for the latest version of Office'. A table lists installed Office versions on different computers:

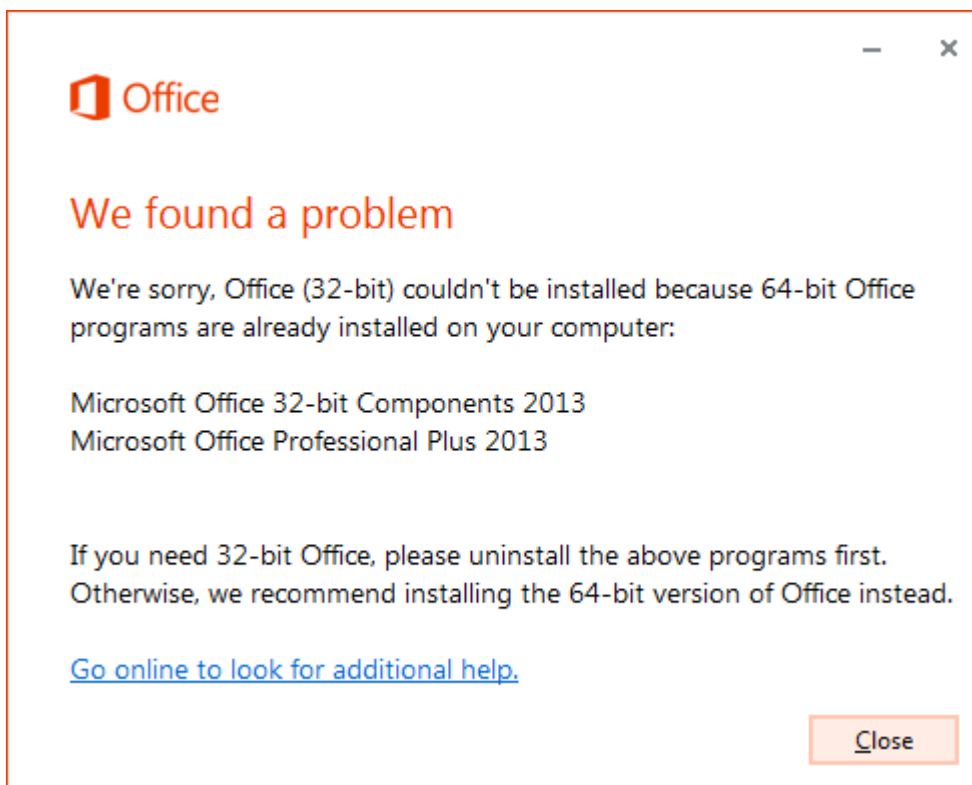
COMPUTER NAME	OPERATING SYSTEM	INSTALLATION DATE	
HDMac	Mac OSX Version 10.7.5	1/28/2014	deactivate
32JQK4J	Microsoft Windows 7 Enterprise	1/23/2014	deactivate

Below the table, it says 'Remaining installs available: 3'. There is a section for 'Install the latest version of Office' with a list of programs: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, and InfoPath. The 'Language' dropdown is set to 'English (United States)' and the 'Version' dropdown is set to '32-bit (recommended) advanced'. A note states: 'Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5)'. A link 'Review system requirements' is present. The 'install' button is highlighted with a red box.

6. When you click install the Office setup file be downloaded and depending on your browser you will be asked to choose a location to save the file to.
7. Once you have downloaded the setup file, browse to where you have saved it and open it to commence the install.
8. Installation may take several minutes and you should stay connected to the Internet until installation has finished.

Troubleshooting

- If you have a previous version of Office installed which is 64 bit, you will see the below error when attempting to install the 32bit version. Although you technically can have two versions of Office installed if they are both 32bit or both 64bit, we suggest that you un-install previous versions to enable the new program to perform at its best.
- You will be unable to install 32bit Office if a 64bit version already exists on your machine.



- If you need further support regarding the installation of Microsoft Office, you can contact Microsoft at this address:
<http://support.microsoft.com/get-support/office/>
- Further information about the Student Advantage scheme can be found here:
<http://office.microsoft.com/en-gb/academic/office-365-education-web-services-for-schools-FX103213541.aspx>