

Install Office 365 Desktop Apps on a PC

Installing Office 365 on your personal PC

Note: You must have activated your account and set up security questions in order to use this service, you can do so at <https://go.shu.ac.uk/activate>

Functionality may vary between platforms.

As a student or staff member at Sheffield Hallam University, you are entitled to a free subscription to Office365 for as long as you are studying or working with us.

The subscription will allow you to install applications on up to 5 devices, including mobile devices, for your personal use.

Applications available on the plan include (Access and Publisher are PC only):



Word



Excel



PowerPoint



Access



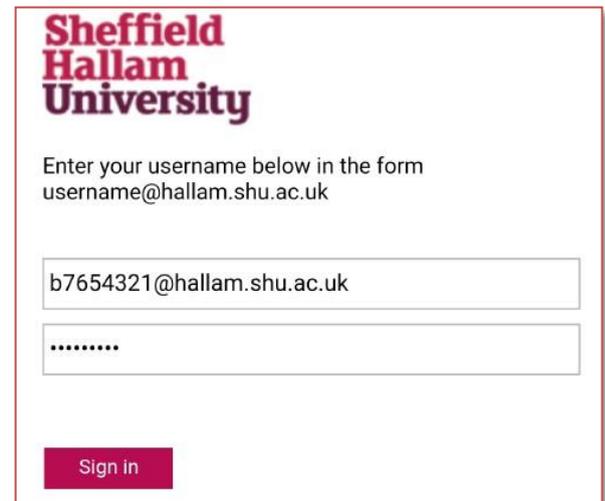
Publisher



OneDrive
for Business

How to Install

1. Open a web browser.
2. Go to <http://go.shu.ac.uk/office365>
3. Enter your username in the format username@hallam.shu.ac.uk.
(e.g b7654321@hallam.shu.ac.uk)
4. Enter your SHU password and sign in.
You will be directed to the Office365 homepage



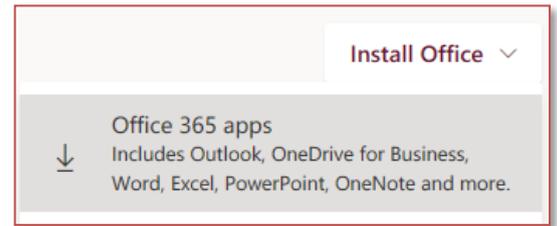
The screenshot shows the Sheffield Hallam University login page for Office 365. It features the university logo at the top left. Below the logo, there is a text prompt: "Enter your username below in the form username@hallam.shu.ac.uk". There are two input fields: the first contains the example username "b7654321@hallam.shu.ac.uk" and the second is a password field with masked characters ".....". At the bottom of the form is a red "Sign in" button.

**For more help
contact [IT Help](#)**

Audience:
Students and staff

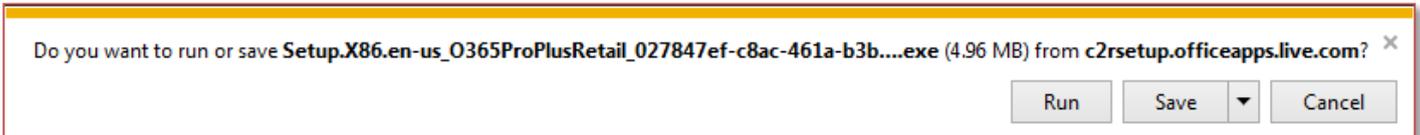
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5. Click 'Install Office'.



6. Click 'Office 365 apps' from the drop down menu.

A yellow installation bar will appear at the bottom of the screen



7. Click 'Save'.

Once the file has downloaded, the options on the yellow box will change.

8. Click 'Run'.

9. Click 'Yes' if asked to give permission to Office365 to make changes to your PC. This is a requirement to allow the installation to take place.

Office will begin installing and you can follow its progress on the graphic.

Please note you must stay connected to the Internet to allow Office to complete the install. This can take up to 2 hours.



10. Once the installation is complete, you will find the applications in your start menu licensed and ready to use.

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