

# Installing Office 365

## Installing Office on Windows PCs and Macs

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### System Requirements

- Windows 7
- Windows 8
- Mac OS X 10.9 (Mavericks)
- Mac OS X 10.8 (Mountain Lion)
- Mac OS X 10.7 (Lion)
- Mac OS X 10.6 (Snow Leopard)

For later versions of OS X see *Installing Office for Mac OS X 10.10 (Yosemite) and later*

For other technical requirements see <https://products.office.com/en-us/office-system-requirements>

### Notes

These screenshots are from a windows install but if you are installing on a Mac the same steps will apply.

Do not begin an installation if you are unable to remain connected to a wired or Wi-Fi connection for the duration. The installation process requires you to be online the whole time.

Do not attempt if you are using mobile data unless you have a very large or unlimited download allowance and are stationery with a very good consistent signal.

### Versions

- Windows = Office 2013
- Mac = Office 2011

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**For More Help:**



[ITHelp@shu.ac.uk](mailto:ITHelp@shu.ac.uk)



0114 225 3333

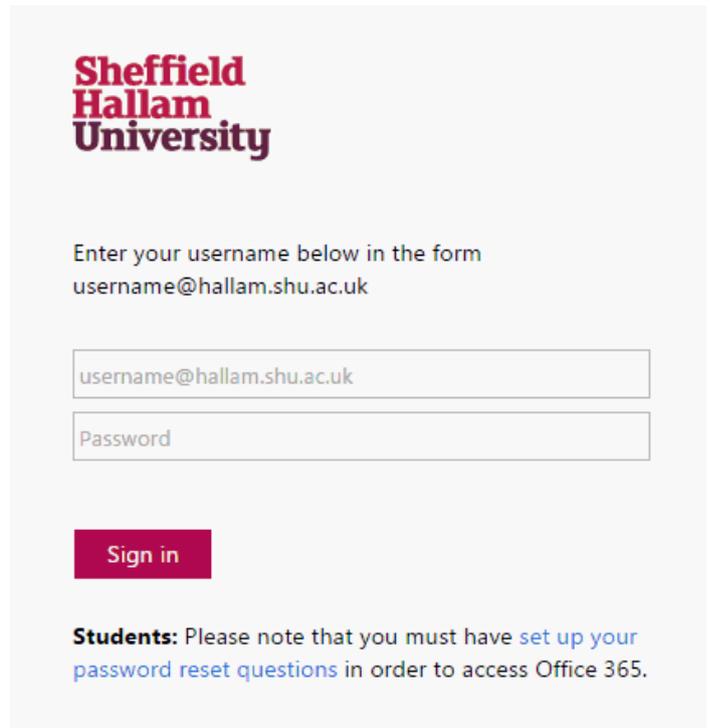


Learning Centre Helpdesk

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1. Go to <http://go.shu.ac.uk/office365>
2. Enter your username in the format [username@hallam.shu.ac.uk](mailto:username@hallam.shu.ac.uk) where username is your normal university login
3. Enter your password and sign in



The screenshot shows the Sheffield Hallam University Office 365 sign-in page. At the top left is the Sheffield Hallam University logo. Below it, the text reads: "Enter your username below in the form username@hallam.shu.ac.uk". There are two input fields: the first is for the username, containing "username@hallam.shu.ac.uk", and the second is for the password, containing "Password". Below the fields is a red "Sign in" button. At the bottom, there is a note for students: "Students: Please note that you must have set up your password reset questions in order to access Office 365."

4. You will then see the Office 365 home page.



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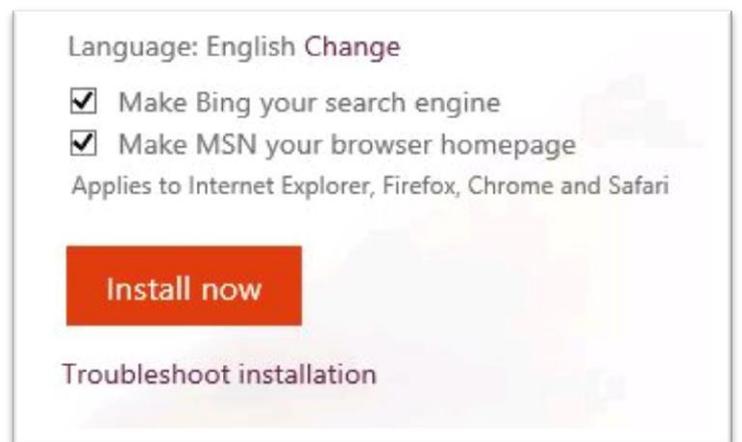
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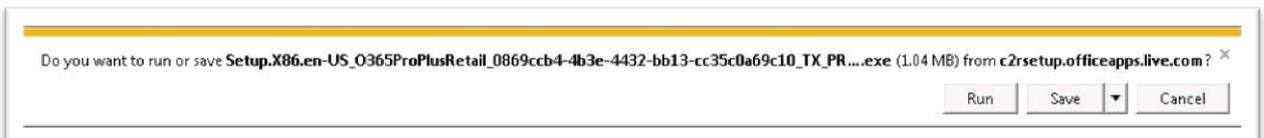
5. This area of the page shows the Office components you will have when you install them:



6. To the right is the installation area. Deselect the Bing and MSN options if you don't want them then click *Install Now*



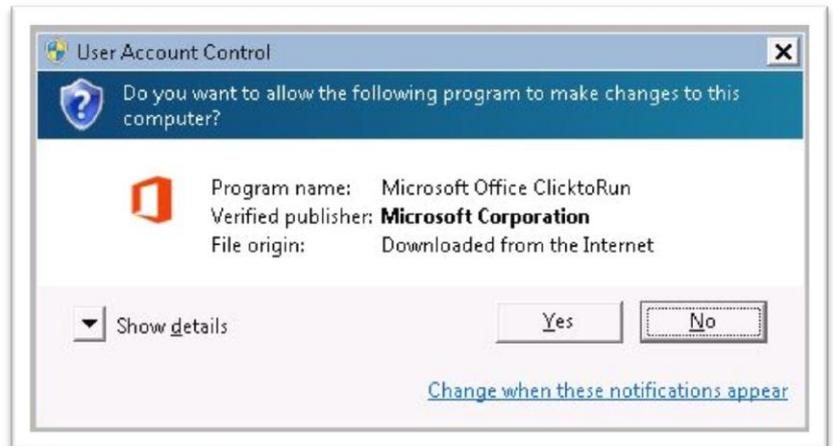
7. Select Run



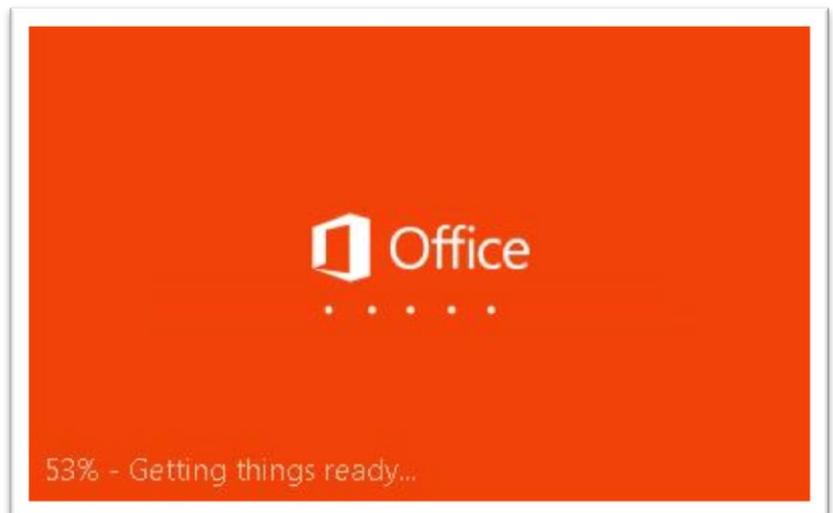
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8. You may get a message about allowing changes to your computer - Click Yes



9. Installation will begin



10. You may get the welcome message whilst the installation is still happening. Click *Next* then follow the on screen prompts.

Do not disconnect from the internet



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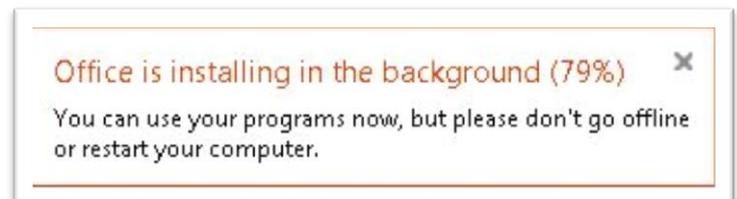
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11. Have a look at new features when prompted. You will be able to use Office before it completes the installation when you get the message on the right

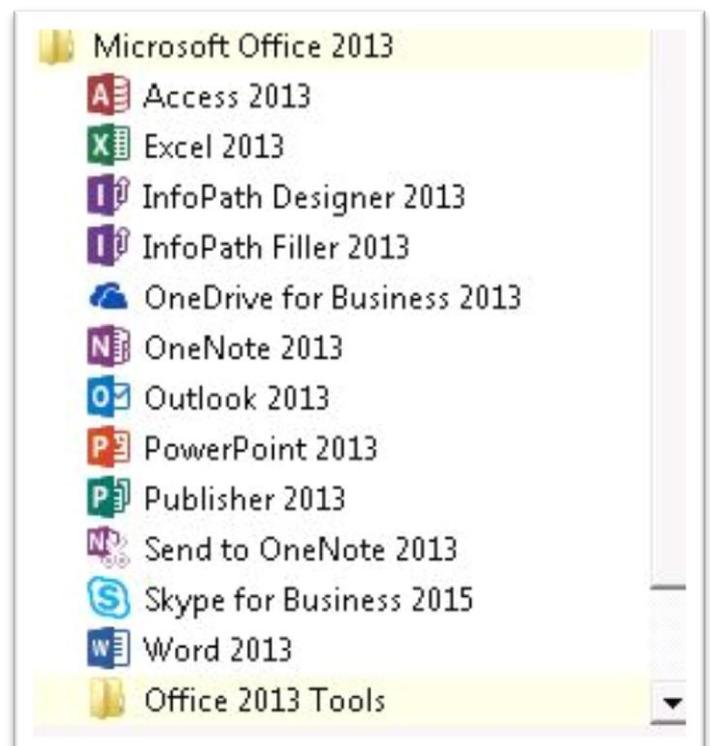
Do not disconnect from the internet.



12. The installation will continue until this box closes. You may then disconnect from the internet / Wi-Fi.



13. To use your installed Office programs go to the start menu and click on *all programs* to find the Office folder. Click on it to see the individual programs and click on them to open them



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