

### Installing Office on Windows PCs and Macs

#### 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 <u>https://products.office.com/en-us/office-system-requirements</u>

#### <u>Notes</u>

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

For More Help:

- Windows = Office 2013
- Mac = Office 2011

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ITHelp@shu.ac.uk

- 1. Go to http://go.shu.ac.uk/office365
- Enter your username in the format <u>username@hallam.shu.ac.uk</u> where username is your normal university login
- 3. Enter your password and sign in



Enter your username below in the form username@hallam.shu.ac.uk

username@hallam.shu.ac.uk

Password



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

Install Office on your PC Word Excel PowerPoint Outlook OneNote Got a Mac? Sign in to Office 365 on your Mac to install. Smartphone or tablet? Get Office on your devices Learn how to set up email and Office 365 apps on your devices

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

- Make Bing your search engine
- Make MSN your browser homepage

Applies to Internet Explorer, Firefox, Chrome and Safari

#### Install now

Troubleshoot installation

7. Select Run

Do you want to run or save Setup.X86.en-US\_0365ProPlusRetail\_0869ccb4-4b3e-4432-bb13-cc35c0a69c10\_TX\_PR....exe (1.04 MB) from c2rsetup.officeapps.live.com ? ×

 Run
 Save
 Cancel



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 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 Office then follow the on screen prompts. Do not disconnect from Welcome to your new Office. the internet We think you'll love it. Let's get started. Next For More Help: ITHelp@shu.ac.uk 0114 225 3333 Learning Centre Helpdesk

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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.

Office

You can use Office now.

We're wrapping things up — please stay online as we make some finishing touches

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

#### Office is installing in the background (79%)

You can use your programs now, but please don't go offline or restart your computer.

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

### Microsoft Office 2013 A Access 2013 XI Excel 2013 🚺 InfoPath Designer 2013 10 InfoPath Filler 2013 ConeDrive for Business 2013 N OneNote 2013 02 Outlook 2013 P3 PowerPoint 2013 P Publisher 2013 Send to OneNote 2013 Skype for Business 2015 Word 2013

Office 2013 Tools

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