

## Office 365 Installation Guide

In this short guide, we will show you how to install Office 365 on your personal device. This software is offered to you free of charge by Middlesex University whilst you are an active student. The process is very simple and all you require is your University username and password.

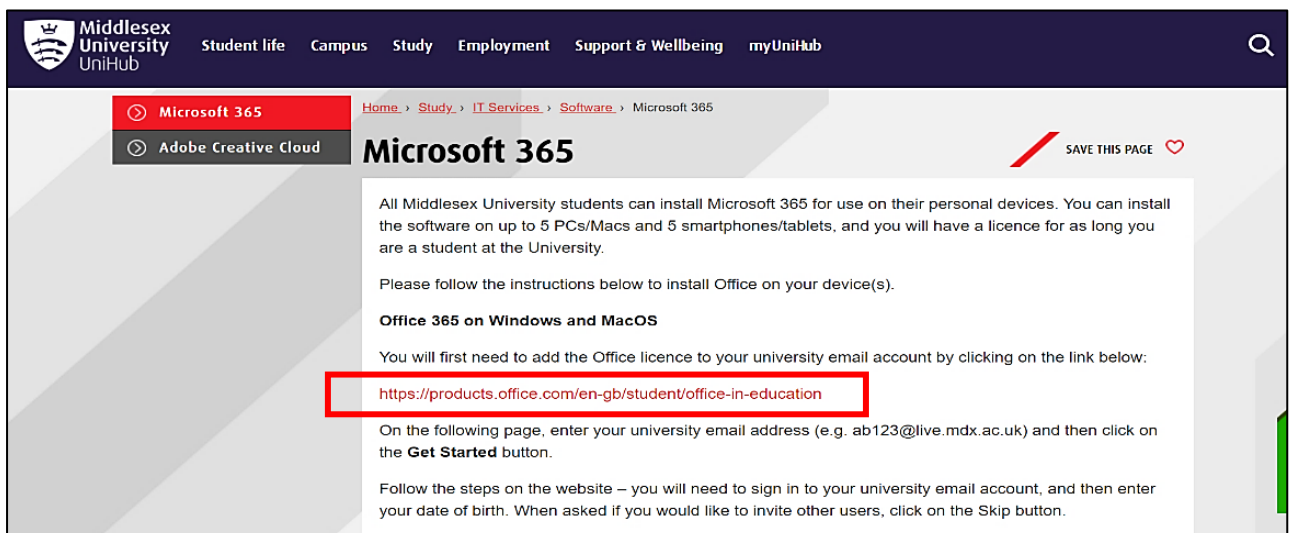
**\*IMPORTANT\*** - Student email accounts will be deactivated within one year after you have completed your studies and graduated from Middlesex University. Before your email account is deactivated, please ensure you back up any important emails and documents to your personal email account.

There are two approaches that can be taken to access and install Office 365 onto your personal device.

- Through the Middlesex Website
- Through your University email

### Approach 1: Installing Office 365 through Middlesex Website

1. Visit <https://unihub.mdx.ac.uk/study/it/software/microsoft-office-365-proplus> and select the link "<https://products.office.com/en-gb/student/office-in-education>"



The screenshot shows the Middlesex University UniHub website. The navigation bar includes links for Student life, Campus, Study, Employment, Support & Wellbeing, and myUniHub. A search icon is in the top right. Below the navigation bar, there are two tabs: Microsoft 365 (selected) and Adobe Creative Cloud. The main content area is titled "Microsoft 365" and contains the following text:

All Middlesex University students can install Microsoft 365 for use on their personal devices. You can install the software on up to 5 PCs/Macs and 5 smartphones/tablets, and you will have a licence for as long you are a student at the University.

Please follow the instructions below to install Office on your device(s).

**Office 365 on Windows and MacOS**

You will first need to add the Office licence to your university email account by clicking on the link below:

<https://products.office.com/en-gb/student/office-in-education>

On the following page, enter your university email address (e.g. ab123@live.mdx.ac.uk) and then click on the **Get Started** button.

Follow the steps on the website – you will need to sign in to your university email account, and then enter your date of birth. When asked if you would like to invite other users, click on the Skip button.

2. Enter your university email and select **"Get Started"**


# Office 365 Education

## Get started with Office 365 for free

Students and educators at eligible institutions can sign up for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. Use your valid school email address to get started today.

[NOT ELIGIBLE? SEE MORE OPTIONS >](#)

[LEARN HOW TO BUY FOR SCHOOLS >](#)



3. You will be redirected to another page. Select **"I'm a student"** to proceed to the next stage.
4. Select **"Sign in"** button to proceed to the next stage.

### Office 365 Education

## Are you a student or a teacher?

Office 365 Education includes Microsoft Teams and other tools you need for your online classroom. Teams allows students and teachers to chat, work on assignments, and co-create documents. If you're an IT admin, [sign up your school](#).


☒ I'm a student →

☐ I'm a teacher →

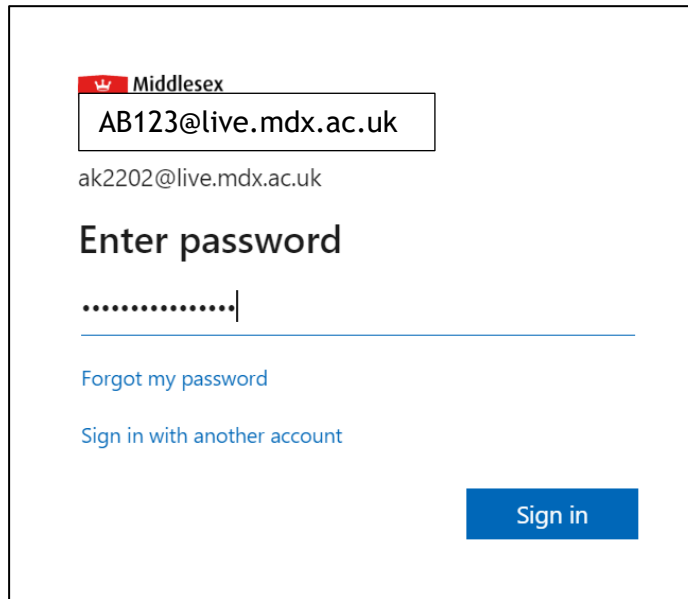
### Office 365 Education

## You have an account with us

To get your free Office, sign in with your Office 365 user ID and password.



5. Enter your University email and password.



Middlesex

AB123@live.mdx.ac.uk

ak2202@live.mdx.ac.uk

Enter password

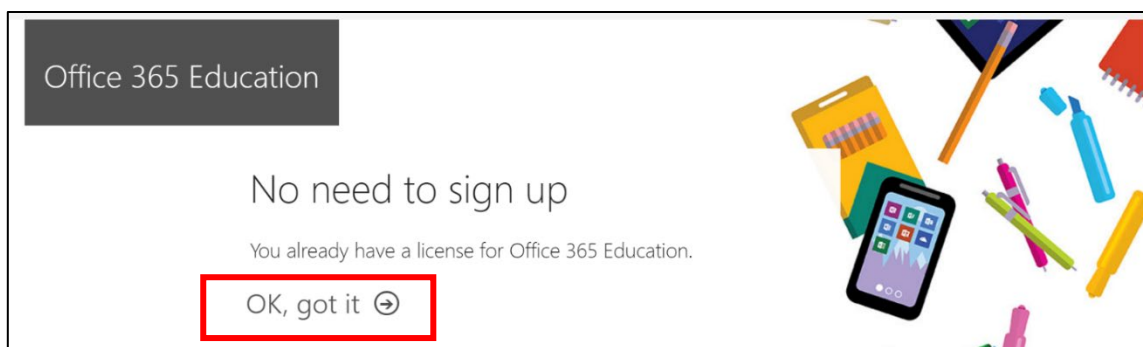
.....|

[Forgot my password](#)

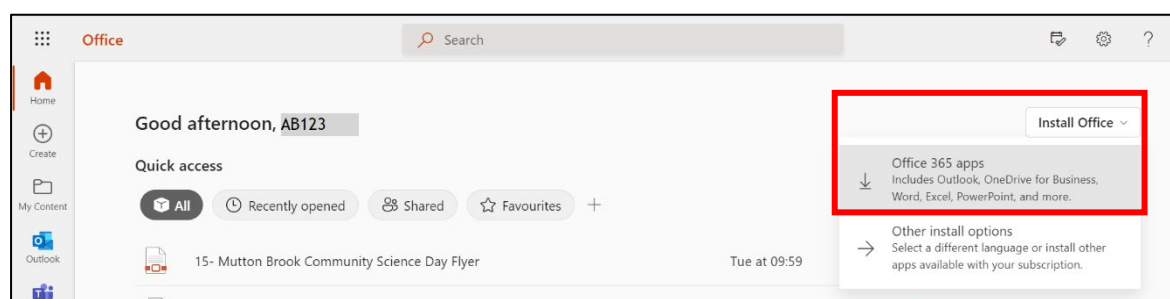
[Sign in with another account](#)

Sign in

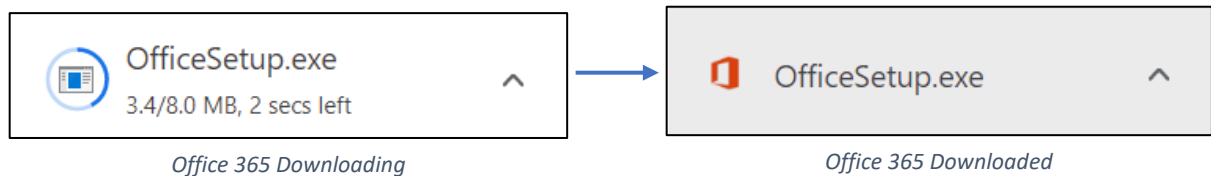
6. Once all details have been entered select “**Sign in**” and go through the 2FA process to validate you’re the correct users. Once done select “**OK, got it**”. This will take you to the Office 365 homepage.



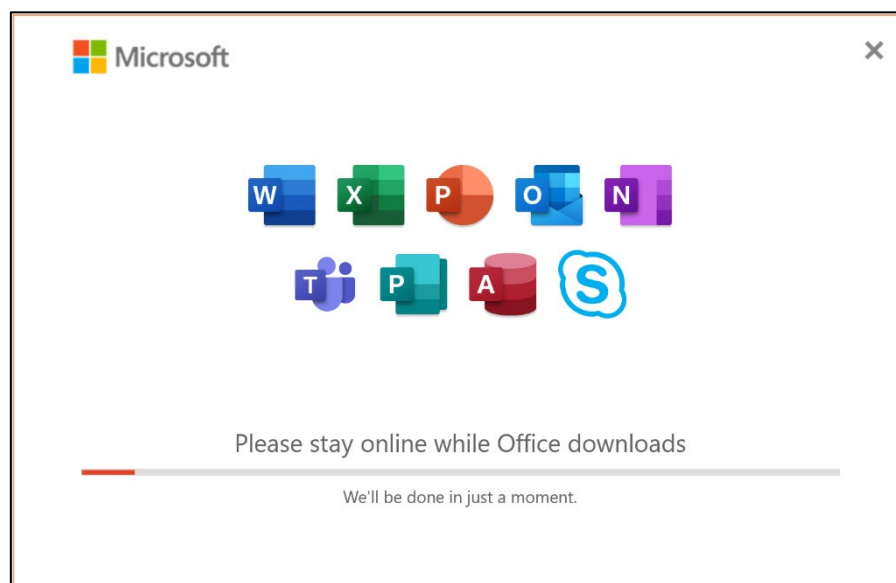
7. Below is the Office 365 homepage. To install Office 365, Select the button “**Install Office**”. A drop-down menu will appear, select “**Office 365 apps**”



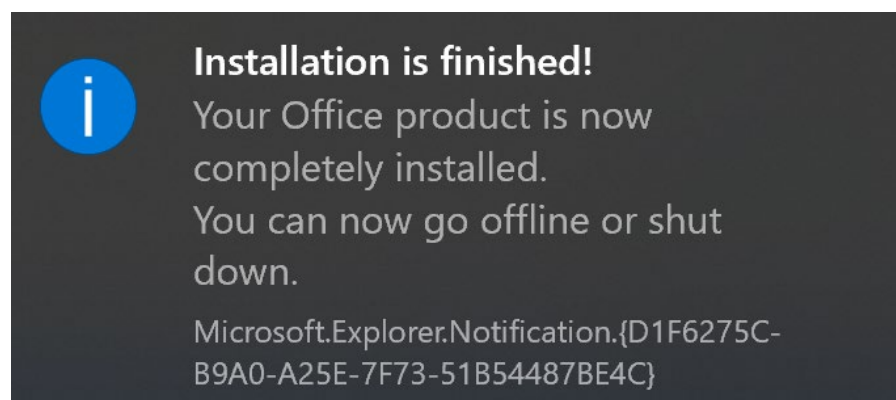
8. Office 365 applications will begin to install on your personal device. Normally this installation process takes about 1 – 2 minutes but depending on your Wi-Fi speed, this may differ.



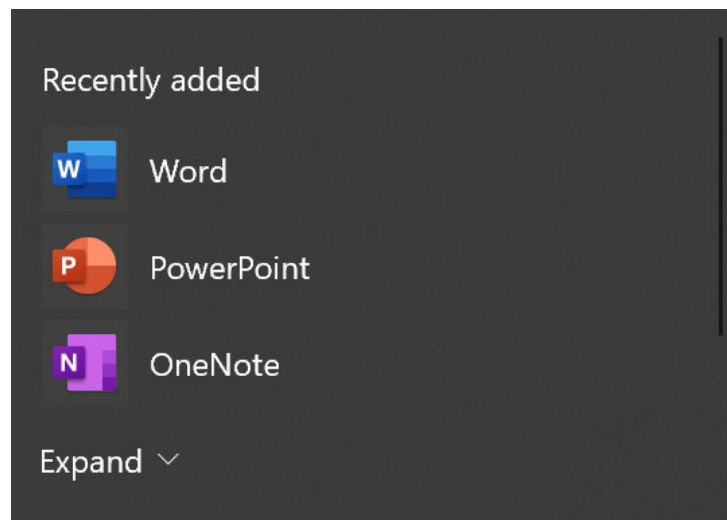
9. Once Microsoft Office 365 has been downloaded. click on the downloaded program to initiate the installation process.
10. Follow the instructions to complete the installation of the application.
11. To begin installing Office 365 onto your personal machine, click on **OfficeSetup.exe** file.
12. Administrator prompt will appear, select “**Yes**” to install the program.
13. Microsoft Office 365 will begin to install, this may take a couple of minutes to finish.



14. Once the program has successfully installed onto the system device, a small notification will appear on the bottom right hand screen acknowledging this.

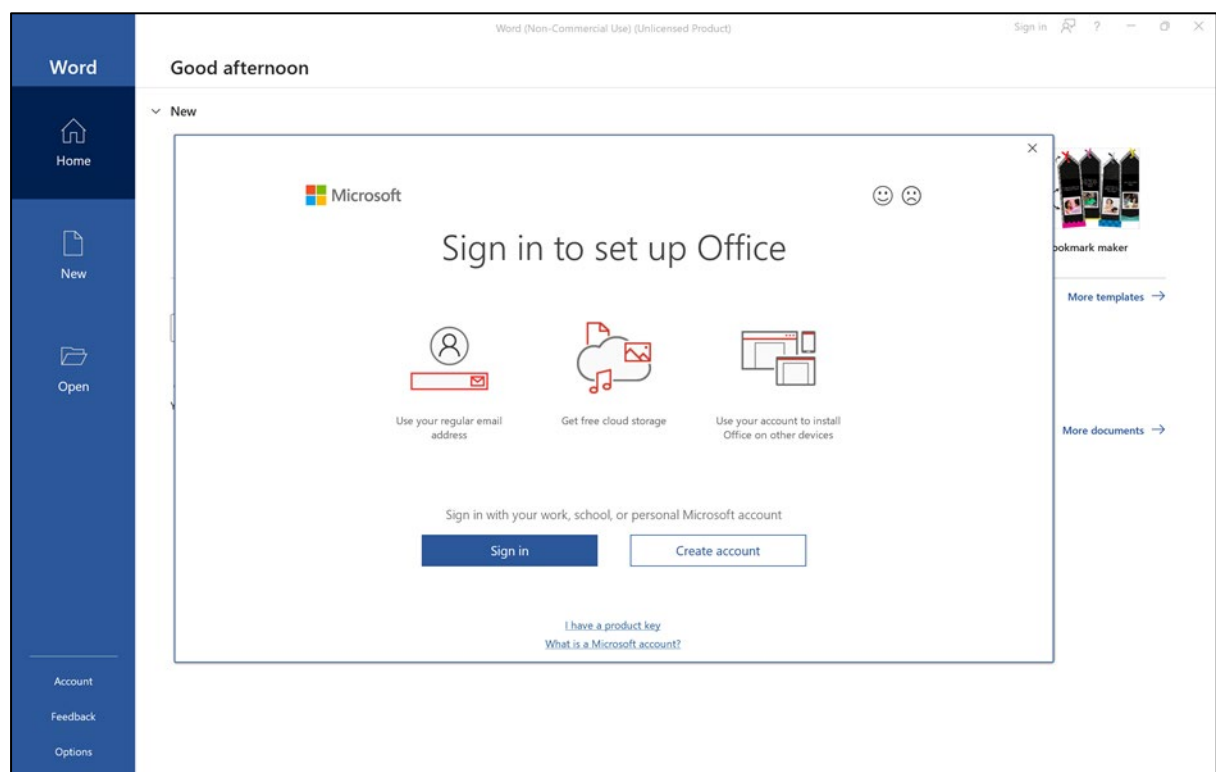


15. To access Microsoft Office 365 applications (e.g. Word, PowerPoint etc) click on the Windows icon on the bottom left hand corner, on the list you will see 3 MS applications, select either application.

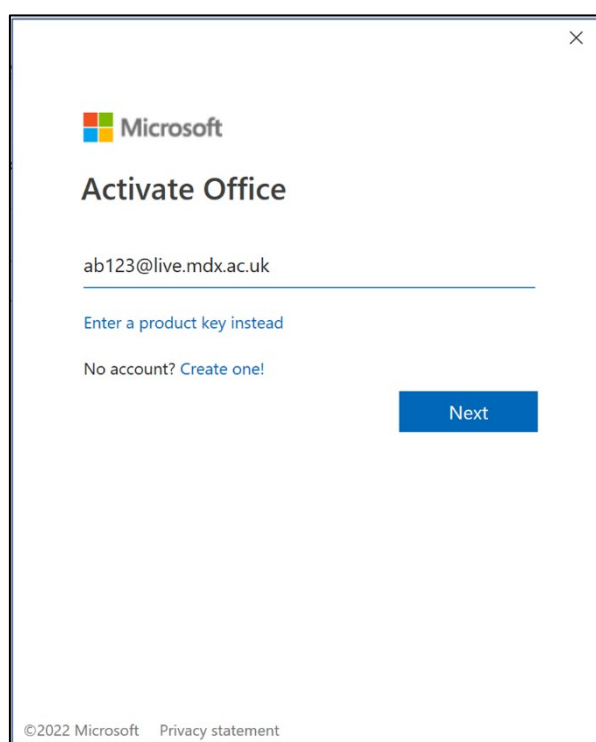


16. Now we will need to license these applications to use them, for this example we will be using Word to demonstrate.

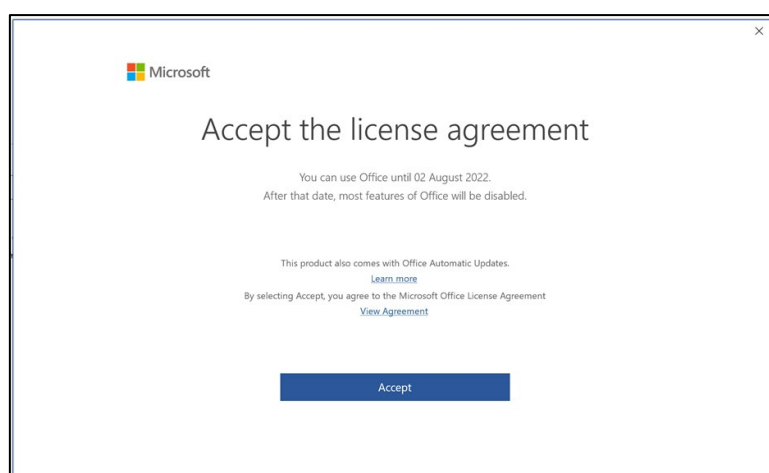
17. Select “**Sign in**” and follow the instructions on screen.



18. Enter University email & password, follow procedures as normal (i.e. 2FA)



19. Click on “**Accept**” to accept the license agreement.



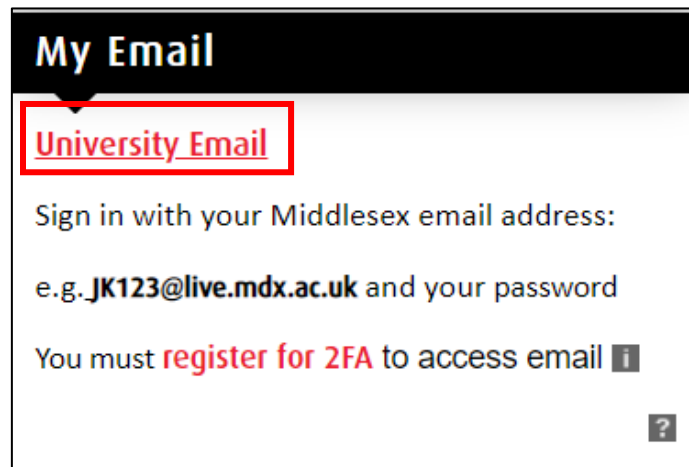
That's it, you are now able to use Microsoft Office 365 programs. On the sign in icon, you will see your full name displayed and your University email. This is now a licensed account.

### Use Approach 2 instead?

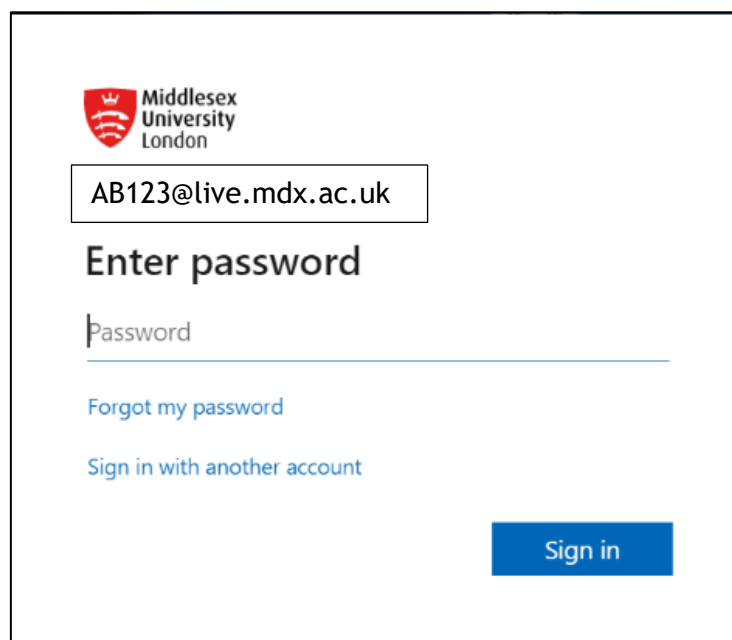
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## Approach 2: Installing Office 365 through University Email

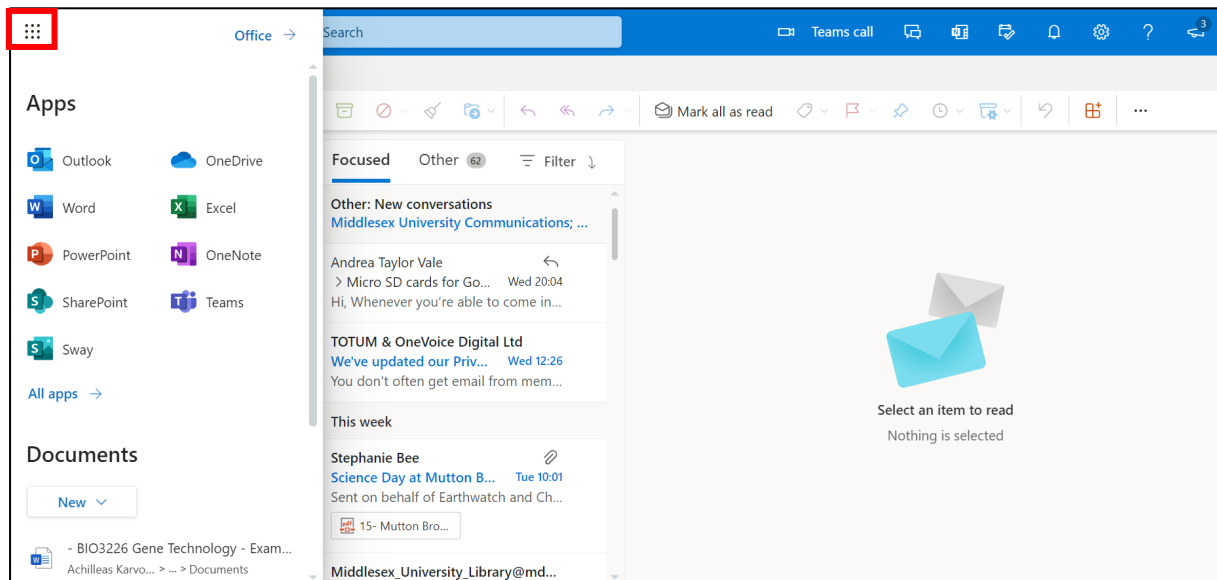
1. You can access Office 365 homepage by visiting the link via your university email.
2. Log into myUnihub, scroll down to University Email section and select University email.



3. You will be directed to a new page, please enter your student email address and password to proceed to the next step.

A screenshot of the University Email login page. At the top left is the Middlesex University London logo. Below it is a text input field containing 'AB123@live.mdx.ac.uk'. Below the email field is the heading 'Enter password'. Underneath is a password input field with a blue underline. Below the password field are two links: 'Forgot my password' and 'Sign in with another account'. At the bottom right is a blue 'Sign in' button.

- Once logged into your University email, Select the dotted box on the top left-hand corner and select **“Office”**



- This will now direct you to Office 365 homepage. Click on the **“Install Office”** and select **“Office 365 apps”**

Follow the instructions above to install Office 365 on your local machine.

Congratulations, you have successfully installed Office 365 on your machine and can now use Microsoft Office 365 applications.