

Office 365



Microsoft Office 365 Software Installation Manual



For use by:	Students, Employees
Version:	1.0
Date:	22-1-2016
Owner:	SID Library

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Installing Microsoft Office 365

Installation manual for both Mac OSx and Windows operating systems.

Before you begin

The following instructions are supported by TU Delft and have been tested to be working. We are offering this manual to you as an extra service. In the event you have a different operating system to the one described here and you have problems connecting, we advise you to contact your nearest Service Desk, Student IT Desk (SID) or Workstation services (WPS).

Prerequisites

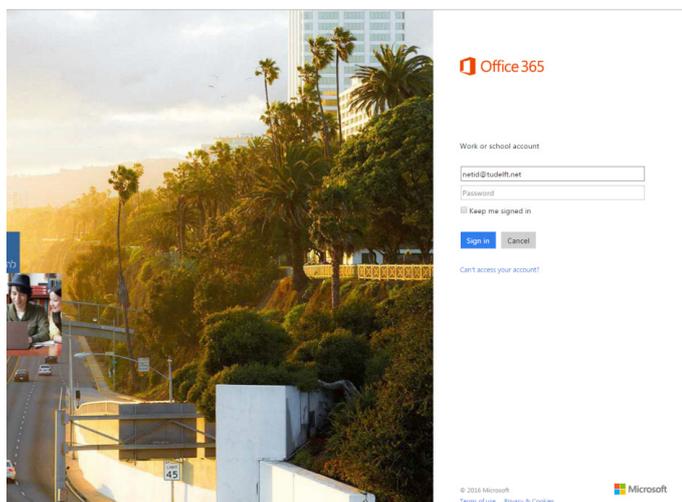
In order to install Office 365, you need:

- Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1 or Mac OS X 10.10
- Microsoft .NET Framework 3.5 or higher
- A working internet connection.

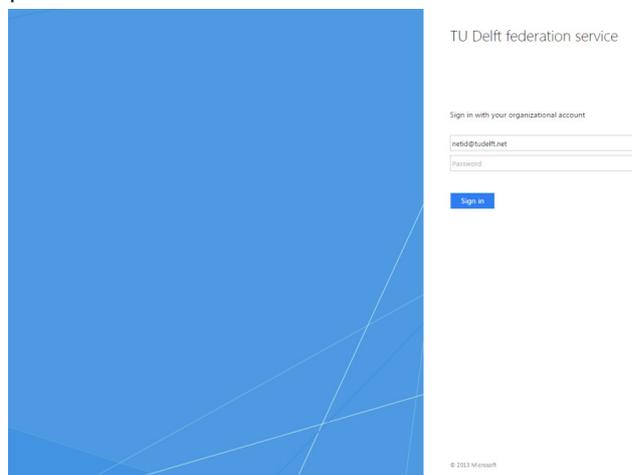
You can only install Office 365 this way on a maximum of 5 different devices.. The system must be connected to the internet at least once a month to check the validity of the license. When you unsubscribing from the TUDelft your Office 365 license will be deactivated after one week.

Follow the steps below to install Microsoft Office 365

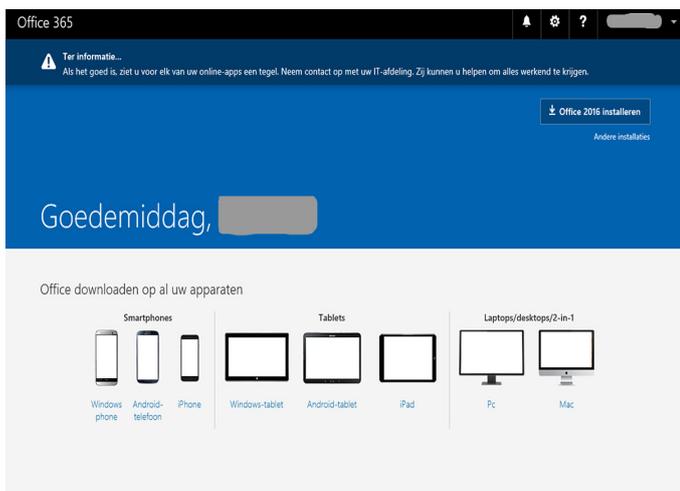
Step 1. Go to portal.office.com and fill in your netid@tudelft.net and click on the password field.



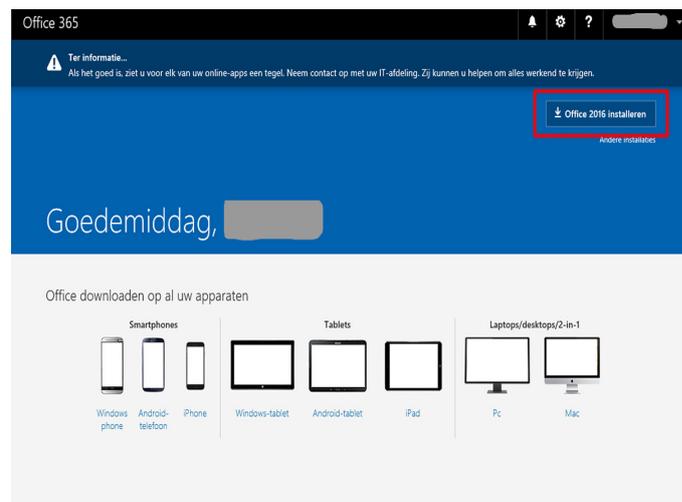
Step 2. When you click on the password section you will be directed to a new page from the TU Delft (your password is not known at Microsoft). Fill in your NetID password here.



Step 3. A new screen will appear in the same language as your TU Delft Microsoft Account settings. These are english by default, but can be changed through adjusting the Microsoft Account itself.



Step 4. Find the installation button for Office 365 on the screen, marked by a red box in the image below. This will then download the installer for Office 365.



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Step 5. An installer will be downloaded. Run this installer and after some required clicks on “Next”, “Install” and/or “Finish” Office 365 will be automatically installed.

