

ITD Fact File:

Installing Microsoft Office for students iPad/iPhone



Information Technology Directorate – IT Service Desk

As a student of UNE, you are entitled to download and run a full version of Microsoft Office ProPlus to FIVE devices (laptop, desktop or mobile devices). The software will be active while you are a student at UNE and have an active UNE account.

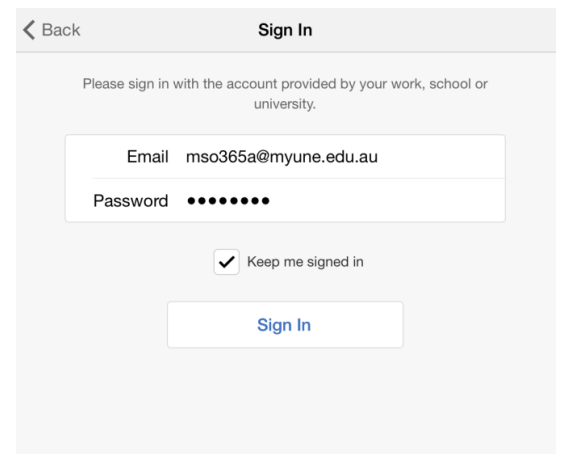
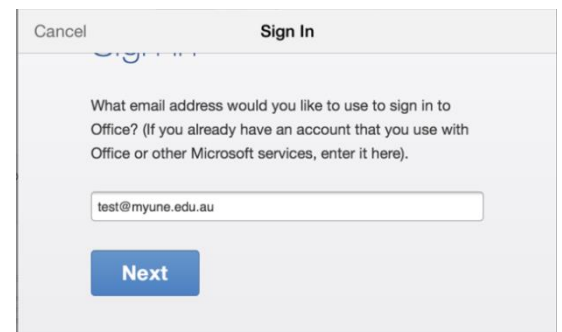
You can download a free (read only) version of the Office apps from the Apps Store – search for Microsoft Office and download the individual apps you would like to access (Word, Excel or Powerpoint). The free versions are “read-only”.

To activate the full license, open one of the applications and look for the “Activate” option along the top of the screen.



When prompted, first enter your UNE email address and then sign in with your UNE password as your password.

This will “unlock” the editing features of the app.



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The IT Service Desk is not able to provide help and support with the installation of these products. Instead, please review Microsoft's help pages at <http://office.microsoft.com/en-us/support/> on the installation and setup of the software.