

ITD Fact File:

Installing Microsoft Office for students Macintosh

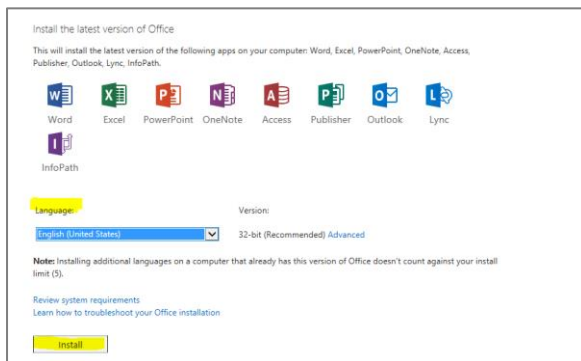
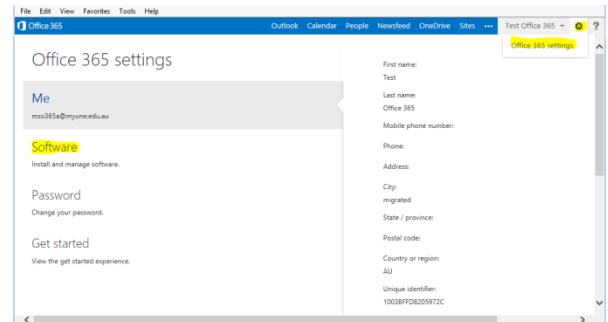


Information Technology Directorate – IT Service Desk

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.

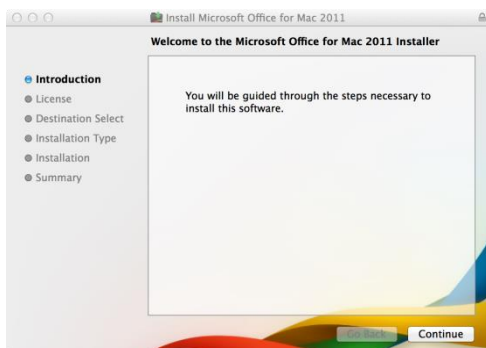
To access the software download, log into your UNE student email account online at <http://access.myune.edu.au>.

Click on the cogwheel icon in the top right of the screen and select “Office 365 settings”. Select “Software” from the left hand menu.

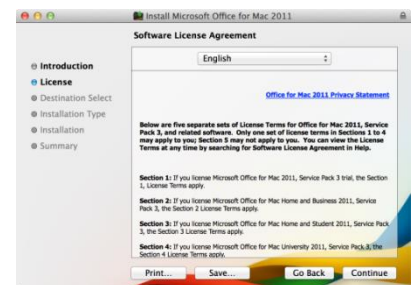


Select your preferred language and select “Install” to start the software download. (The download may take some time, depending on your network speed).

Once downloaded, the installer will pop up. Double-click the installer to start the installation.



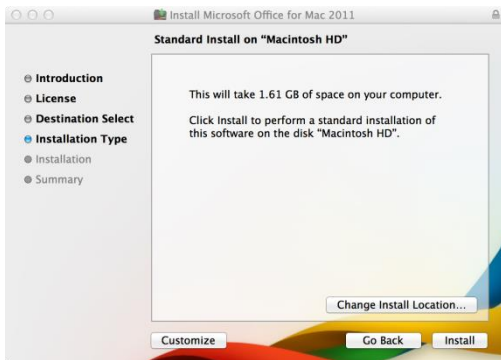
Click on “Continue” on the Welcome page.



Review the license agreement and click on “Continue” to accept the agreement and continue the installation.

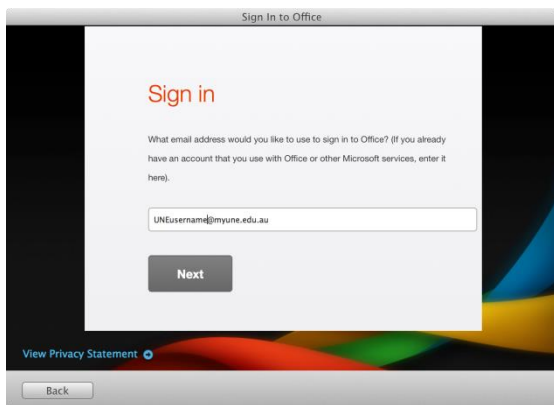
V1.0 – July 2014

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.



Unless you want to change the location of the installation, accept the defaults and click “Install” to start the installation on your Mac.

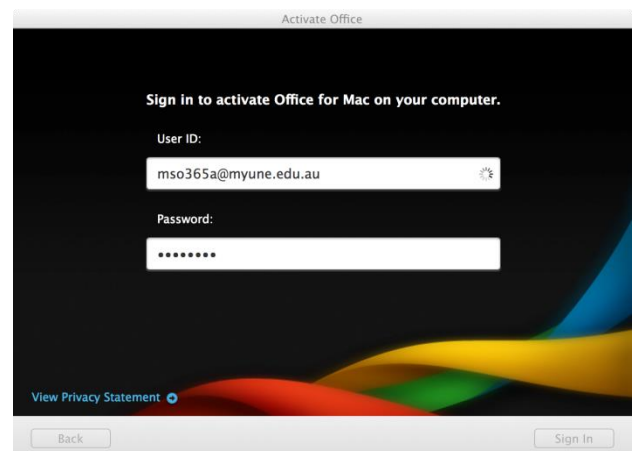
The installation may take several minutes. Once installed, the “Get Started with Office 2011” screen pops up. Select the second / middle option “Sign in to an existing Office365 subscription”.



Sign in with your full UNE email address (username@myune.edu.au) and click “Next”.

Enter you UNE password on the next screen.

Done! Your Office subscription is now active (for as long as you have an active student account).



To deactivate a license for a device, go back to your student email (<http://access.myune.edu.au>). Click on the cogwheel icon in the top right of the screen and select “Office 365 options”. In the SOFTWARE section, you can view which of your devices have an active license of Office and are given the option to deactivate the license on devices that no longer require the software.