

ITD Fact File:

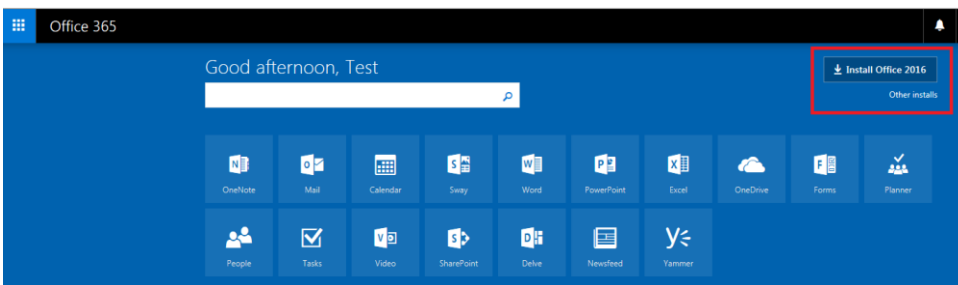
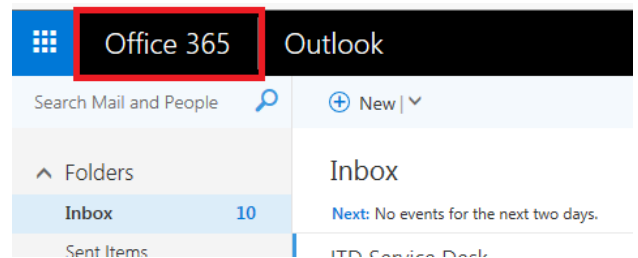
Installing Microsoft Office for students Windows



Information Technology Directorate – IT Service Desk

As a student of UNE, you are entitled to download and run a full version of Microsoft Office 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>. Once logged in, select “Office 365” from the top left.



From the next screen, you can select to “Install Office 2016” (or other version).

(You can also use online version of the software from this screen – no download required)

Follow the instructions onscreen to download and install the software. After the installation is complete, you will be asked to “Activate” the software – please use your **UNE email address** (uneusername@myune.edu.au)

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

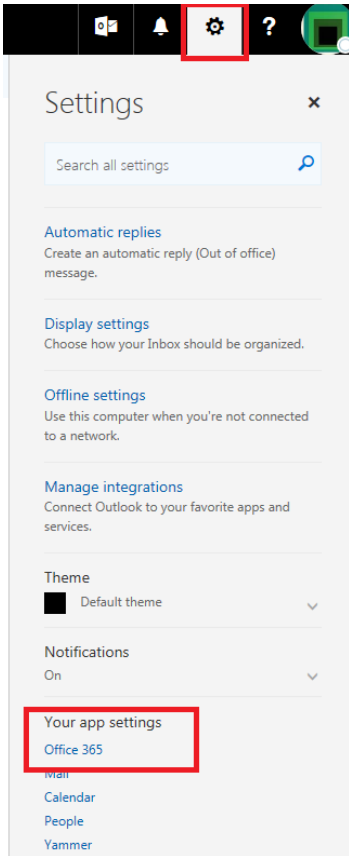
Just a few more steps...

- 1 Click Run**
Find it at the bottom of the screen or press Alt+N.
- 2 Say "yes"**
Find it at the bottom of the screen or press Alt+N.
- 3 Stay online**
After installation, start Office and sign in with the account you use for Office 365:
yourusername@myune.edu.au

Close Need help installing?

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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.



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” under the “Your App Settings”.

In the INSTALL STATUS 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.

