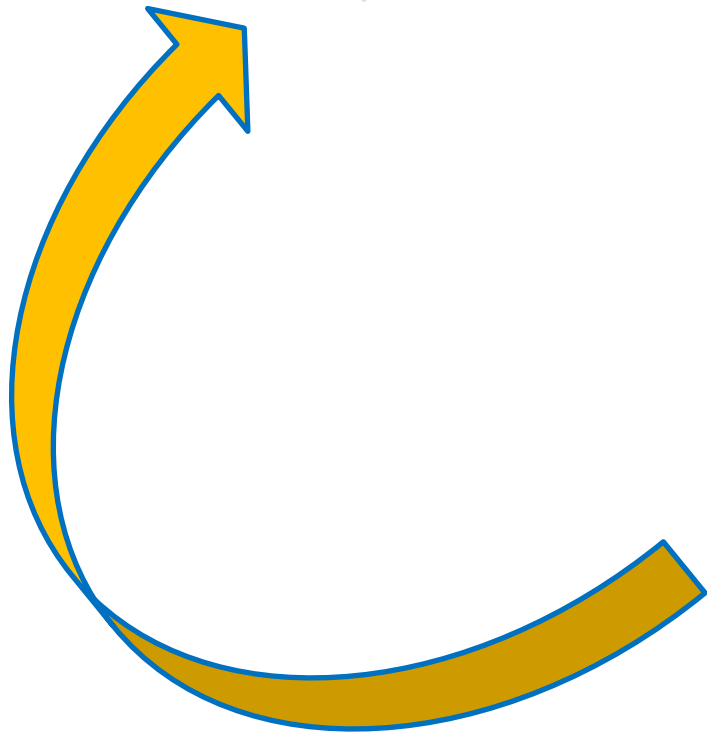


Downloading & Installing Microsoft Office
For Students



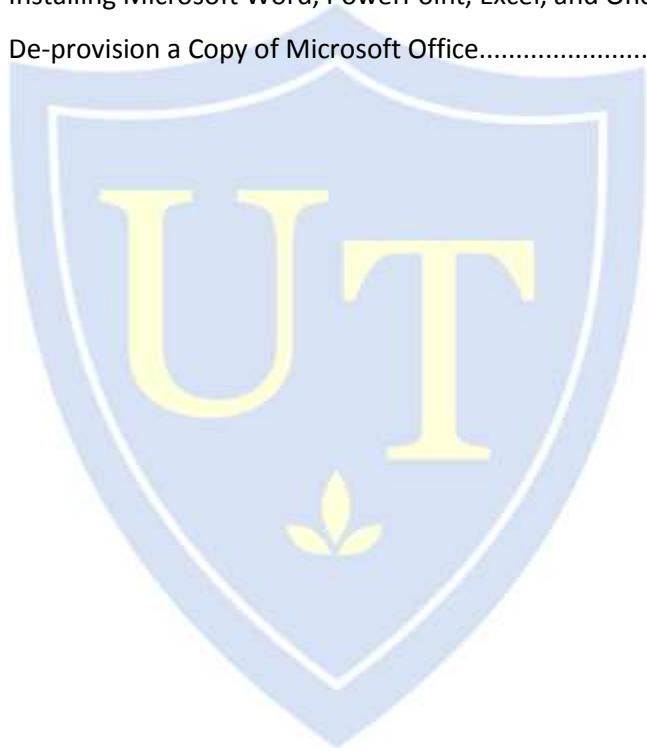
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Office 365

Table of Contents

Installing Microsoft Office - Windows	2
Install Microsoft Office - Mac OSX.....	7
Installing Microsoft Word, PowerPoint, Excel, and OneNote – iPad.....	12
Installing Microsoft Word, PowerPoint, Excel, and OneNote – Android.....	14
De-provision a Copy of Microsoft Office.....	15



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Installing Microsoft Office - Windows

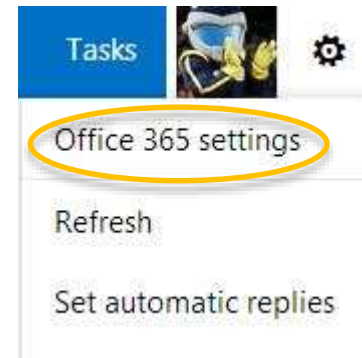
- 1) Visit <https://portal.office.com/OLS/MySoftware.aspx>



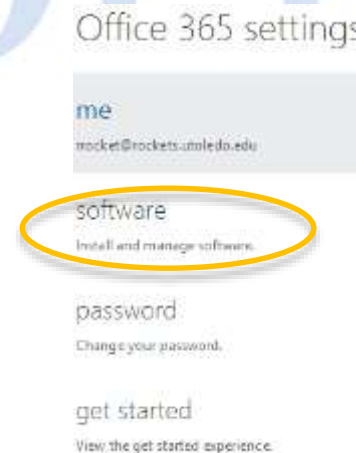
- 2) In the username box type your **UTAD UserID followed by@rockets.utoledo.edu** (i.e. **RRocket@rockets.utoledo.edu**)
 - a. Click the password box and you will be redirected to UT's logon page.
- 3) Log in with your **UTAD credentials**



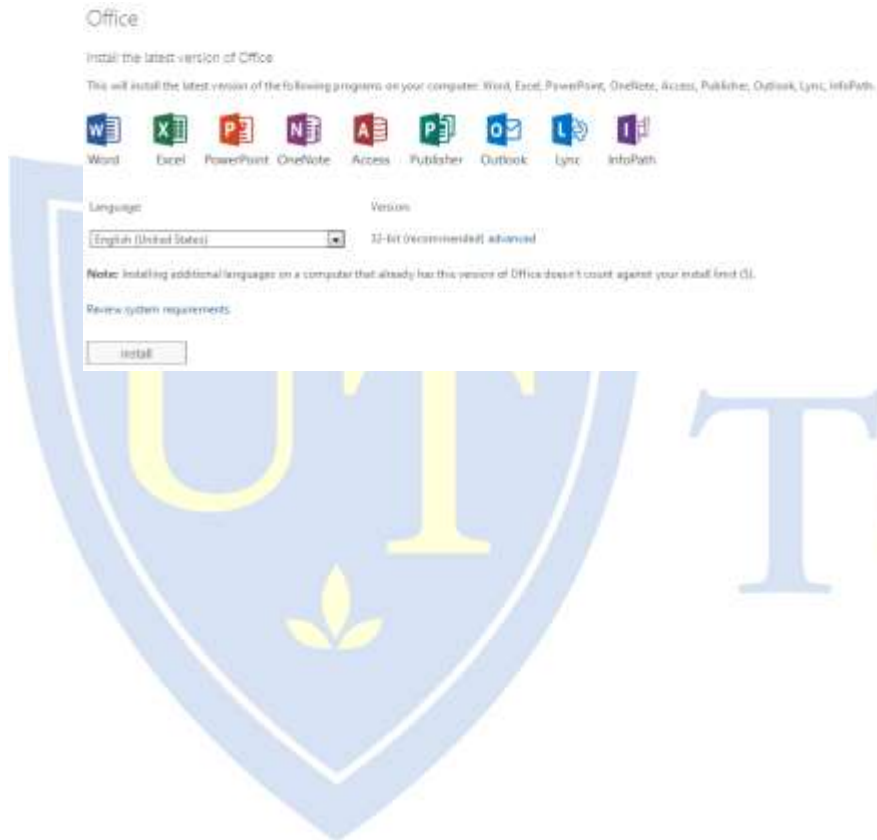
- 4) Click on the **Settings** icon then click **Office 365 Settings**



- 5) On the left hand side, click **software**



- 6) In the middle of the page, click the **install** button. Ensure you have the language **English (United States)** selected from the drop down menu



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- 7) Allow Microsoft Office to download to your computer. This may take several minutes depending on your internet connection speed.
- 8) After downloading, click the **Run** option. Office 2013 should begin to install



- 9) Click the **Sign in** button



- 8) Enter your UTADUserName@rockets.utoledo.edu then click **Next**.

Sign in

What email address would you like to use to sign in to Office? (If you already have an account that you use with Office or other Microsoft services, enter it here).

- 9) The email address field should be populated from the previous screen. Please enter **the current UTAD password in the password field** then click **Next**. If the Sign into Office screen appears, select **Organizational Account**.

Sign In

User ID:

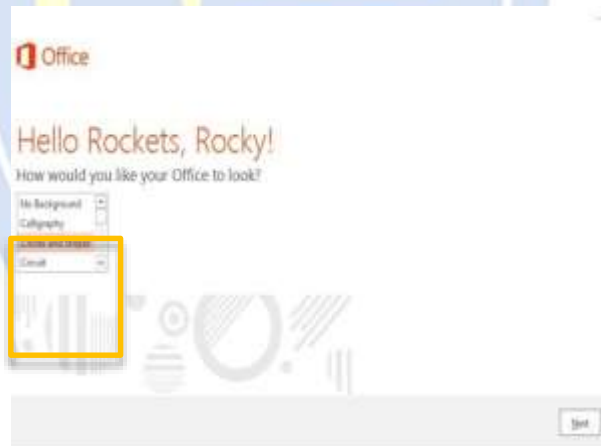
Password:

Keep me signed in

10) Once at the “Meet Sky Drive” screen, click next.



11) Select the Office background of your choice then click **Next**



12) *Optional* Office 2013 offers a tour should the user want to take it. If wanting to bypass the tour, click **No, thanks**.



13) Microsoft Office will continue to install. Please be patient. **This may take several minutes.**



- 14) Once at the **“You’re good to go”** screen, this means the Microsoft Office 2013 suite of applications has been installed successfully. Click **All done!** to complete the installation.



You're good to go.

We're all done, and you can now go offline if you need to. Enjoy!

All done!

- 15) That's it! Once office completes installing, the Microsoft Office 2013 suite can be found in the *Start* menu>**All Programs>Microsoft Office2013**

Install Microsoft Office - Mac OSX

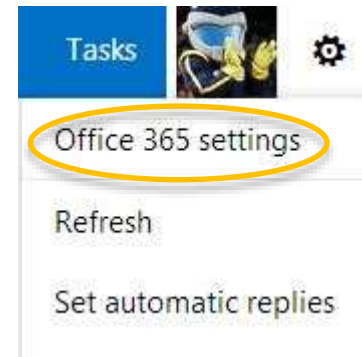
- 1) Visit <https://portal.office.com/OLS/MySoftware.aspx>



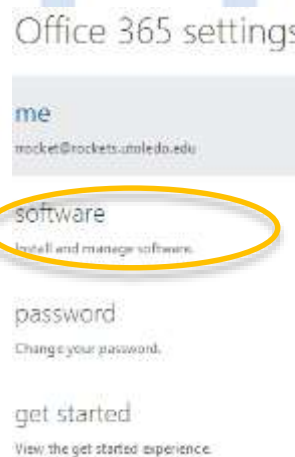
- 2) In the username box type your **UTAD UserID followed by @rockets.utoledo.edu** (i.e. **RRocket@rockets.utoledo.edu**)
 - a. Click the password box and you will be redirected to UT's logon page.
- 3) Log in with your **UTAD credentials**



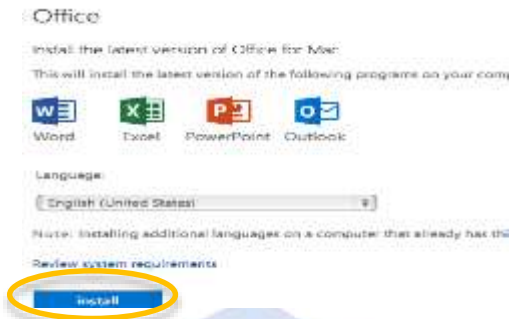
- 4) Click on the **Settings** icon then click **Office 365 Settings**



- 5) On the left hand side, click **software**



- 6) In the middle of the page, click the **install** button. Ensure you have the language **English (United States)** selected from the drop down menu



7) Allow the download to complete. From there, run the **Office for Mac Installer**. This may take several minutes depending on your internet connection speed.

8) After running the Microsoft Office for Mac download, **double click on the Office Installer Folder**



9) Once opened into the Microsoft Office 2011 installer, click **Continue**



10) Read and accept the license agreement, then click **Continue**



11) **Ensure the license agreement has been read then click Agree**

To continue installing the software you must agree to the terms of the software license agreement.

Click Agree to continue or click Disagree to cancel the installation and quit the Installer.

Read License

Disagree

Agree

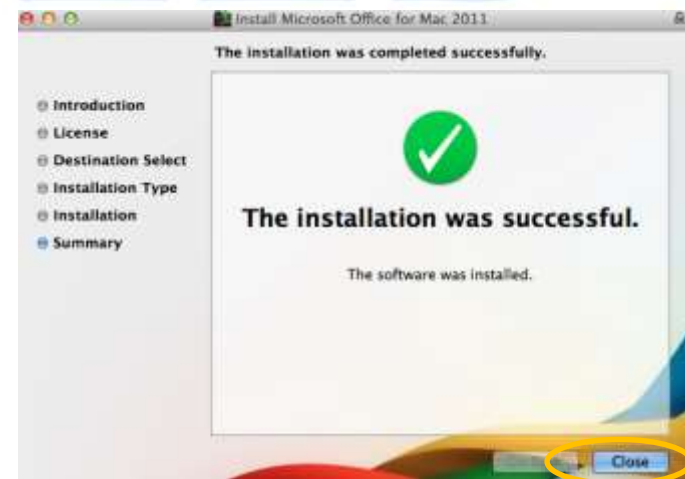
12) Upon arrival to the install location screen, select **Install**



13) Installing Microsoft Office for Mac OSX does **require administrative privileges**. If prompted, enter your **administrative password** for your mac then click **Install Software**. Allow the installer to install Microsoft Office onto your Mac. **This could take several minutes.**



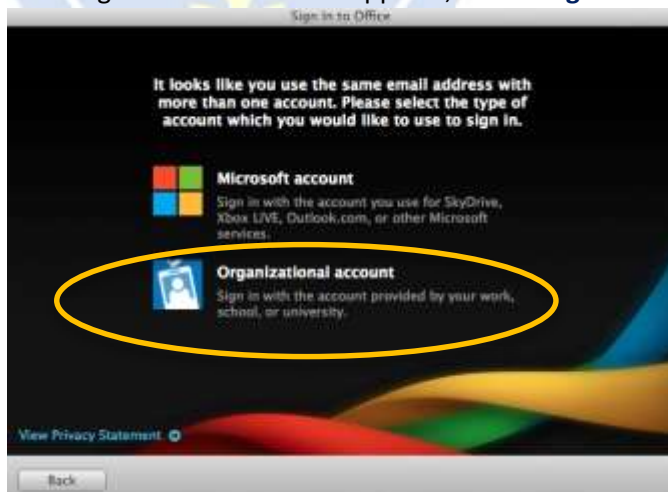
14) Once the installation completes, click **Close**.



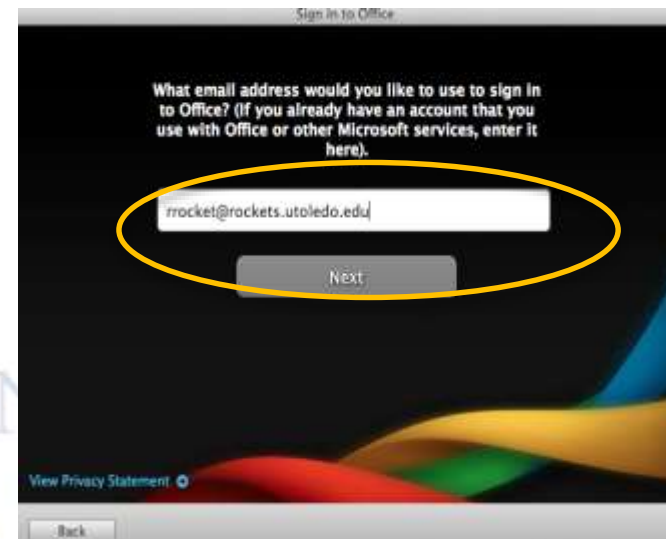
15) After the Microsoft Office 2011 installer has ran and completed, the **Get Started with Office 2011** should appear. Click on **Sign on with an existing Office 365 subscription**



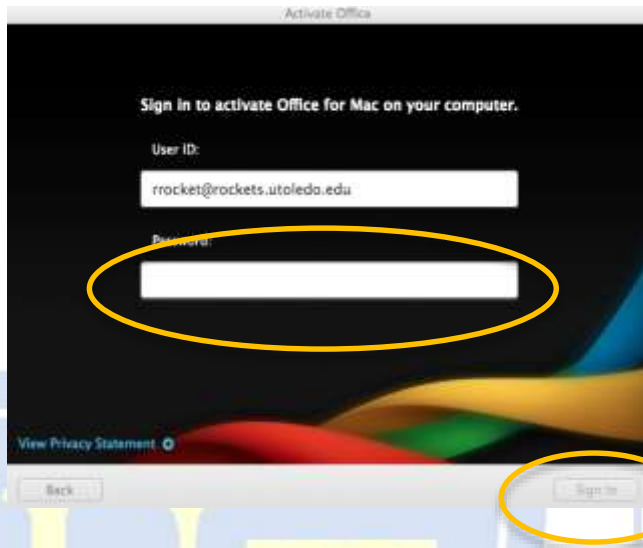
16) If the Sign into Office screen appears, select **Organizational Account**



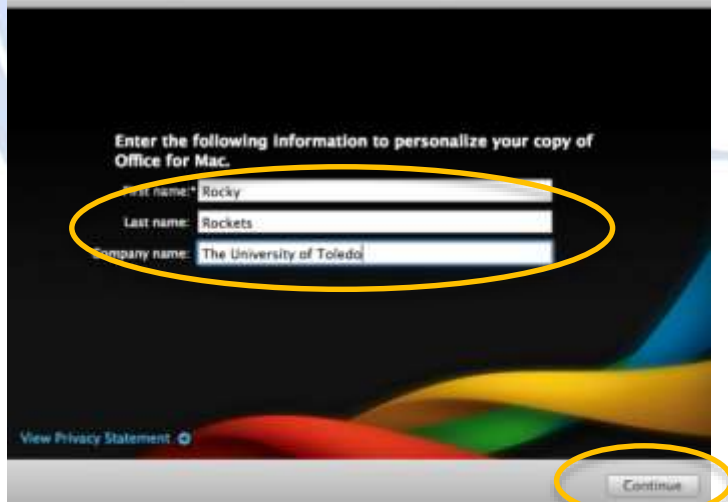
17) At the Sign into Office screen, enter your UTADUserName@rockets.utoledo.edu, then click **Next**



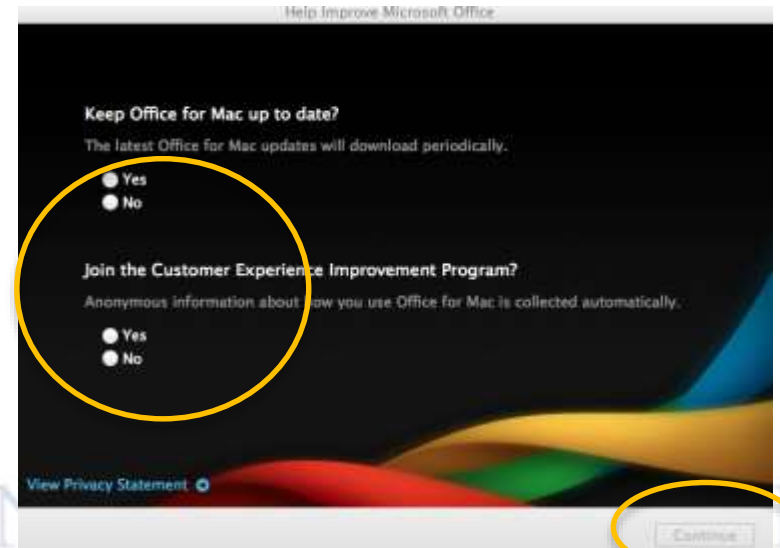
18) At the Activate office screen, enter your UTAD Password in the password field, then click **Sign In**



19) Enter your **First Name, Last Name**, and **The University of Toledo** for the company name field. Once completed, click **Continue**.



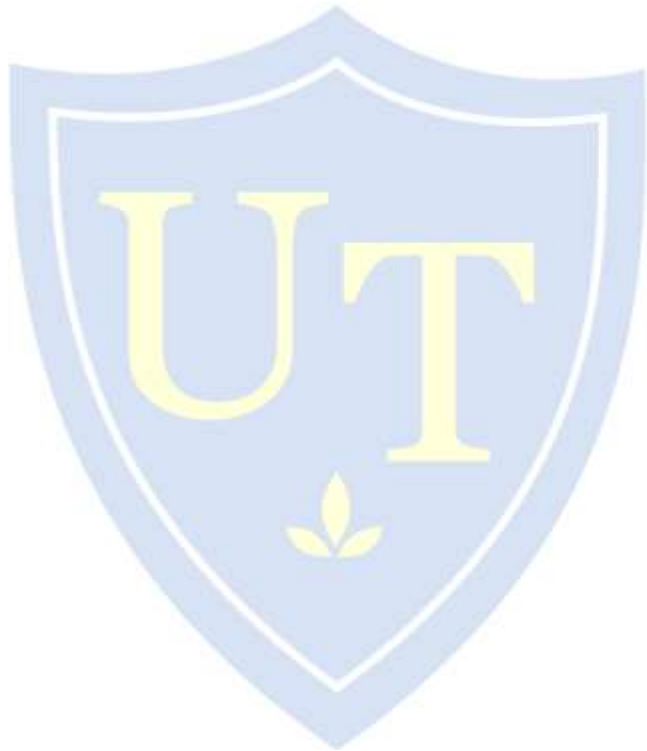
20) At the Help Improve Office Screen, answer the questions to your description. Once complete, click **Continue**.



21) That's it. **Microsoft Office 2011 is now installed on the machine.**

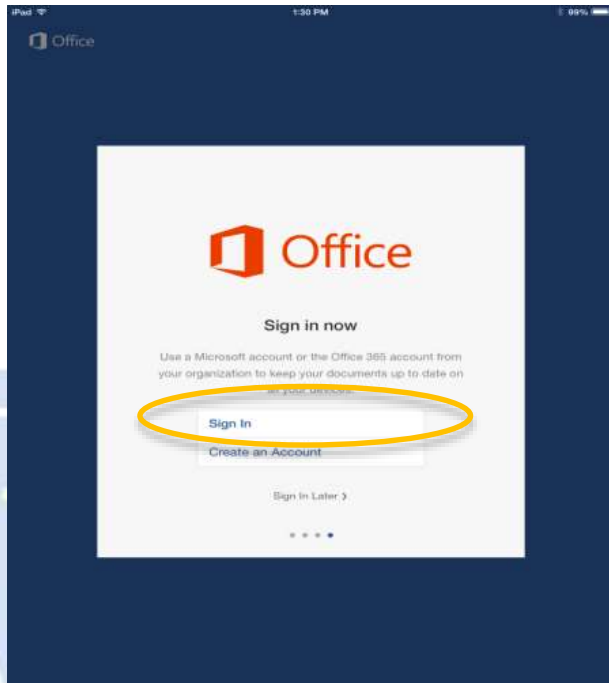
**Please be advised that the Microsoft Office Applications must be downloaded separately. This instruction sheet demonstrates with Microsoft Word however the same instructions will apply for each individual Office application.*

- 1) Open the **iOS App Store** and search for either Word, PowerPoint, Excel or OneNote. Once located, **download and install it**
- 2) Once installed onto the iPad, **open one of the Microsoft Office application**
- 3) Upon the first time opening the application, the Office 365 splash screen will appear. **Read though and swipe to the very end of the Office 365 Introduction**

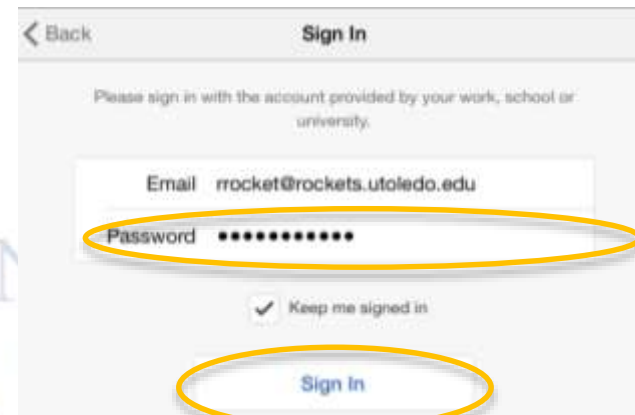


Installing Microsoft Word, PowerPoint, Excel, and OneNote – iPad

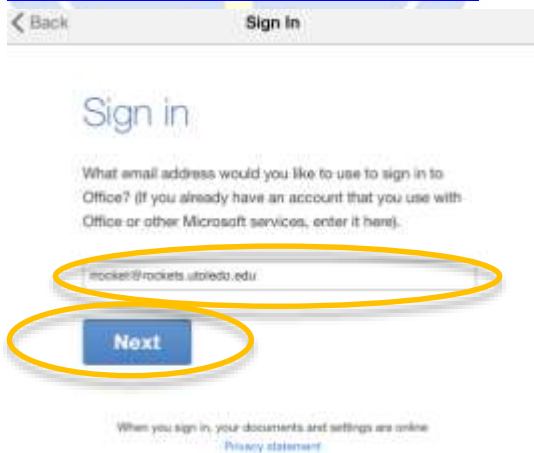
- 4) Once at the last Office 365 sign in splash screen, tap **Sign In**



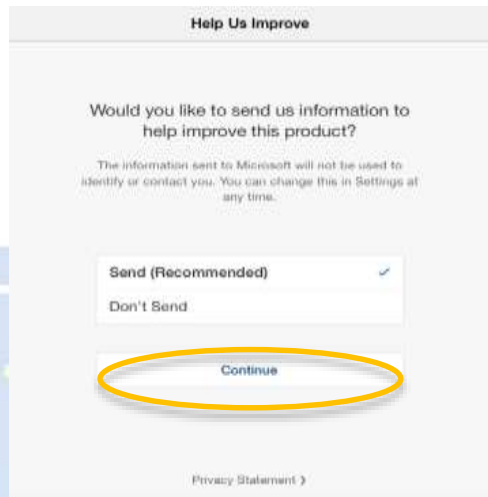
- 6) At the sign in screen, the email address should be populated from the previous screen. **At this point, enter your UTAD password** then tap **Sign In**. If the Sign into Office screen appears, select **Organizational Account**



- 5) At the sign in prompt, enter the UTADUserName@rockets.utoledo.edu then click the **Next** button



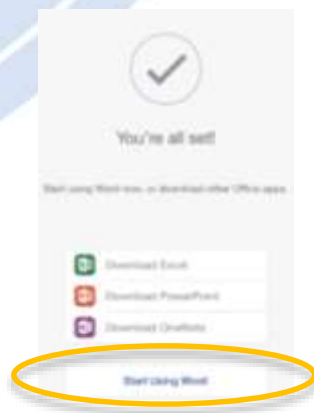
- 7) After successfully signing in with your UTAD credentials, the Help Us Improve screen will appear. Either tap Send (Recommended) or Don't Send. **The choice is entirely yours. Tap Continue.**



Installing Microsoft Word, PowerPoint, Excel, and OneNote – Android

Microsoft has not made a stable release to **ALL** Android devices. Please check back soon for updates.

- 8) That's it! If applicable, the user may elect to download the rest of the office applications from the AppStore using the same process.



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De-provision a Copy of Microsoft Office

- 1) Log in with your **UTAD credentials** at **rockets.utoledo.edu**

Sign In



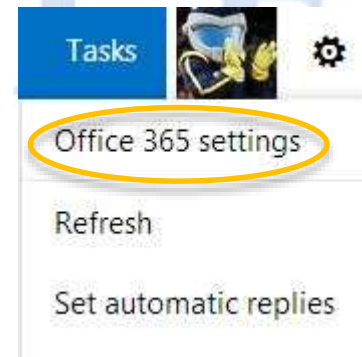
fs.utoledo.edu

Type your user name and password.

User name: Example: 0000000000000000

Password:

- 2) Click on the **Settings** icon then click **Office 365 Settings**



- 3) On the left hand side, click **software**

Office 365 settings

me
rocket@rockets.utledo.edu

software
Install and manage software.

password
Change your password.

get started
View the get started experience.

- 4) Locate the computer you wish to deactivate office on then click **Deactivate**

Office

Manage installs

If you don't have any installs left, you can deactivate an install on one computer and install Office on another.

COMPUTER NAME	OPERATING SYSTEM	INSTALLATION DATE	
UTLRDFK39	6.1.7600 Microsoft Windows 7 Professional	12/22/2013	Deactivate
KRISRAMSDELL-PC	Microsoft Windows 7 Home Premium	8/29/2014	Deactivate

- 5) At the **Do you want to Deactivate this install?** click **Yes**.

Do you want to deactivate this install?

After you deactivate an install, you won't be able to use many of its features.

Deactivating this install does not remove the latest version of Office from your computer.

yes no

- 6) At this point, The Microsoft Office Application will be deactivated and **will convert into a read only program**. Additionally, a license will be credited to the Office 365 email account in which the user may elect to install Microsoft Office onto another computer.

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