Student Instructions for installing Microsoft Office on Windows Devices

- 1. Start by logging into the computer or device you wish to install Office. (You must have Administrator-level rights in order to complete installation.)
- 2. Login to your Saint Paul College student email account. Click the SETTINGS ("gear") icon next to your name, then select the "Office 365 settings" option.

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Outlook	Calendar	People	Newsfeed	OneDrive Sites ••	•	Gunther Jones - refresh Set automatic replies Display settings Manage apps Change theme Options	? ^ nread	•
				~	7	 Office 365 settings + Get more a 	pps	

3. On the "Office 365 settings" page, select "software".

Office 365 settings	
me @my.saintpaul.edu	
software Install and manage software.	
password	
Change your password.	
get started	
View the get started experience.	

4. This next page may take a few minutes to load the first time. At the "Office" screen, select Language and Version you need. Unless you are sure you have a 64-bit machine, please use the default 32-bit Version.

Office				
Install the latest version of Office				
This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.				
Word Excel PowerPoint OneNote Access Publisher Outlook Lync InfoPath				
Language: Version:				
English (United States) 32-bit (recommended) advanced				
Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).				
Review system requirements				
install				
Not ready to install the latest version of Office?				
If your computer doesn't meet the system requirements for the latest version of Office or your language isn't supported yet, you can install the previous version of Office.				
Install Office Professional Plus 2010				
Install Office Professional Plus 2010 language packs				

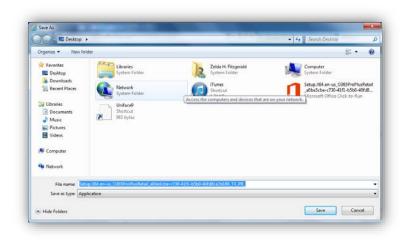
5. You will then be prompted to choose to run the install file or to save it.



6. Click the down arrow and choose "Save As".

	Save
Do you want to run or save Setup.X64.en-us_0365ProPlusRetail_a0be3cbe-c730-41f1-b5b0-40fd81e2b189_TX_PRexe (781 KB) from c2rsetup.officeapp	Save as
It is type of file could harm your computer. Image: Run Save in the second se	Save and run

7. Choose the directory in which you would like to save the file. In this example, we will save to the "Desktop".



8. You will see a setup icon like the one here. It will say either "Setup.X32.ect..." or "Setup.X64.ect...", depending on which Version you selected. Double-click on the icon.

Recycle Bin		
Tunes		
Unifac#)		
5etup.X64.e		

9. When prompted, select "Run".



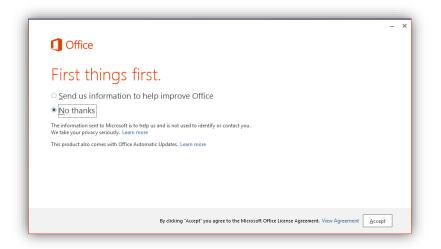
10. You will see the following Image showing the progress of the installation in the bottom left corner.



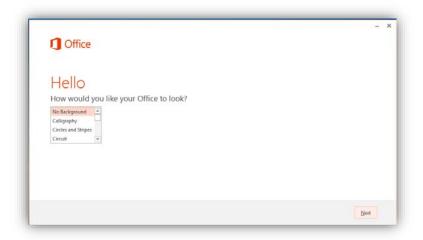
11. When installation is complete, you will see the following Welcome screen:



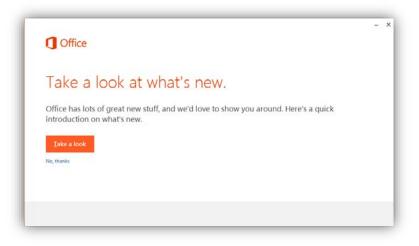
12. Select whether or not to share information about your experience with Microsoft, then click "Accept" when you have made your selection.



13. Select a background for Office, then click "Next".



14. You will now need to choose to either "Take a look" at what is new in Office, or select "No, thanks" to simply finish installation. Make one of these selections.



15. You are now done installing Office 365. Click the "All done" button. You can now access Office on your device.



16. Open the Office Application that you would like to run by locating it on your START menu.



17. The first time you open an Office application, you will be asked how you would like to **activate** the software. Select "I want to activate the software over the internet", then click "Next".

Microsoft Office Activation Wizar	rd	x
Microsoft Office 365 ProPlus Activation Wizard		Office
Thank you for installing Microsol enable all the features. This wiza		
How do you want to activate you I want to activate the soft I want to activate the soft	tware over the <u>I</u> nternet. (recon	nmended)
If you choose not to activate at t the product becomes unlicensed		tion.
<u>H</u> elp	Back	Privacy Statement <u>N</u> ext <u>Cancel</u>

18. At the next screen, select to "Use an Existing Subscription". Enter your Saint Paul College email using your StarID as follows: *yourstarID@go.saintpaul.edu*. Do not use your "regular" email address. (For example, you will enter "ab1234cd@go.saintpaul.edu" instead of entering "hansonj03Emy.saintpaul.edu".) Complete the activation by entering your StarID password. You should now be able to use Office and all of its features.

This document is available in alternative formats to individuals with disabilities by contacting Caidin Riley, Coordinator of Disability Services at 651.846.1547 or caidin.riley@saintpaul.edu. For TTY Communication, contact the Minnesota Relay Service at 7-1-1 or 1.800.627.3529.

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