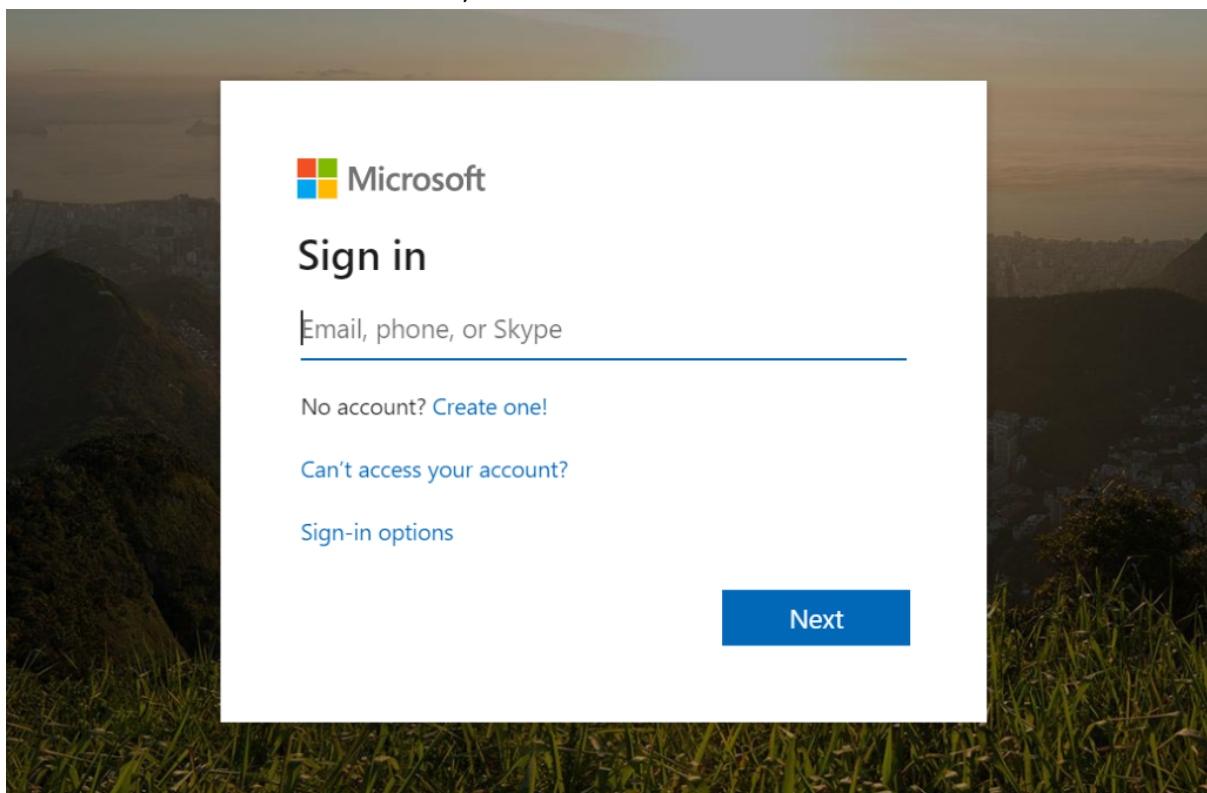




Student IT Software Installation Guides

Office 365 Software Installation Guide — Windows instructions

1. Visit <https://portal.office.com/> and sign in with your University of Melbourne email address. For students, that will be *username*@student.unimelb.edu.au (replace *username* with your own student username). Click **Next**.



2. You will be redirected to the University of Melbourne login page where you should enter your student password. Then, click **Sign in**.



Sign in with your organizational account

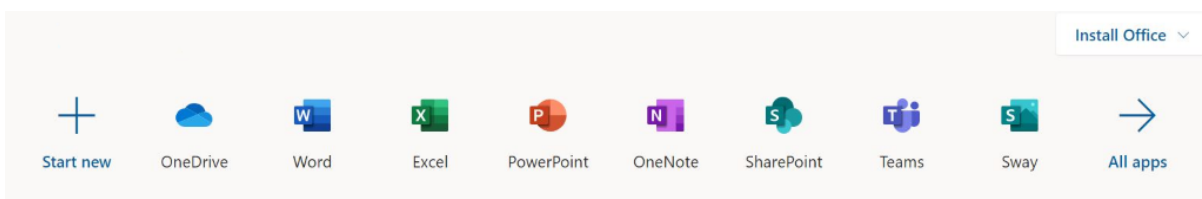
username@student.unimelb.edu.au

Password

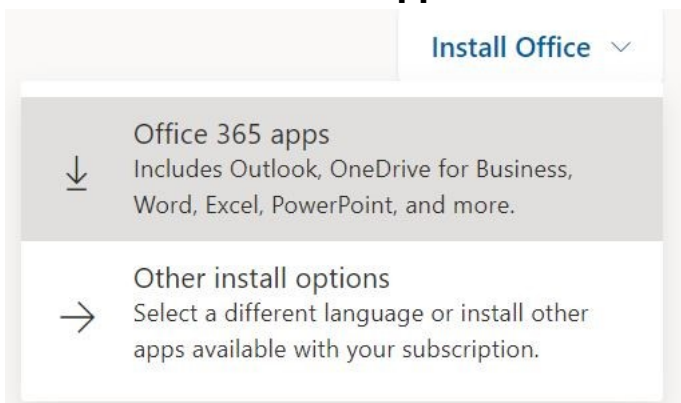
☐ Keep me signed in

Sign in

3. Click **Install Office**.

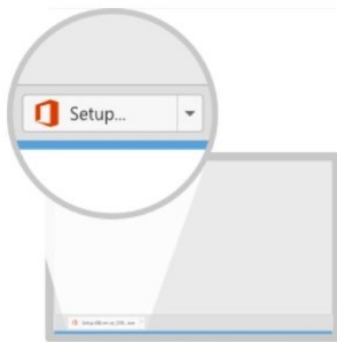


4. Select **Office 365 apps** to download the software installation package.



5. The software package will begin downloading, and you can watch its progress at the bottom of your internet browser window.

Just a few more steps...



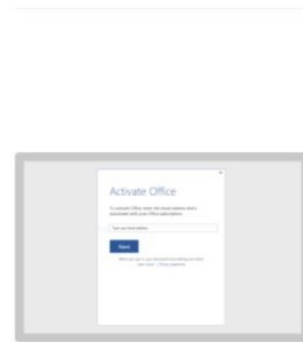
1 Click Run

Click the **Setup** file at the bottom of the screen.



2 Say "yes"

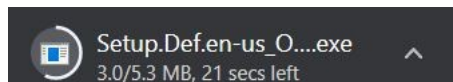
Click **Yes** to start installing.



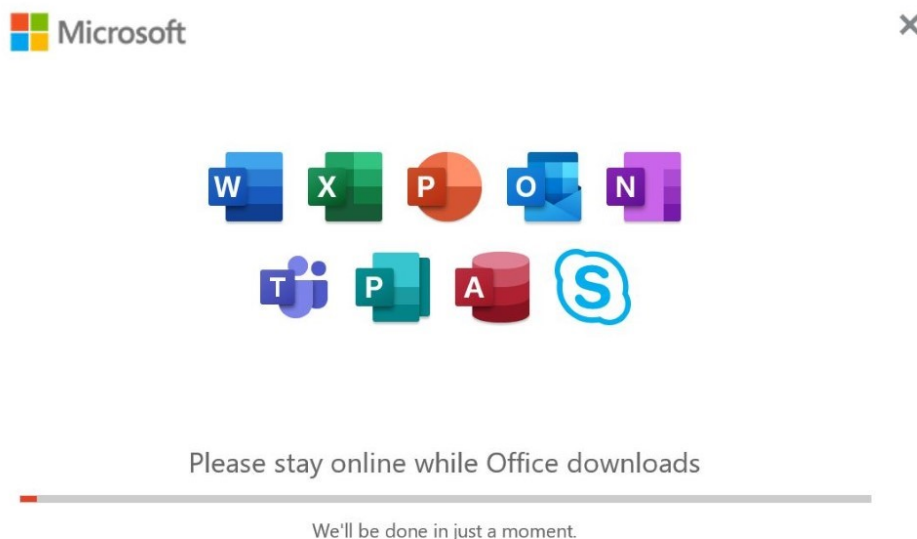
3 Stay online

After installation, start Office and sign in with the account you use for Office 365: lrward@student.unimelb.edu.au.

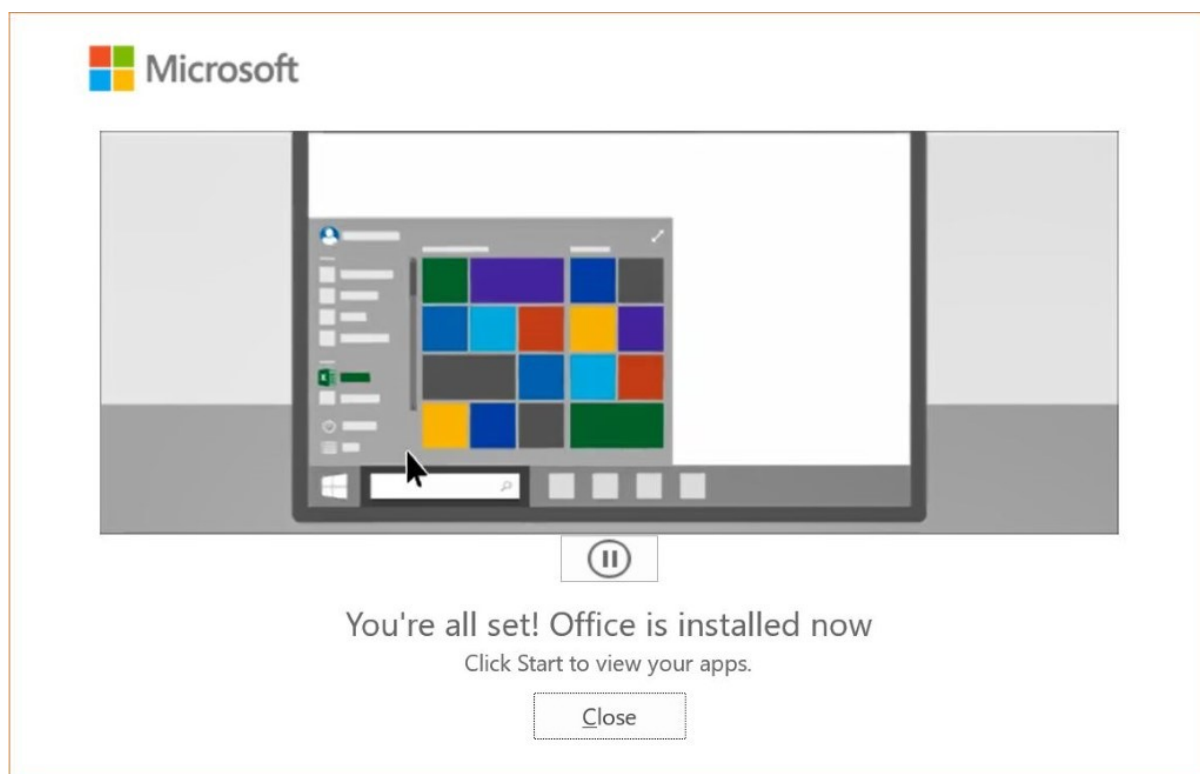
Close Need help installing?



6. Once it has finished downloading, click on the file icon pictured above, or navigate to the installation package in your Downloads folder. It might ask for permissions to make changes on this device. Click **Yes**. Your products will then start installing. It might take about 10 – 15 minutes.



7. Once the installation is complete you can click **Close** to close the installation window.



8. Next, you will need to open one of the Microsoft Office applications to sign into the apps. You may open Microsoft Word for example. It should prompt you to log in again. If a window doesn't automatically open, click **Sign in** at the top corner. Then, enter your student email followed by your student password and click **Sign in**.



Sign in with your organizational account

Sign in

Sign-in requires format:

Students: <username>@student.unimelb.edu.au

Staff: <your primary email address>

9. Tick the checkbox to agree to “Allow my organization to manage my device” and then click **Yes**.

Use this account everywhere on your device


Windows will remember your account and make it easier to sign in to apps and websites. You won't have to enter your password each time you access your organization's resources. You may need to allow them to manage certain settings on your device.

☒ Allow my organization to manage my device

This app only

Yes

10. You will then need to run through a security check process. Click **Next**.



More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Next](#)

11. Select a method by which Microsoft can contact you with a code. Once you have filled in the details, click **Next**. You can then enter the received code on the next screen and select **Verify**.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

Select your country or region

Method

☒ Send me a code by text message

☐ Call me

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We've sent a text message to your phone

When you receive the verification code, enter it here

enter code

Cancel

Verify

12. If the code is valid, you will receive "Verification successful!" message. Click **Done**.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We've sent a text message to your phone

Verification successful!

Done

13. That's it! Your account has now been added across all Microsoft apps. You can open and use any of the Microsoft Office apps while you hold a student account.

You're all set!

We've added your account successfully. You now have access to your organization's apps and services.

Done

