

OFFICE 365 FOR UWTSD STUDENTS



EMAIL

You can now log into your new email service:

www.outlook.com/uwtسد.ac.uk

Please ensure you login to the new email system using your new email address format **@student.uwtسد.ac.uk**, old email address formats @student.tsd.ac.uk or @students.smu.ac.uk will not allow you to log in.

MICROSOFT OFFICE FREE OF CHARGE!



Great news! With Microsoft's new Student Advantage scheme, we're now able to provide Microsoft Office 365 Pro Plus for no charge.

WHAT IS INCLUDED?

What's included with Office 365 ProPlus subscription license?



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



Lync



InfoPath

- **PC and Laptops running Windows:** Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync & InfoPath (Office 2013 base applications)
 - **Apple Mac:** Word, Excel, PowerPoint and Outlook (Office 2011 for Mac base applications)
 - **Apple iPhone/iPad/iPod Touch:** Word, Excel, PowerPoint, OneNote, Lync
 - **Android:** Office Mobile (Word, Excel & PowerPoint), OneNote, Outlook Web Access, Lync
 - **Windows Phone 8:** Word, Excel, PowerPoint, OneNote
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HOW DO I GET IT?

For Windows 7, Windows 8, Windows 8.1 and Apple Mac follow these simple steps;

- If you already have a previous version of Microsoft Office please uninstall Office prior to installing Office 365 ProPlus
 - On the computer or Mac you wish to install Office 365 ProPlus on log in to your UWTSD Office 365 account, for help logging in visit our [Office 365](#) page
 - Click the **cog** in the top right corner
 - Click **Office 365 settings**
 - Click **Software**
 - Make sure **Office** is selected in the left menu
 - Mac users: click **Install**
 - If prompted to enter either a product key or sign in, click **Sign in to an existing Office 365 subscription** and authenticate using your UWTSD email address and password.
 - Windows users: if you're happy to install the default 32-bit version then click **Install**
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- Windows users: if you would like to install 64-bit version:
 - Click **Advanced**
 - From the drop down list select **64-bit**
 - Click **Install**
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To find out if you have a 32-bit or 64-bit version of Windows;

On Windows 7:

- Click the **Start** button
- Right-click **Computer**
- Left click **Properties**
- Under **System Type** you should see either 32-bit or 64-bit operating system

On Windows 8

- On your keyboard press **Windows Key** and **D** together
- Hover your mouse in the bottom right corner of your screen
- In the window that pops up click **Settings**
- Click **PC Info**
- you should see either 32-bit or 64-bit operating system

On Windows 8.1

- Right click the **Start** button (in the bottom left corner of your screen)
- Click **System**
- you should see either 32-bit or 64-bit operating system

PC System Requirements;

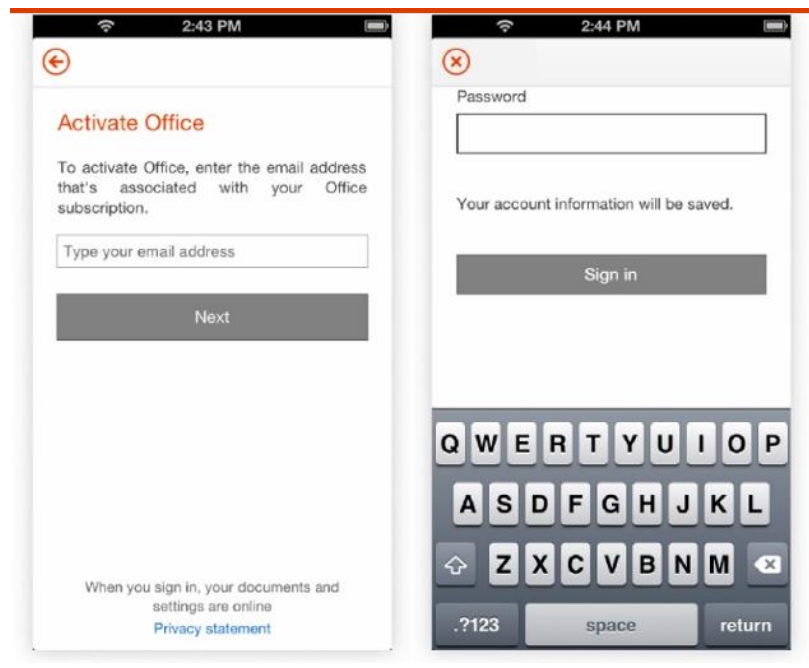
- **Operating System:** Windows 7, Windows 8 or Windows 8.1
- **Processor:** 1GHz or faster x86 or 64-bit with SSE2
- **Memory (RAM):** 1 GB for 32-bit, 2 GB for 64-bit
- **Disk Space:** 3 GB
- **Monitor Resolution:** 1024 x 768

Mac OSX System Requirements;

- **Operating System:** OSX 10.5.8 or later
 - **Processor:** Intel Processor
 - **Memory (RAM):** 1 GB
 - **Disk Space:** 2.5 GB
 - **Hard Disk:** HFS+ hard disk format (also known as Mac OSX Extended or HFS Plus)
 - **Monitor Resolution:** 1080 x 768
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OFFICE 365 FOR MOBILE DEVICES

FOR IPHONE (Click link for full guide)



For Android (Click link for full guide)

