

Office 365 Install Instructions for Students

Step-by-Step Guide for Windows & Mac OS X



Office 365

These instructions are for students installing Office 365 apps on their own Windows or Mac OS X computer.

The apps included are Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook and OneDrive.

Please note, access to these applications will end when you finish your courses and leave Bury College so please ensure any saved work in your OneDrive account is backed up. You will be given the option from Microsoft to continue using the software by purchasing your own license.

Open a web browser on your computer and go to the Bury College website by typing 'www.burycollege.ac.uk' into the address bar.

At the top of the page, click the 'Office 365' link which will take you to a sign in page.



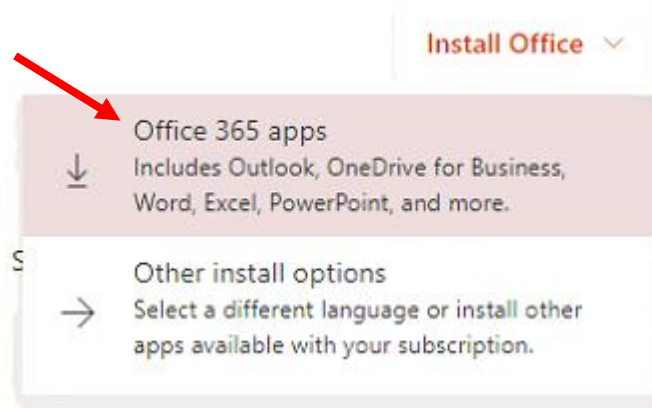
Bury College Login Portal

Sign in with your student or staff email address...
username@student.burycollege.ac.uk or
username@burycollege.ac.uk

Sign in

Enter your student email address and password, eg. studentid@student.burycollege.ac.uk and click 'Sign in' which will take you to your Office 365 account.

Click the 'Install Office' button in the top right corner and click 'Office 365 apps'.



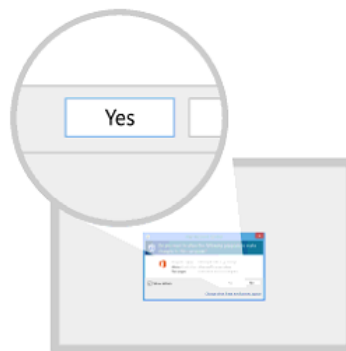
Click the 'Install Office' button and click 'Office 365 apps'. The below window will then appear and also download a small setup file. When this has downloaded, click the file which will start the installation process.

Just a few more steps...



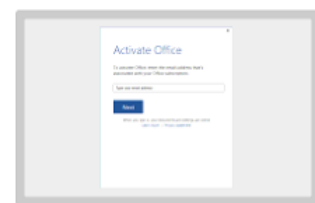
1 Click Run

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: 29991234@student.burycollege.ac.uk.

Close

Need help installing?

You will then see the below windows appear...



Microsoft



Please stay online while Office downloads

We'll be done in just a moment.

Microsoft



You're all set! Office is installed now

Click Start to view your apps.

Close

When the installation is complete, click 'Close'.

You can then launch any of the Office apps and the first time you will be asked to sign in to activate Office by entering your college email address and password.