Downloading & Installing Microsoft Office
For Students
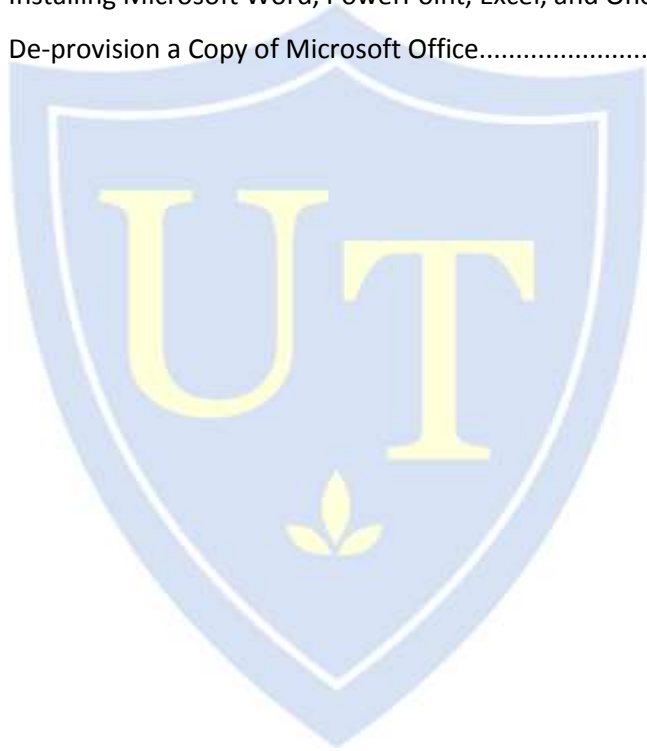
THE UNIVERSITY OF
TOLEDO
1872

Office 365

™

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Installing Microsoft Office - Windows
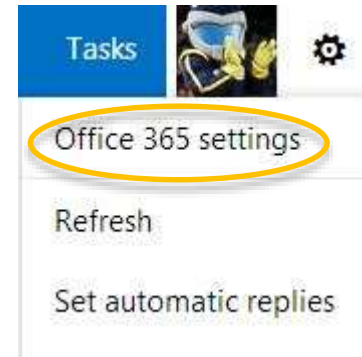
1) Visit https://portal.office.com/OLS/MySoftware.aspx

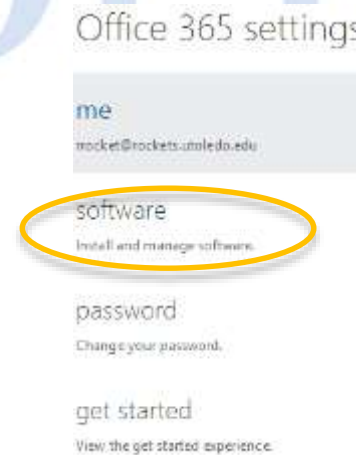2) In the username box type your **UTAD UserID followed by@rockets.utoledo.edu (i.e. RRocket@rockets.utoledo.edu)**

   a. Click the password box and you will be redirected to UT's logon page.
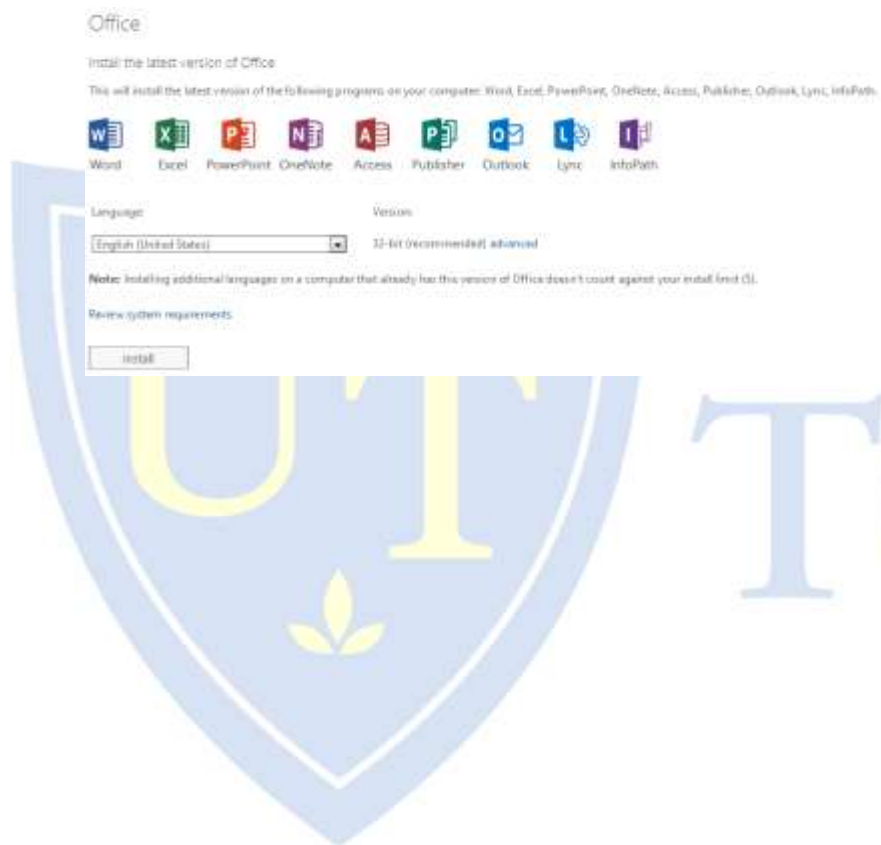
3) Log in with your **UTAD credentials**

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

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

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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

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

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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**.

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.**
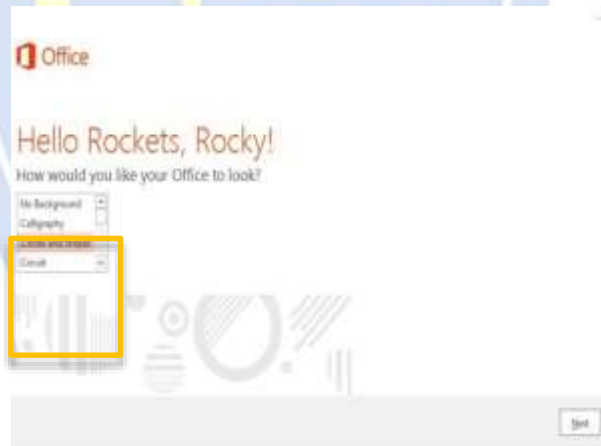
10) Once at the "Meet Sky Drive" screen, click next.

Office

Meet OneDrive.

Signing in to Office means you can save documents to the cloud with OneDrive.

OneDrive gives you anywhere access to your files and makes it easy to share with the people who need them.

Learn more

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

Office

Hello Rockets, Rocky!

How would you like your Office to look?

No Background
Calligraphy

Email

Next

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

Office

We're getting things ready.

Office has lots of great new stuff, and we'd love to show you around while we wrap things up. Here's a quick introduction on what's new.

Take a look

No, thanks

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

Office

You can use Office now.

We're wrapping things up — please stay online as we make some finishing touches.

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.

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

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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.
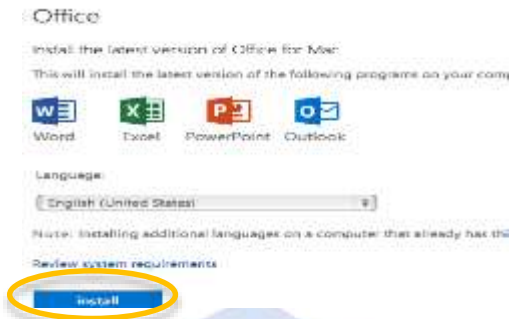
3) Log in with your **UTAD credentials**

4) Click on the **Settings** icon then click **Office 365 Settings**
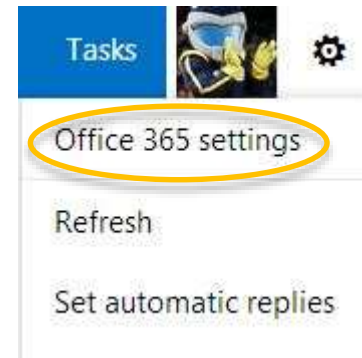
5) On the left hand side, click **software**
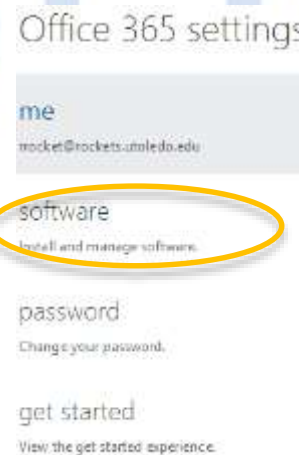
6) In the middle of the page, click the **install** button. Ensure you have the language **English (United States)** selected from the drop down menu

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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**

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

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

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

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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]

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.**

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

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

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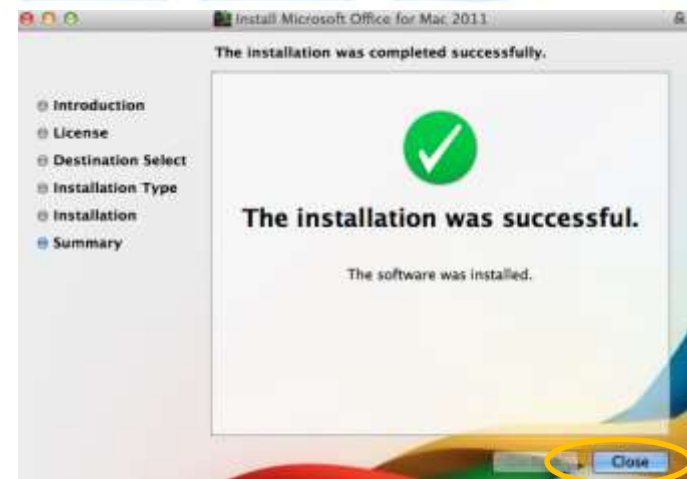
15) After the Microsoft Office 2011 installer has ran and completed, the **Get Started with Office 2011** should appear. Click on **Sign on with an existing Office 365 subscription**
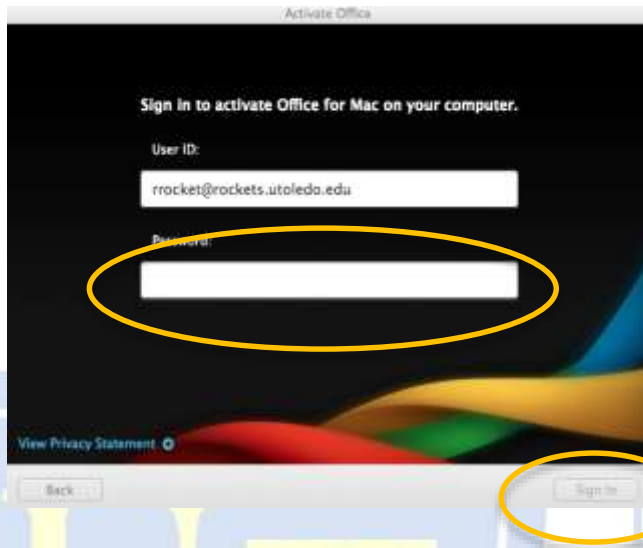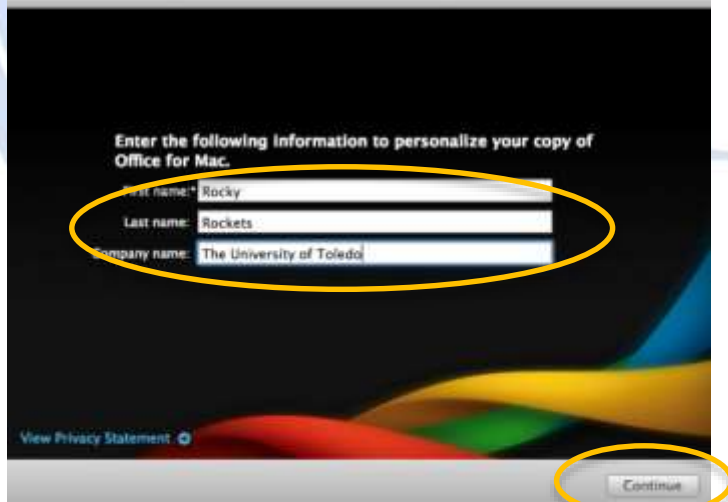

16) **If** the Sign into Office screen appears, select **Organizational Account**

17) At the Sign into Office screen, enter your UTADUserName@rockets.utoledo.edu, then click **Next**
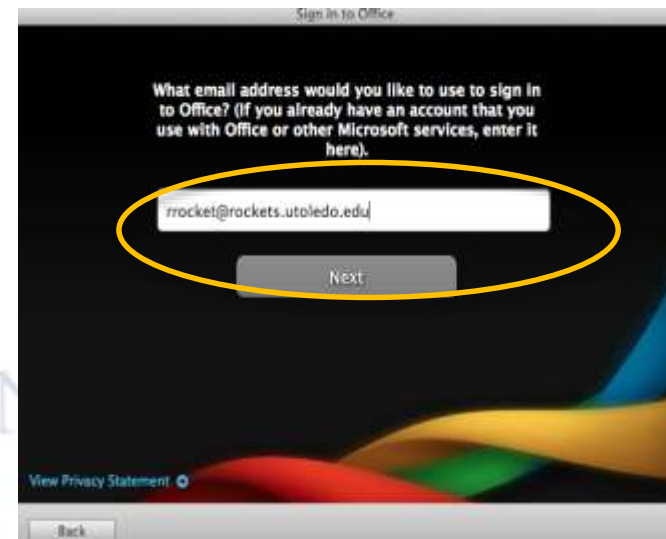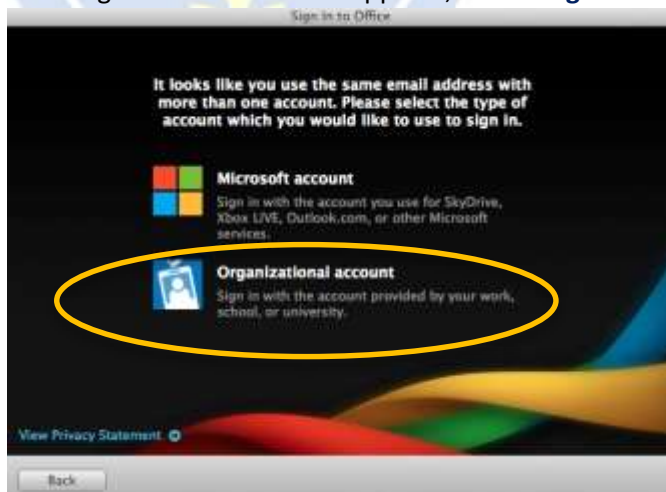
18) At the Activate office screen, enter your UTAD Password in the password field, then click **Sign In**

Sign in to activate Office for Mac on your computer.

User ID:

rrocket@rockets.utoledo.edu

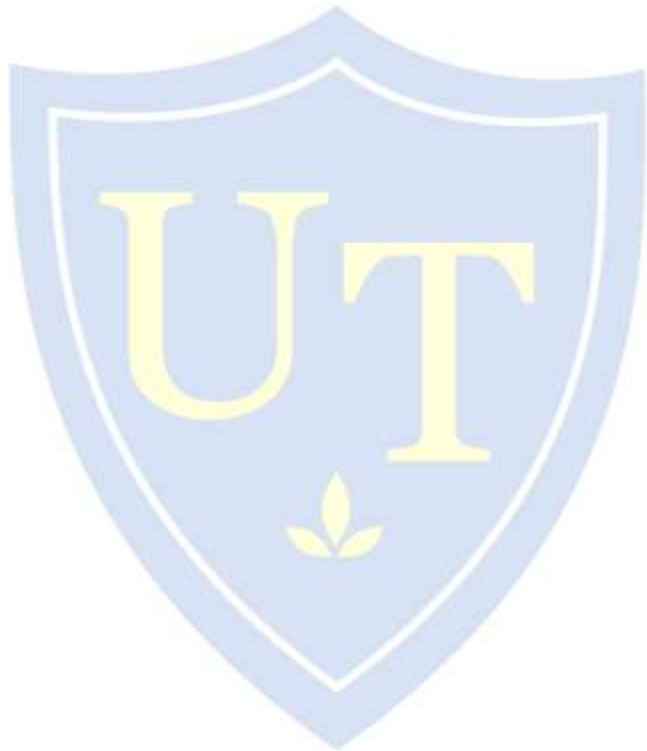Password:

View Privacy Statement

Back   Sign In

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

Enter the following information to personalize your copy of Office for Mac.

First name: Rocky

Last name: Rockets

Company name: The University of Toledo

View Privacy Statement

Continue

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

Keep Office for Mac up to date?

The latest Office for Mac updates will download periodically.

- Yes
- No

Join the Customer Experience Improvement Program?

Anonymous information about how you use Office for Mac is collected automatically.

- Yes
- No

View Privacy Statement

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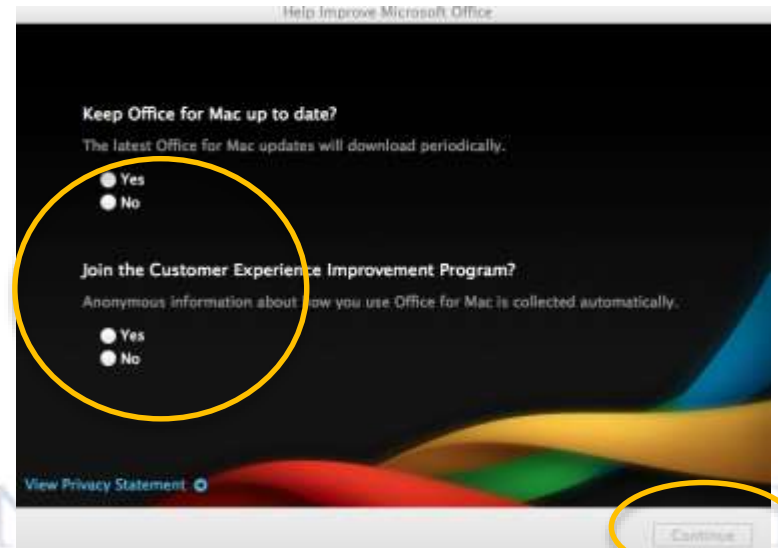
21) That's it**. Microsoft Office 2011 is now installed on the machine.**

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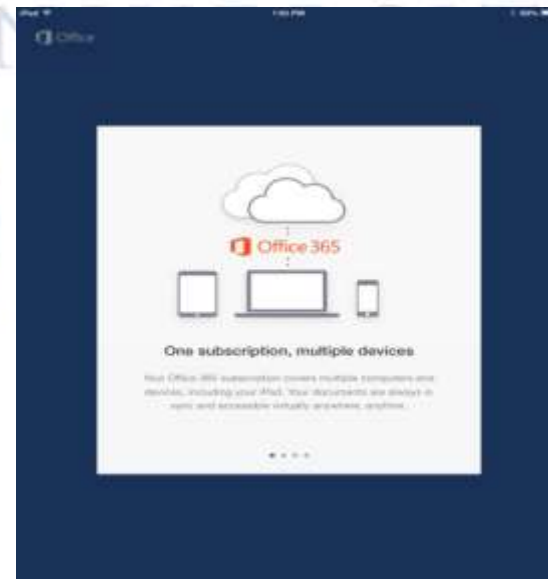
Installing Microsoft Word, PowerPoint, Excel, and OneNote – iPad

4) Once at the last Office 365 sign in splash screen, tap **Sign In**
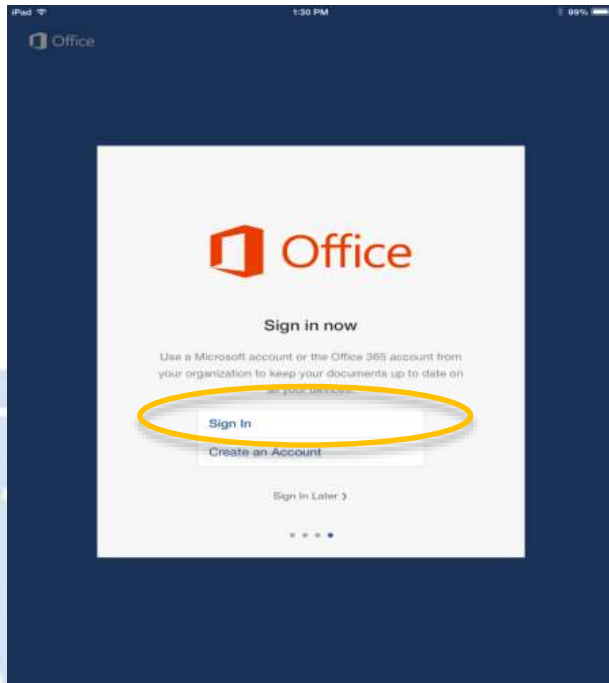
6) At the sign in screen, the email address should be populated from the previous screen. **At this point, enter your UTAD password** then tap **Sign In.** If the Sign into Office screen appears, select **Organizational Account**
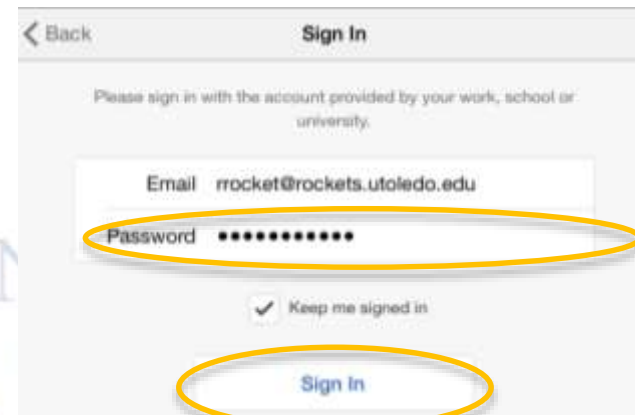
5) At the sign in prompt, enter the **UTADUserName@rockets.utoledo.edu** then click the **Next button**
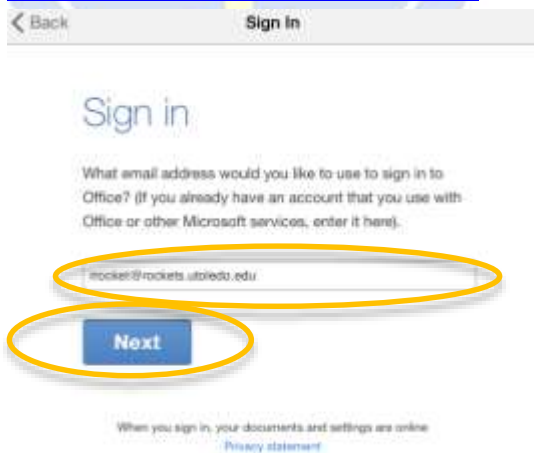
7) After successfully signing in with your UTAD credentials, the Help Us Improve screen will appear. Either tap Send (Recommended) or Don't Send. **The choice is entirely yours**. **Tap Continue**.
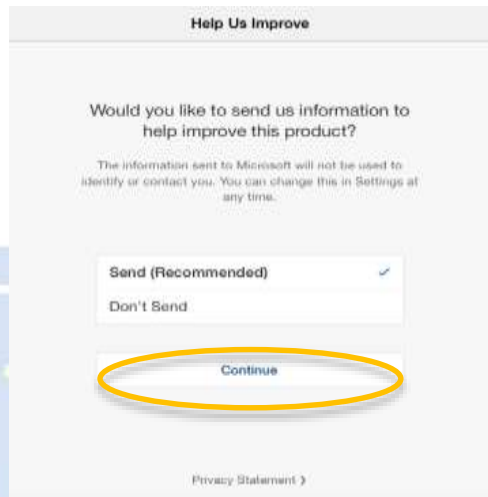
Installing Microsoft Word, PowerPoint, Excel, and OneNote – Android

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.
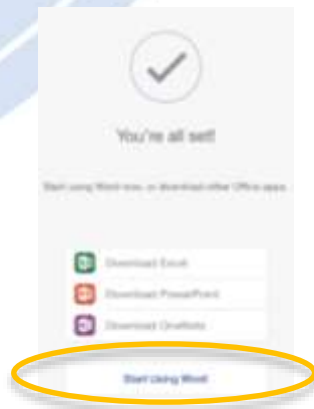
De-provision a Copy of Microsoft Office

1) Log in with your **UTAD credentials** at **rockets.utoledo.edu**
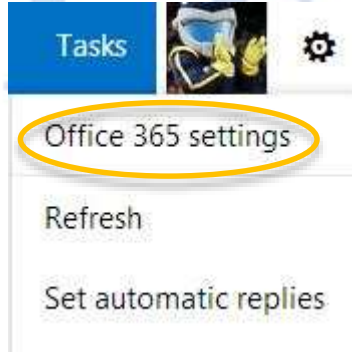
2) Click on the **Settings** icon then click **Office 365 Settings**

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

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

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

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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