



## Office 365

# Installation Guide

To download Office 365 on your PC or Mac, you'll first need a license. Follow the link below to be assigned a license. You only need to go through this wizard once:

<https://www.bolton.ac.uk/ITSupportServices/Microsoft-Office-365.aspx>

or type/click the shortened version of the URL

<https://bit.ly/3FmxSPJ>

1. Sign in to Office 365 with your **username@bolton.ac.uk** and **password**

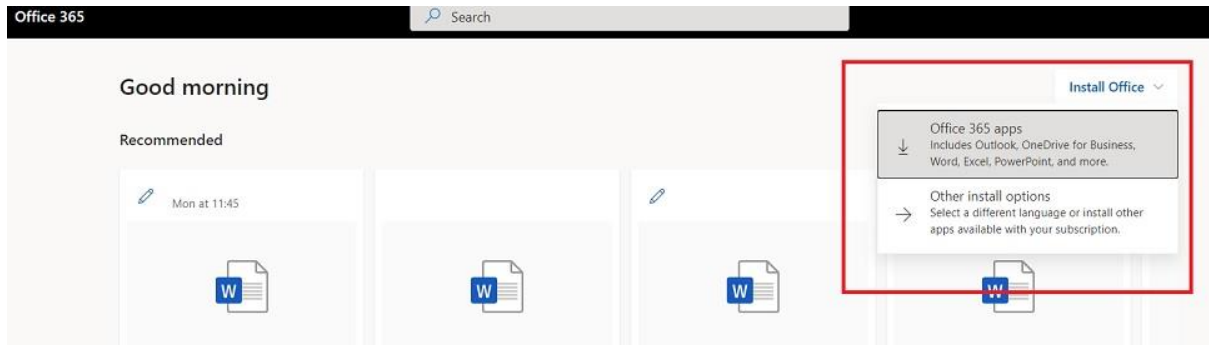
## Get started

Office 365 Education includes Microsoft Teams, Office on the web, and OneDrive. Teams is a hub for chat, assignments, and content creation, and connects students, teachers, and staff in an online classroom.

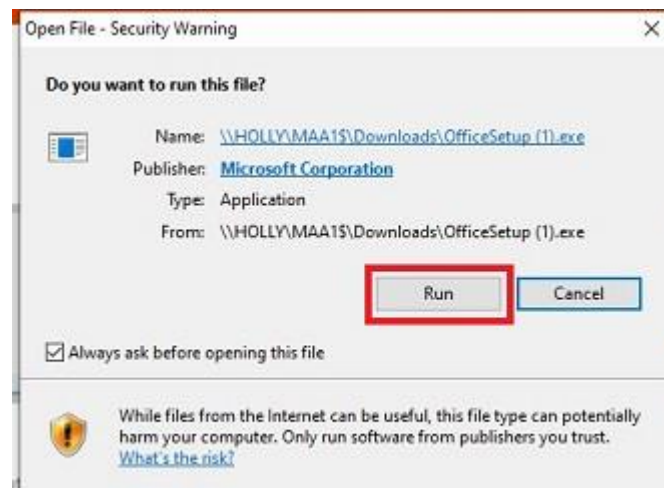
Some schools will also have access to Office desktop apps, like Word, Excel, and PowerPoint.

Sign up →

2. Once signed in, click the **Install Office apps drop-down** menu and select **Office 365 Apps**:

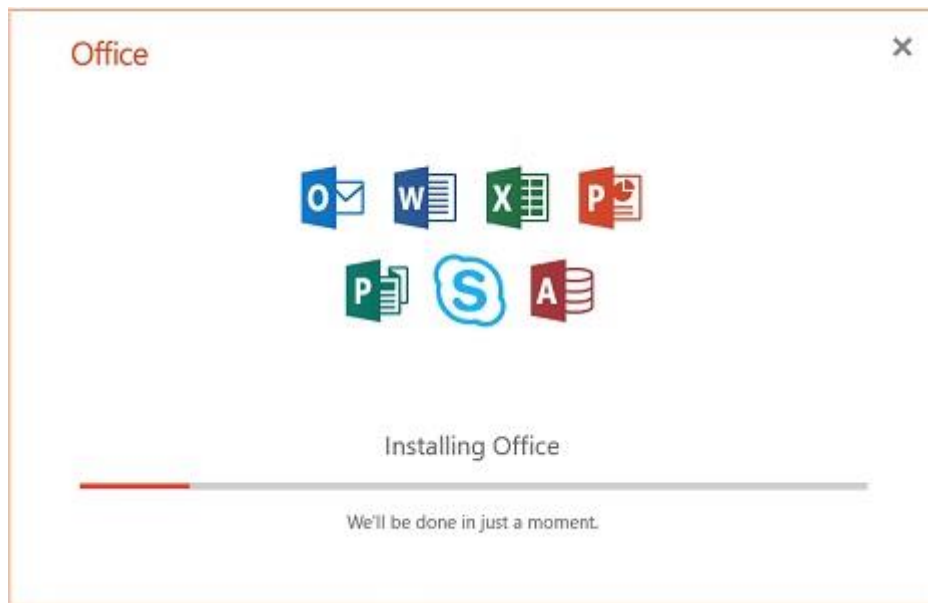


3. You will be prompted to **download** or **run the installer**, click Run (if you have downloaded the file, run it from the location you have stored it to);

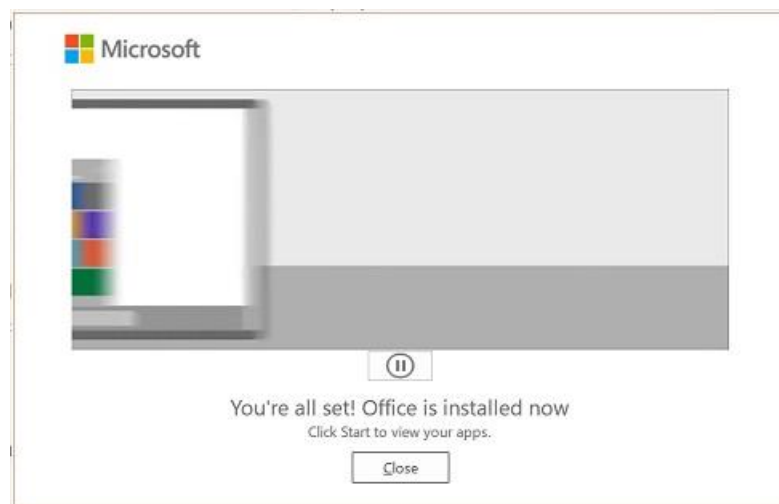


4. Once the download has completed, an **installer** will initiate automatically and start installing **Microsoft Office 365 Apps**;

Shortly, you will see a new window indicating that the **installer** is getting ready and preparing the files for installation;



- 5 Once the installation has finished you will see this screen. **Click Close**



- 6 You may need to **login to the Office App** such as Word at launch for the **first time** in order to **activate the software**. It is also **recommended to login** as it allows you to **save your work directly to your OneDrive** and allowing you to keep your files stored in the cloud, securely.

