

# Office 365



## Microsoft Office 365 Software Installation Manual



For use by:	Students, Employees
Version:	1.0
Date:	22-1-2016
Owner:	SID Library

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# Installing Microsoft Office 365

Installation manual for both Mac OSx and Windows operating systems.

## Before you begin

The following instruction were produced and tested by the TU Delft. This manual is provided as an additional service for users. If you have an operating system other than the one described here and you encounter problems installing Office 365, unfortunately neither ICT nor a Servicepoint will be able to help you in this case.

## Prerequisites

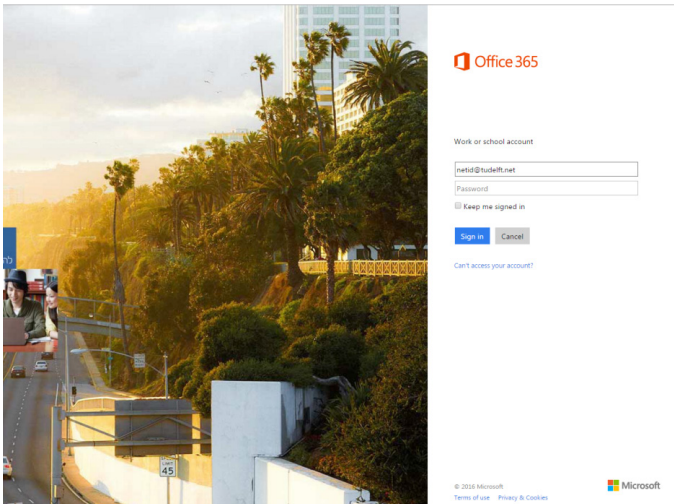
In order to install Office 365, you need:

- Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1 or Mac OS X 10.10
- Microsoft .NET Framework 3.5 or higher
- A working internet connection.

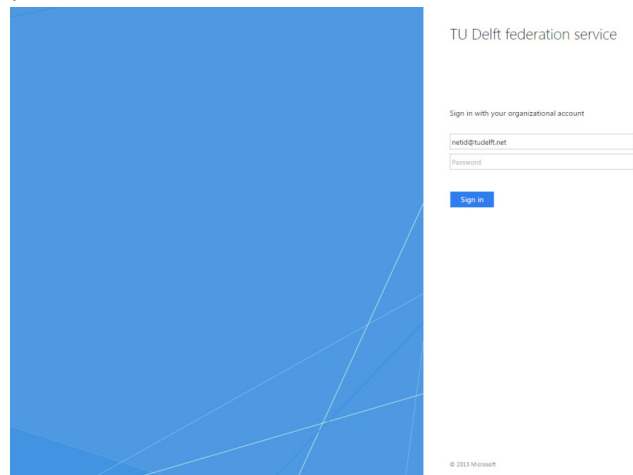
You can only install Office 365 this way on a maximum of 5 different devices.. The system must be connected to the internet at least once a month to check the validity of the license. When you unsubscribe from the TUDelft your Office 365 license will be deactivated after one week.

## Follow the steps below to install Microsoft Office 365

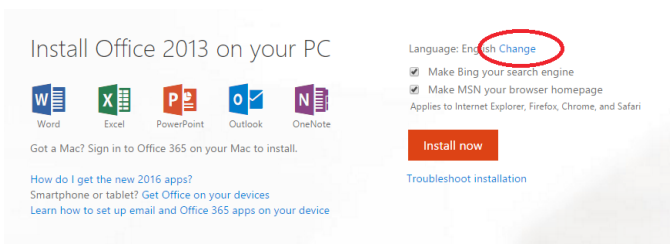
Step 1. Go to [portal.office.com](http://portal.office.com) and fill in your [netid@tudelft.net](mailto:netid@tudelft.net) and click on the password field.



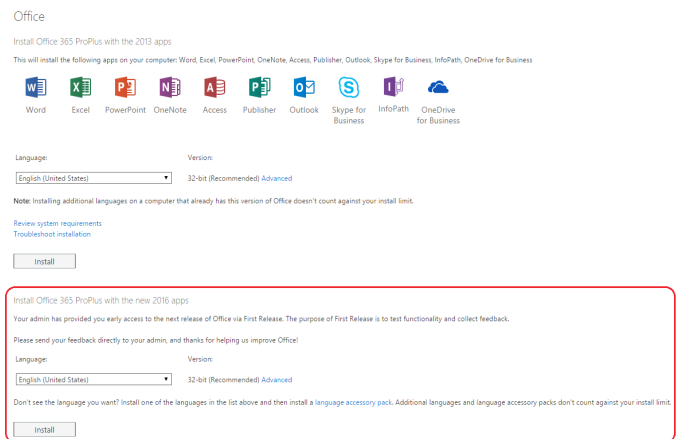
Step 2. When you click on the password section you will be directed to a new page from the TU Delft (your password is not known at Microsoft). Fill in your NetID password here.



Step 3. A new screen will appear. Untab the boxes "Make Bing your search engine" and "Make MSN your browser homepage" (unless you want this ofcourse). Then, in the center next to "Language: English" click 'Change'.



Step 4. On the next screen, scroll down to the bottom of the page. Select the preferred language and click 'Install'.



## Installing Microsoft Office 365

Step 5. An installer will be downloaded. Run this installer and after some required clicks on “Next”, “Install” and/or “Finish” Office 365 will be automatically installed.

