

# ACCESSING MICROSOFT OFFICE 365 FREE STUDENT RESOURCES

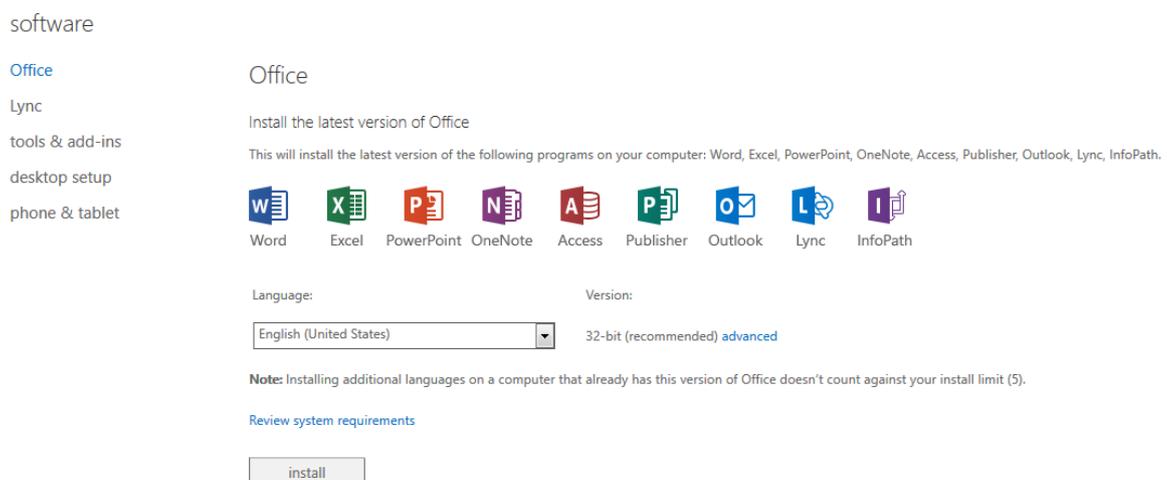
## Download and Installation instructions

1. [Go here and sign into Office 365](#) with your username and password.  
**Username:** [Unitecusername@myunitec.ac.nz](mailto:Unitecusername@myunitec.ac.nz) (Check your email for your specific address)  
**Password:** Same password you currently use to log into the computers on campus or the myUnitec portal.

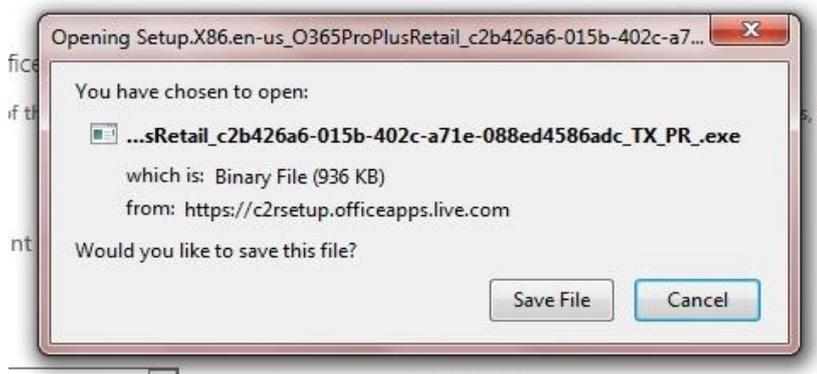
2. At the top right of the page, click **Settings**  > **Office 365 Settings**.



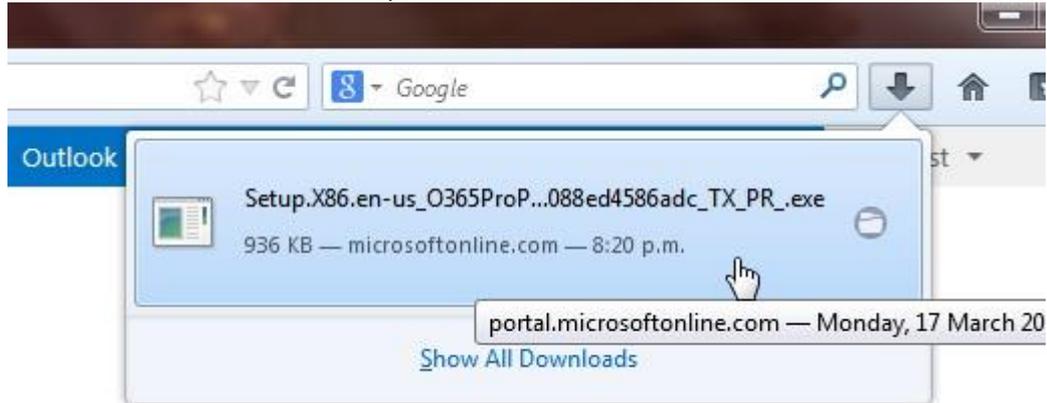
3. Click **Software**
4. On the **Office** page, select a **Language**, and then click **Install**.



5. You may get a dialogue box asking whether you want to save or run the file, choose **Save**



6. Once the file has downloaded open it from the downloads box

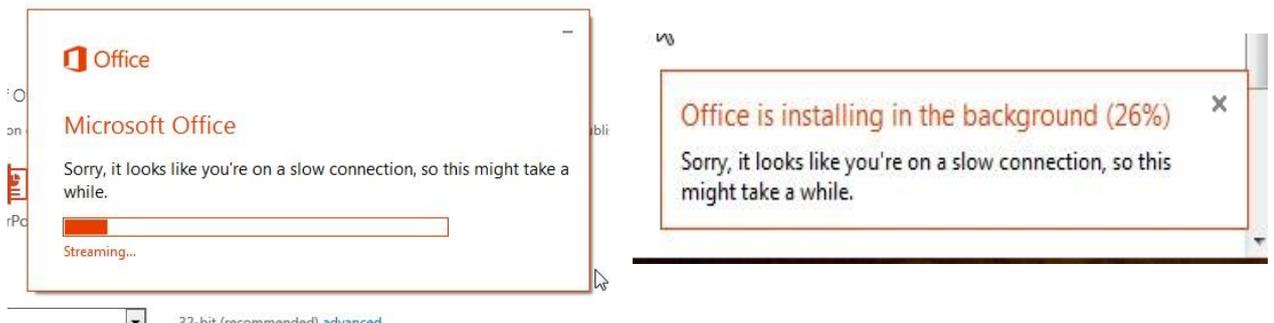


7. Choose Run



8. If you get a security box asking whether you want to allow Microsoft Office Click to Run to make changes to your computer click yes

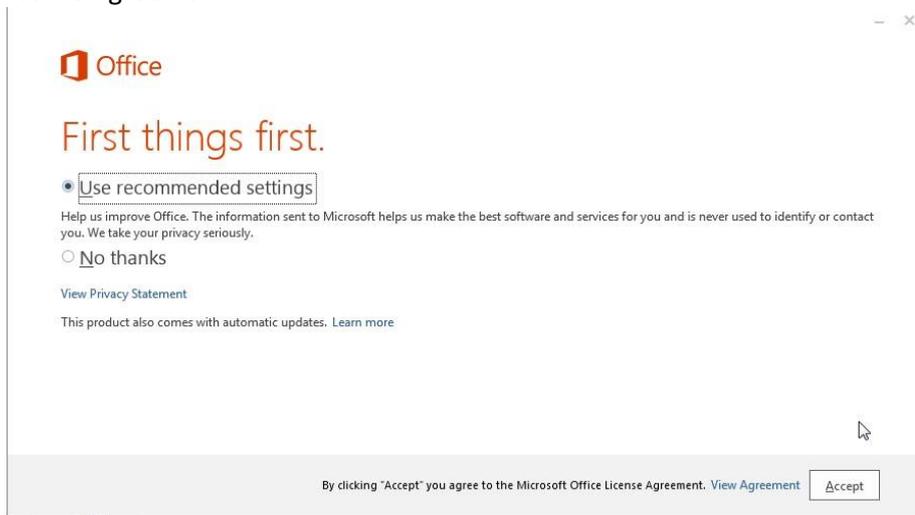
Depending on your internet speed you may get messages like these, you will just need to wait for the download to complete



9. Once you get the screen below click next



10. Choose whether to use the recommended settings and click Accept if you agree with the License Agreement



11. An introduction video will begin to play, either watch it or click next to skip



12. You will now get a login screen to log in and set up your Office settings. You can either click No Thanks and go on to use office or log in and customise the look of your Office and find out what's new.



## Sign in and get the most out of Office.

When you sign in, you can save your documents online to access them almost anywhere and share with anyone. Your settings are also online, so you'll always find Office just the way you left it.

[Learn more](#) | [Privacy Statement](#)

Sign in

[No thanks, maybe later.](#)

[Back to video](#)

13. Office is now installed, you can access it as you would any other installed program on your computer

### [Download and Install information](#)

#### **Why do I need to login?**

You have a specific login which serves as a license to use the software as long as you are an active Unitec student (the unitec login). Your unique username has been sent to you via email, but all take the following format: `Unitecusername@myunitec.ac.nz`

Your password is the same as the password you use to log into the computers on campus and the myUnitec portal.

You may be required to enter these when you first open any of the Office applications and during the course of your study to verify you are still licensed to use the products.

#### **Should I download the 32 or 64 bit Office?**

By default, Microsoft Office installs the 32-bit version of Office even if your computer is running 64-bit editions of Windows.

**Important** The 32-bit version of Office is the recommended option for most people, because it prevents potential compatibility issues with other 32-bit applications, specifically third-party add-ins that are available only for 32-bit operating systems.

Office provides support for the 32-bit version of Office programs running on 64-bit operating systems. Using the 32-bit version of Office allows people to continue to use existing third-party add-ins for Office that are 32-bit.

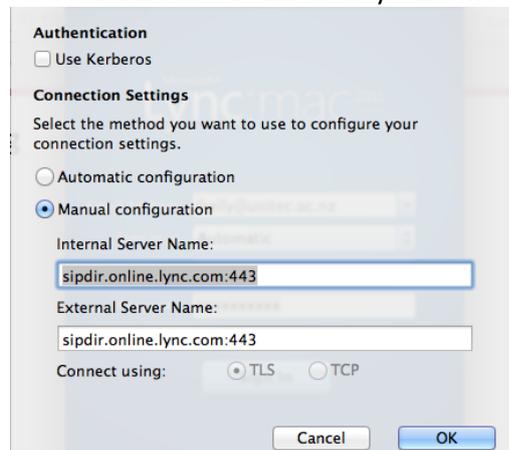
#### **Is it any different if I am on a MAC?**

When you go to the download page the Microsoft site will automatically recognise that you are on a MAC OS and will download and install the correct file.

## What will be installed on my computer?

Windows users: Access Excel, Lync, OneNote, Outlook, PowerPoint, Publisher and Word

MAC users: Excel, Outlook, Powerpoint and Word. Lync can also be installed separately. MAC users wishing to use Lync need to amend the client settings by going to the Cog wheel icon labelled “Advanced” when they start the client and enter these settings:



## How big is the download?

The Windows files are approximately 3 GB, the Mac files approximately 1 GB.

## Should I download this at home or on campus?

You can download this on campus, however, for optimal download times we recommend you download it from home.

## Where can I get additional install information?

[Click here for more install information >>](#)

## What if I have problems installing Office?

You'll find [general troubleshooting advice for installing Office 365 here >>](#)

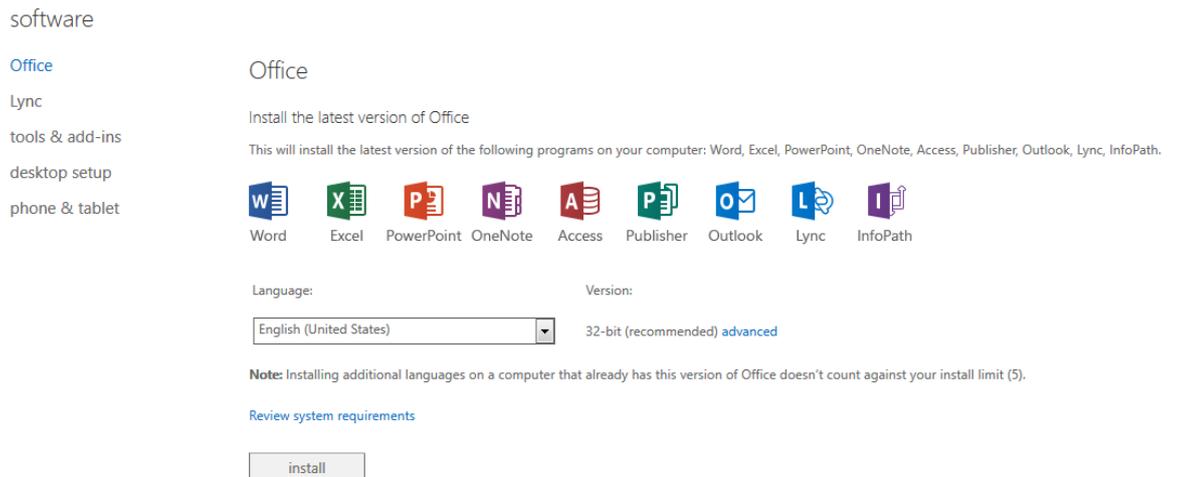
## [Download and Installation Instructions \(continued\)](#)

14. [Click here to access the download area](#) and sign into Office 365 with your username and password.  
**Username:** [Unitecusername@myunitec.ac.nz](#) (Check your email for your exact username)  
**Password:** Same password you use to log into the computers on campus or the myUnitec portal.
15. At the top right of the page, click **Settings**  **> Office 365 Settings.**

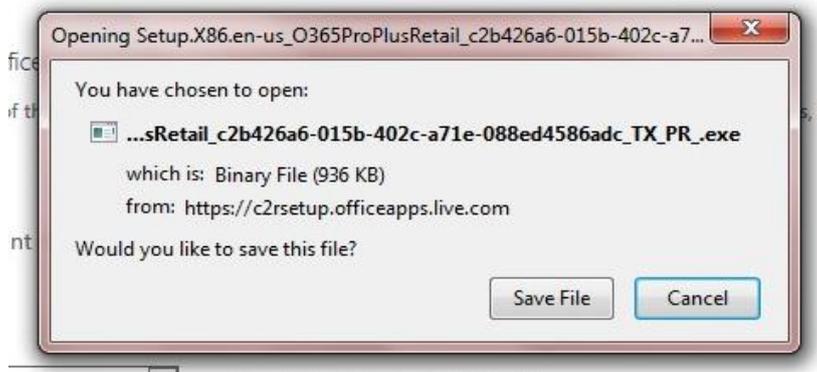


16. Click **Software**

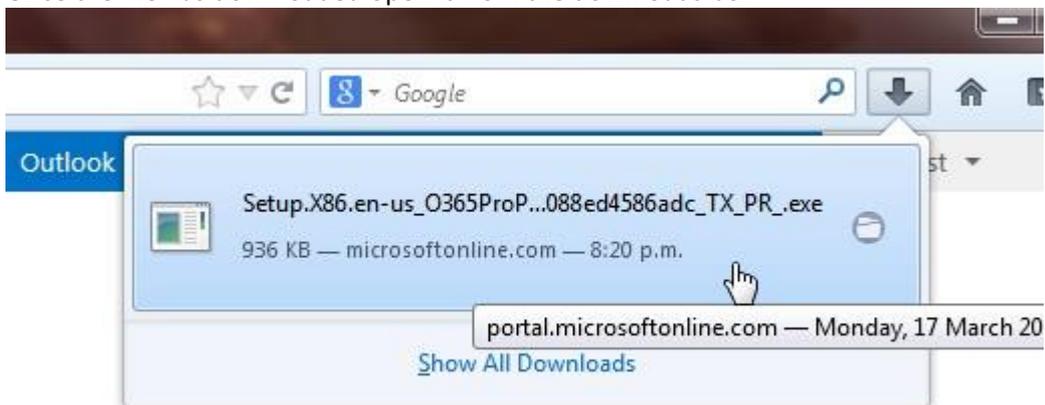
17. On the **Office** page, select a **Language**, and then click **Install**.



18. You may get a dialogue box asking whether you want to save or run the file, choose **Save**



19. Once the file has downloaded open it from the downloads box



20. Choose Run



21. If you get a security box asking whether you want to allow Microsoft Office Click to Run to make changes to your computer click yes

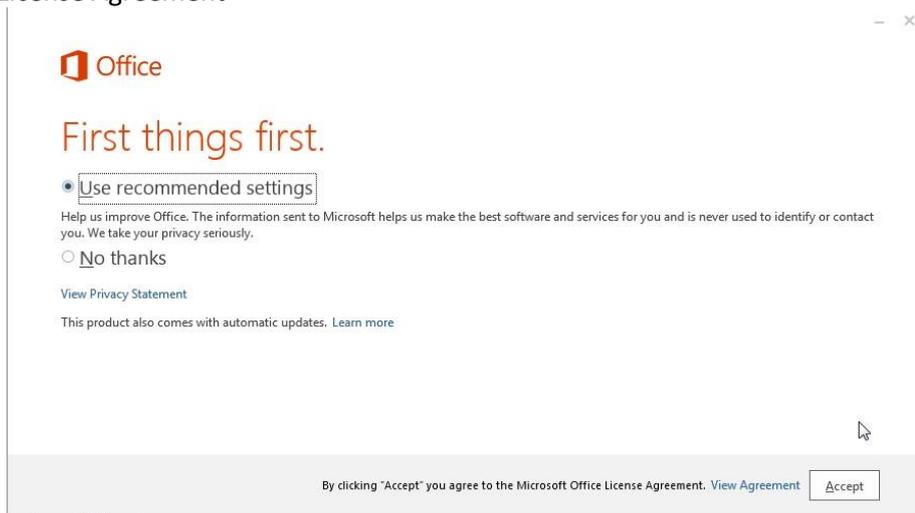
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25. You will now get a login screen to log in and set up your Office settings. You can either click No Thanks and go on to use office or log in and customise the look of your Office and find out what's new.



## Sign in and get the most out of Office.

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Sign in

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◀ Back to video

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### Mobile Device Applications

#### **Using OneDrive on your Mobile Device:**

BEFORE you download and attempt to use OneDrive on your mobile device you need to login to Office 365 via a web browser and click on the OneDrive link in the top right hand corner of the page. You need to wait for it to finish initialising/set up the OneDrive. Once you have completed this step you can install on your mobile device.

#### **Using OneNote on your Mobile Device:**

To sign into the OneNote app you download onto your mobile device you need to use a Microsoft account (e.g. Live, Xbox, outlook.com etc). Once you have logged in with a Microsoft account you can add your Office 365 account by going to Settings > Accounts > Add a service/Office 365 account. You will need to enter your Office 365 credentials (Username: [Unitecusername@myunitec.ac.nz](mailto:Unitecusername@myunitec.ac.nz), Password: Unitec network password) and sign in.

### Important Account information:

- **DO NOT** change your password from within the Office 365 site - this will not sync with your Unitec network account and may cause problems. If you wish to change the password you need to change it by changing your Unitec network password while logged into the PCs on campus or via the myUnitec portal.

#### **How long can I use Office 365?**

The period for which the licensing will be active will be the day after you are enrolled up to 90 days prior to class start date. For most students the licensing will become inactive 190 days after class end date (if there are no other active enrolments).

For thesis students there is often a requirement to complete work after the end of class and so the licensing will become inactive 220 days after class end date (if there are no other active enrolments).

### **What should I do if I have finished studying and my license is due to expire?**

Microsoft will give you the option to continue with your subscription by paying a subscription fee. If you do not wish to pay a subscription fee your account will become inactive and you will not be able to access it.

If you wish to keep any data you have saved you will need to copy it out of the account before it expires.

## **FAQs for students using Office 365**

### **Why Office 365?**

Office 365 provides students with cloud based productivity tools that help them to communicate and collaborate more efficiently, access assignments in shared workspaces, have their notes synchronized in OneNote and the ability to use familiar applications such as Word, PowerPoint and Excel anywhere, anytime and across virtually any device. With 110 million users worldwide, Office 365 Education is helping students to get the most out of their education while gaining valuable skills that will help them enter the future workforce.

Students can now download and run Office on up to five machines (either PC or Mac) and be able to run Office Mobile for Android or Office Mobile for iPhone on their mobile device. All versions are available for offline use also.

### **What are the benefits for students?**

- **Keep people connected.** Connect even more easily with a unified contact card that brings together SharePoint, Facebook, and LinkedIn updates and lets you start an IM, call, or video chat with just a click.
- **Online Document Storage.** Provide online storage to everyone at your institution with SkyDrive Pro. Store documents in the cloud and share with others—even outside your organization.
- **Hold multi-party meetings.** Work together anywhere with conferencing that includes advanced sharing, note taking, and annotations.
- **Help protect your data.** Get peace of mind with a 99.9% uptime SLA, continuous data backups, robust disaster recovery capabilities, globally redundant data centres, and no scanning of email or files for advertising.

### **Why is Microsoft introducing these changes?**

Microsoft is committed to the success of each educator and student. Making it easy for every student to use the latest and best version of Office helps enable the next generation of technology and business leaders to reach their full potential through the world's leading productivity tools. To make it even easier for students to obtain the latest Office, Microsoft is announcing Student Advantage.

Microsoft believes this offer will help institutions improve the learning outcomes for their students by providing Microsoft's best productivity solution at no additional licensing cost.

### **How do I download and install it?**

Go back to the start of this guide for all the info you need to get started on the download and install process.

**Am I eligible?**

All Unitec students enrolled in classes that are not part of short courses will be eligible for Office 365 licensing.

**Will students who recently purchased Office 365 University receive any credit and/or compensation if they are attending a school that offers the Student Advantage benefit?**

No. Office 365 University is a consumer offering and students can continue to take advantage of the 20GB of SkyDrive storage and 60 minutes per month of Skype Premium.

**Where can I get support?**

As this is a Microsoft offer, you should seek support via the [Office 365 Community online forums](#). The Unitec IMS Help Desk cannot provide direct support for this product.

**What happens when I graduate?**

Your Office 365 subscriptions obtained through Unitec ends upon graduation. Students may enrol in other available consumer or commercial offers.

**Are there any changes to the existing Student Option?**

There are no changes to the Office offerings through the paid Student Option. Microsoft will continue to have Student Option available that can be leveraged by institutions that do not have full staff/faculty coverage on Office or that would like to provide their students with Office Professional Plus.