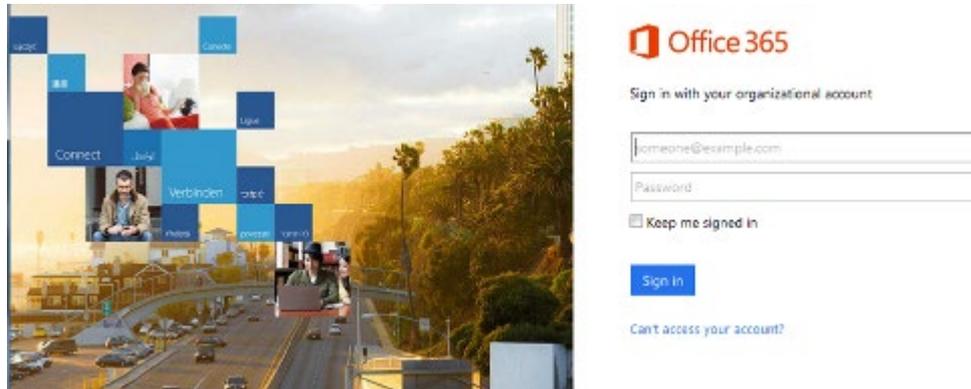
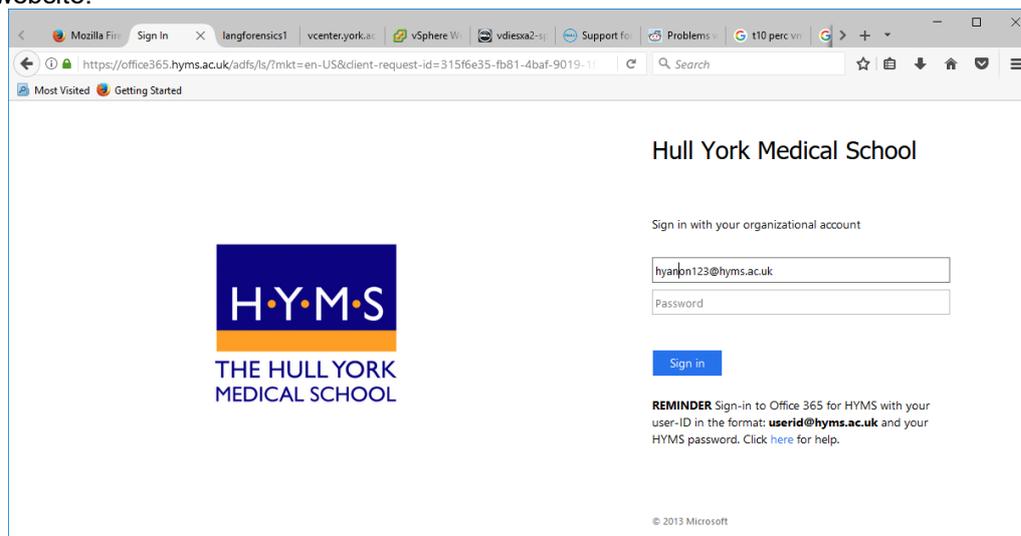


Installing Office 365

- 1) Browse to <https://portal.microsoftonline.com> (opens new tab/window)
- 2) Enter your account details as `userid@hyms.ac.uk` (e.g. `hyanon123@york.ac.uk`)



As soon as it sees that you are logging on with a `@hyms.ac.uk` account it will take you to the following website:



You can then enter your password, then choose **Sign in**.

Note: As a general rule you should only enter your University password on approved pages such as University Logon, or the 365 login page. **Never** respond to an email requesting your password details as the University will never do this (see our [IT security advice](#)) (opens new tab/window).

- 3) On the right side of the webpage you should see a button to . If so, click it and this will download the Office installer to your computer. On slower connections this may take quite a while, so if possible do this on the high-speed campus network. Then skip to step 4.

*If you do not see the **Install Office 2016** button on the right of the screen*, click on your name in the top right corner of the webpage and then click **My account**.

Click **Manage installs** within the "Install status" box.

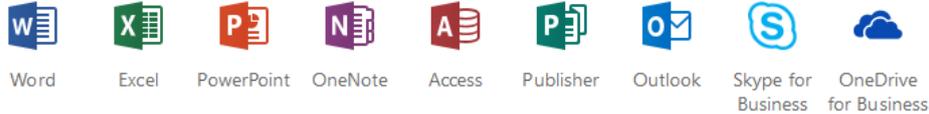
Click **Install desktop applications**.

Click **Install** (at the bottom of the page) and this will download the Office installer to your computer.

Office

Install Office 365 ProPlus with the new 2016 apps [What happened to Office 2013?](#)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business



4) After download is complete, locate and **open/run** the downloaded file. The local installation procedure will start, and you may be asked to make one or two choices. Some of these are trivial, such as the pattern you want in the background, but others are more important:

- *First things first:* choosing recommended settings will send information about the performance of your copy of Office to Microsoft. Choosing **No thanks** will not affect your installation.
- *Default file types:* Choose **Office Open XML** formats to provide best compatibility with other versions of Office, such as may be used by your tutors.

5) Once the installation is complete you can start using Office. The first time you open one of the applications you may be prompted to sign into Office. If so, sign in using your HYMS account and password.