

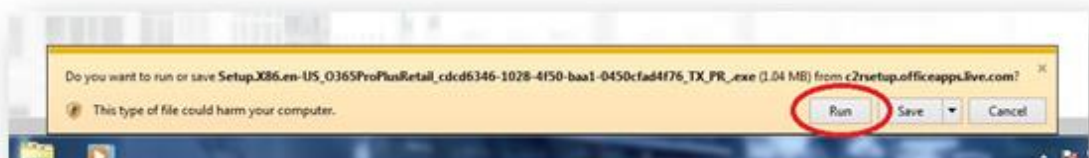
Install Office365 on your PC (over the Internet)

Warning: This method will use approximately 1GB of data and might cost money on a metered internet connection

1. Log into <https://login.microsoftonline.com/> with your Portal credentials
2. Click on Install Now



3. On the browser popup, select Run and click Yes when asked if you want to run the program



4. Office will now install in the background while you can continue working
Note: This process might take several minutes, depending on your computer and internet connection

5. A windows will pop up with some questions:
 - Select “Use recommended settings” and click Accept
 - Select a background from the drop-down list and click Next
 - When asked to take a look at what’s new, select No, thanks



6. After the installation finishes you can click on All done! and open your new Office applications
7. In the opened Office application, a bar at the top of the page will ask for activation. Click on Activate
8. Wait for the sign-in window to load and enter your Portal credentials
Note: The username should be formatted as **u01234567@up.ac.za (Staff and Students)**



10. You are now signed into your Office 365 account and your local installation of Office applications will be licensed and valid.

