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

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Once 303 Home		
	Install Office on your PC	
Hello, e in the state		
	Coll a Mac? Sign in to Office 365 on your Mac to install. Children woodst	
Outline for backing	Smartphone or table? Get Office on your devices Learn how to set up email and Office 355 apps on your device	
Stay organized and track your students' progress. Help students collaborate with	Collaborate with Office Online	

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



 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
- 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)

Sign In	
User ID:	
utizistere @up.ac.za	
Paisword	
Sign in	
Can't access your account?	
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10. You are now signed into your Office 365 account and your local installation of Office applications will be licensed and valid.

ACCOUNT		
User Information	Product Information	
Mr. A User	Office	
Change photo		
About me		
lign out	Subscription Product	
witch Account	Microsoft Office 365 ProPlus	
Office Background:	This product contains	
No Background 🔹	Manage Account	