

# How to get Office 365

---

## What is it for?

Office 365 is an industry standard suite of Microsoft software containing such titles as Word, Excel, Publisher and PowerPoint. It will likely play a big part in helping you complete your studies here at LJMU. You can access it via all PCs on campus and off campus (via Off Campus Applications), and you also get a free subscription to use at home on your own devices.

Unfortunately, Office 365 and OneDrive is not available to Collaborative Staff and students of Partner Institutions.

## It's free!

It certainly is. For the time you are a student of LJMU, up until approximately 30 days after your account expires, you get a free subscription to Office 365 to use on up to 5 devices. This means you can either access the online version of the software via a browser, or download and install all the Office 365 applications to your own Windows or Mac devices (PCs, Macs, Tablets and iPads). You also get 1TB (1000GB) of OneDrive online storage which you can access from any device, on or off campus.

## Do I have to use it?

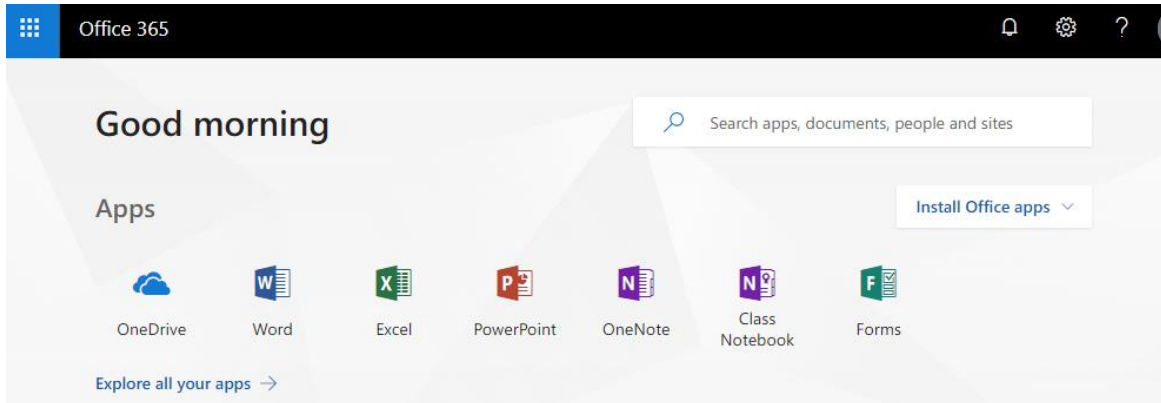
No, you can use whatever software you are comfortable with, but bear in mind that your assignment submissions will be expected in the major Microsoft formats, or as PDFs. So make sure that any software you use is capable of saving to those formats.

The Office 365 subscription can be used online with no installation required or you can choose to download and install the latest Office 365 applications to your computer.

## Online sounds easy, how do you do that?

1. Start a web browser of your choice and go to the Office 365 logon webpage  
<https://login.microsoftonline.com/>
2. Login with your LJMU username followed by *@ljmu.ac.uk*.  
For example: *tstfblog@ljmu.ac.uk*  
Do not use your email address.

3. You will be taken to the Office 365 LJMU sign in page where you enter your LJMU password.
4. Depending on which browser you are using you may get some 'can the browser remember your password' questions (we advise saying no to them) you will be taken to a screen similar to this:



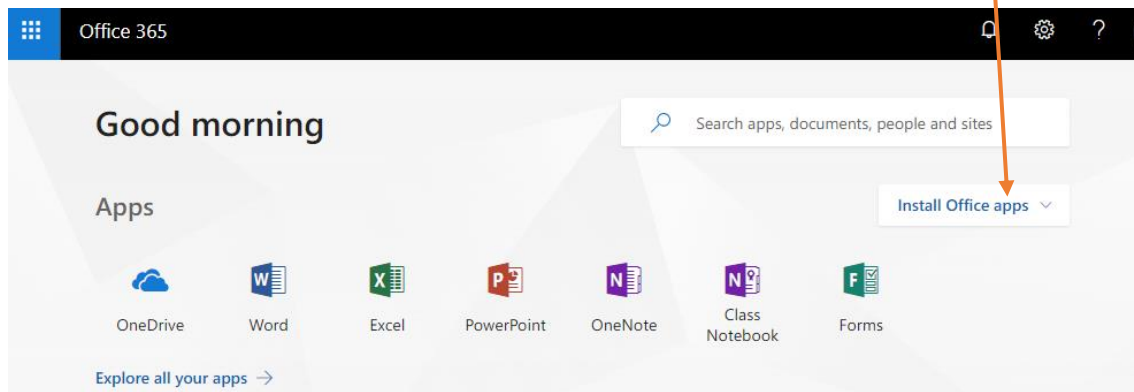
From here you can use the Office 365 'apps' in the browser. Any work you do can be saved to your Office 365 OneDrive online storage space (you get 1TB free) or downloaded to your computer.

If you just want to use Office 365 online then that's it. You're doing it.

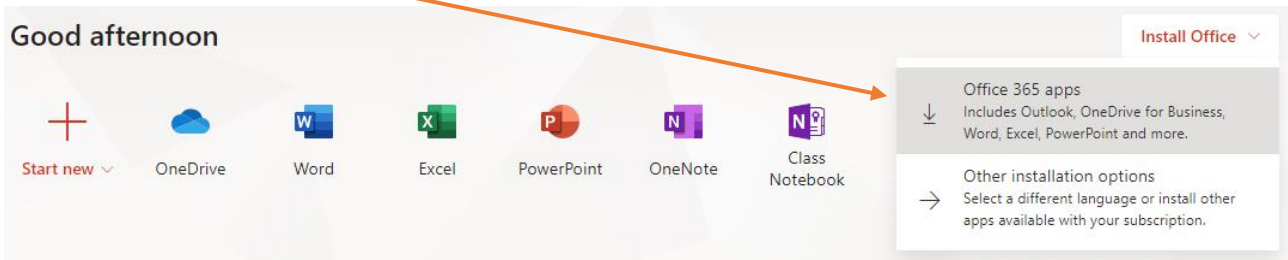
Bear in mind that not all the features of the applications are available in the online version. You will have to download and install the full version to get all the features.

### OK so how do I download and install the full version?

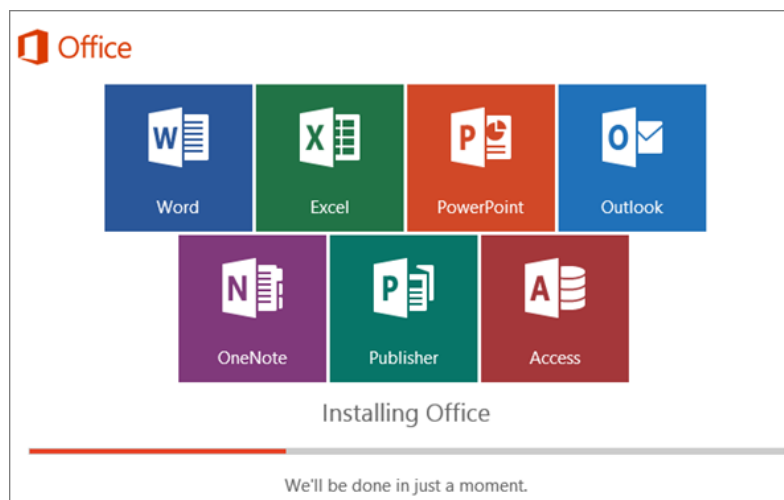
1. Before we start, make sure that any previous versions of Microsoft Office are removed from your computer. Also look for trial versions of Office that may have been bundled with your computer when it was new, and remove those.  
To uninstall any Office programs follow the procedures relevant to your computer. Once any software is removed we recommend restarting your computer.
2. Follow the Office 365 logon instructions as above and from the 'Good Morning / Good Afternoon' page click the 'Install Office apps' button top right of the page



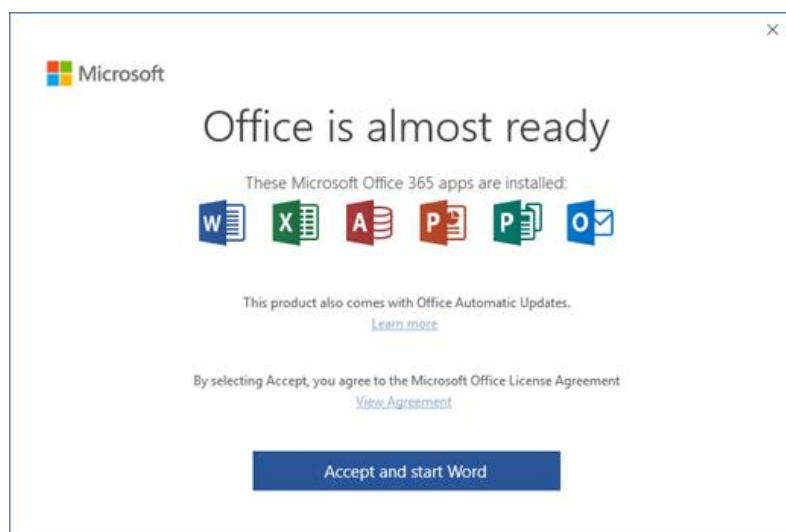
3. You'll get a choice of installing 'Office 2016' or 'Other installation options'. Click the 'Office 2016' option



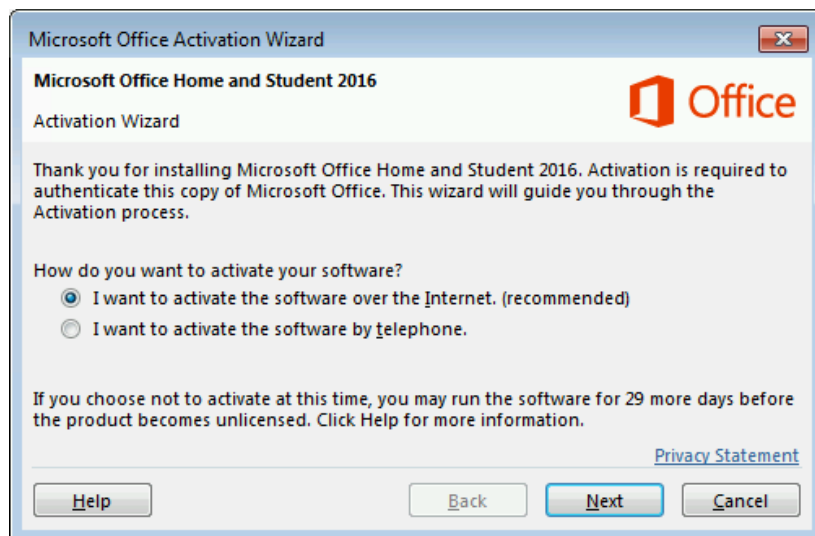
4. A small download will start and a window will pop up with instructions. Wait for the download to finish, then follow the on screen instructions to run the setup program. Office should now begin installing.



5. Your install is finished when you see the phrase, "You're all set! Office is installed now".
6. The first time you start an Office application you have to accept the license agreement.



- Office might activate automatically. However, you might see the 'Microsoft Office Activation Wizard'. If so, select 'I want to activate over the internet' and click 'next'.



### What happens when I leave LJMU?

When you leave LJMU your Office 365 subscription also ends. You will receive notification of this, a grace period of 30 days and the opportunity to purchase alternatives directly from Microsoft. If you do not take out an alternative license your copies of Office will go into a reduced functionality mode where you will only be able to read documents, you will not be able to edit them or create new ones.

Your OneDrive account will be removed when your LJMU account is removed, approximately 90 days from your course end date. To be on the safe side you should ensure any information you require from your OneDrive is copied **before** your course end date. Your course end date is **not** your graduation date.

### What if I need help with any of this?

Ask at the Hub and a member of Library staff will help you. If you are off campus contact us at: <https://www.ljmu.ac.uk/microsites/library/about-ljmu-libraries/contact-us>