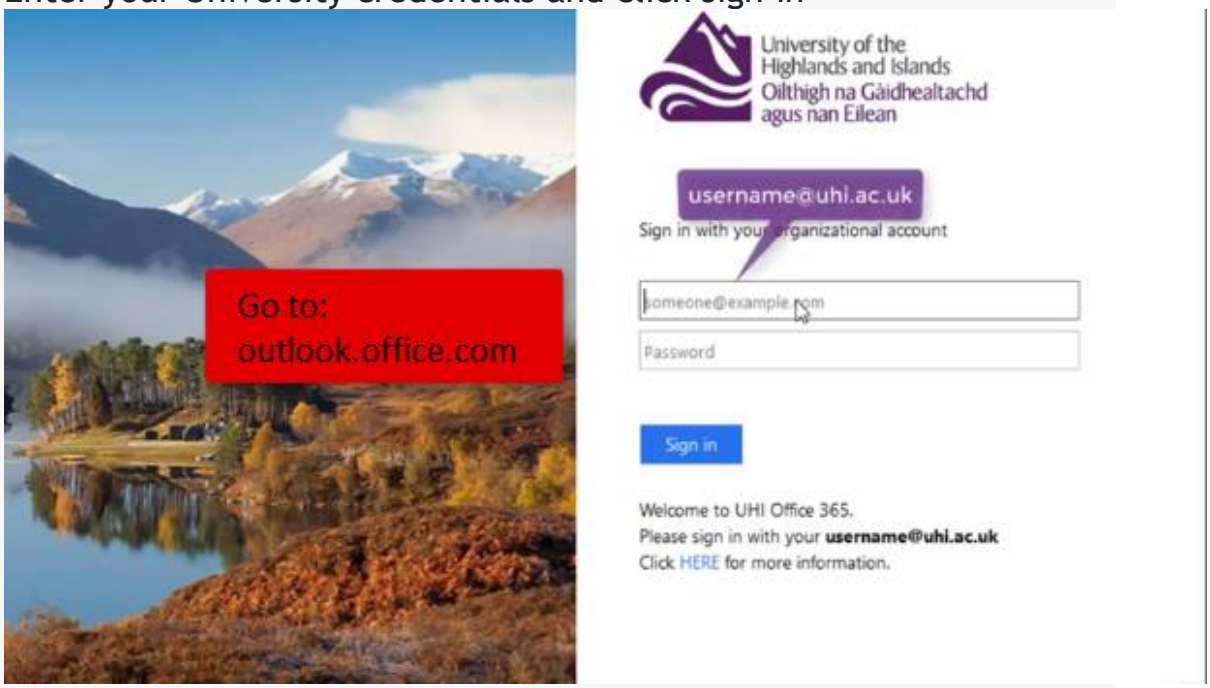
Download and install Office

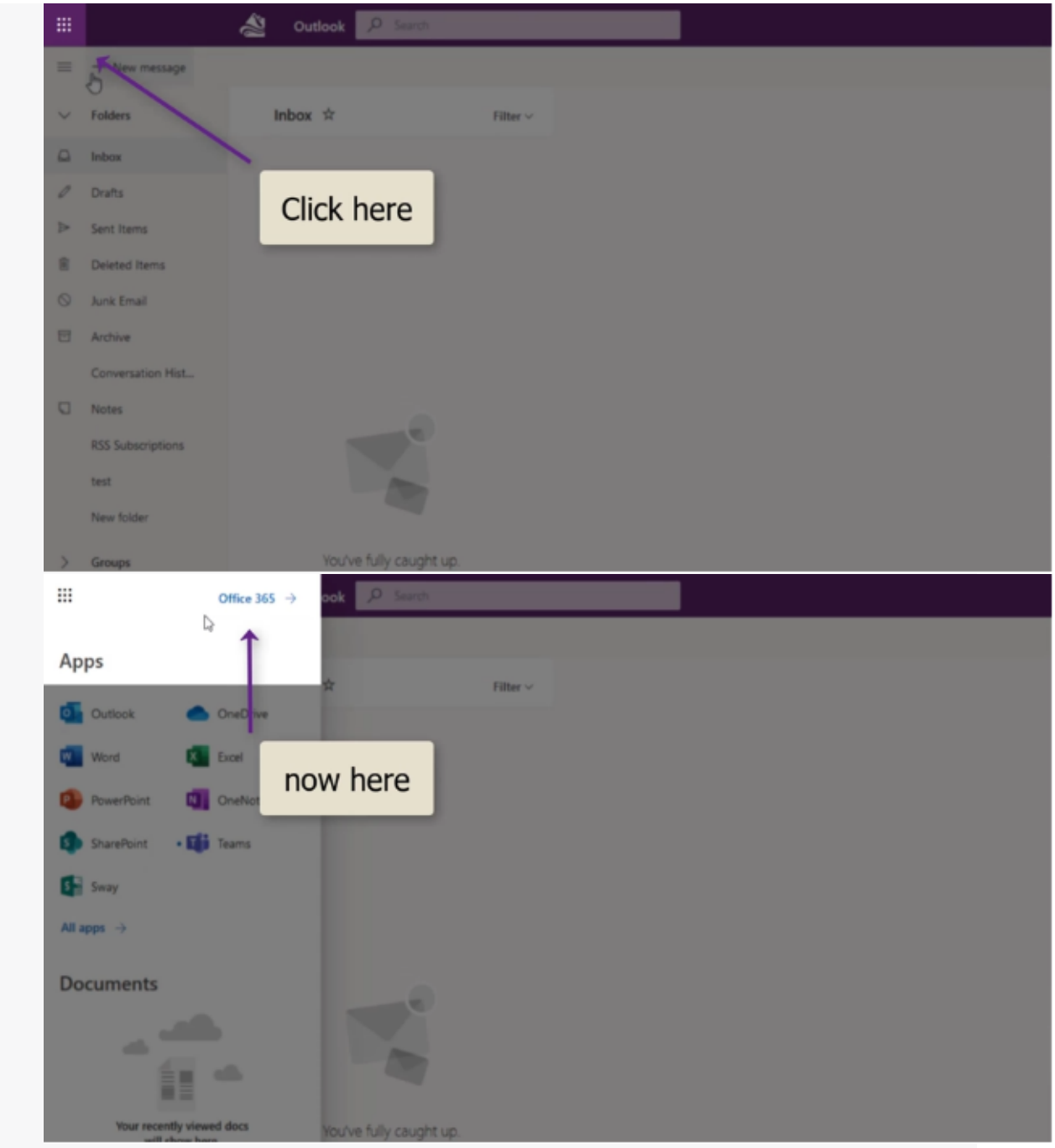
To download Office, you need:

- your University email address, for example, '100000@uhi.ac.uk'
- your University password

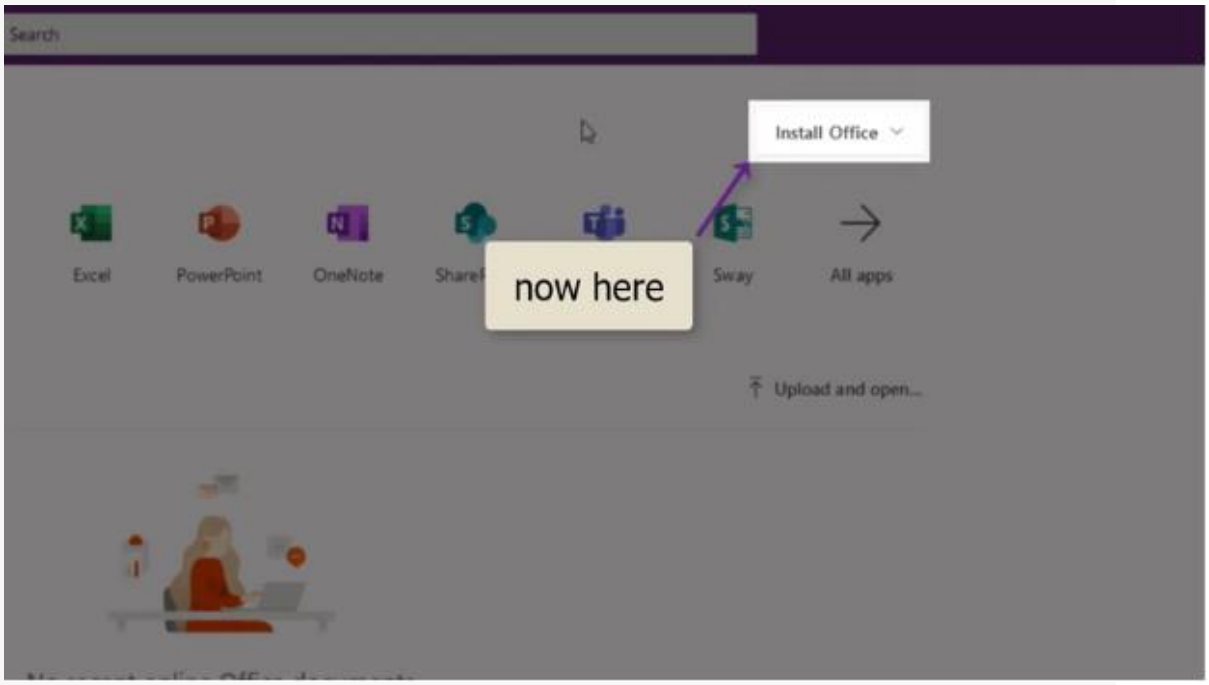
1. Go to the Office 365 Portal (outlook.office.com)
2. Enter your University credentials and click sign in



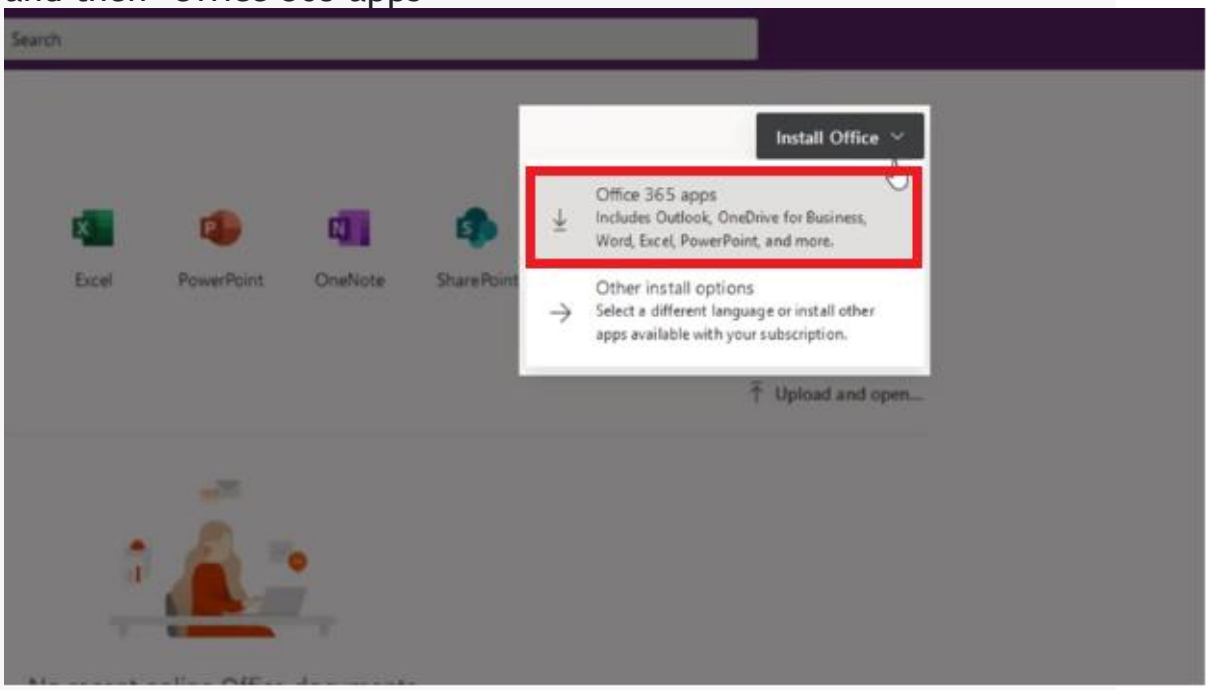
3. Click on the 9 dots at the top left and then the option for 'Office 365'


Outlook
Search
New message
Folders
Inbox
Filter
Inbox
Drafts
Sent Items
Deleted Items
Junk Email
Archive
Conversation Hist...
Notes
RSS Subscriptions
test
New folder
Groups
Click here
You've fully caught up.
Office 365
Apps
Outlook
OneDrive
Word
Excel
PowerPoint
OneNote
SharePoint
Teams
Sway
All apps
Documents
Your recently viewed docs
now here
You've fully caught up.

4. Click on ‘Install Office’



and then ‘Office 365 apps’



5. The software will install

and may ask you to log in. You must use your University email address and password again