

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)

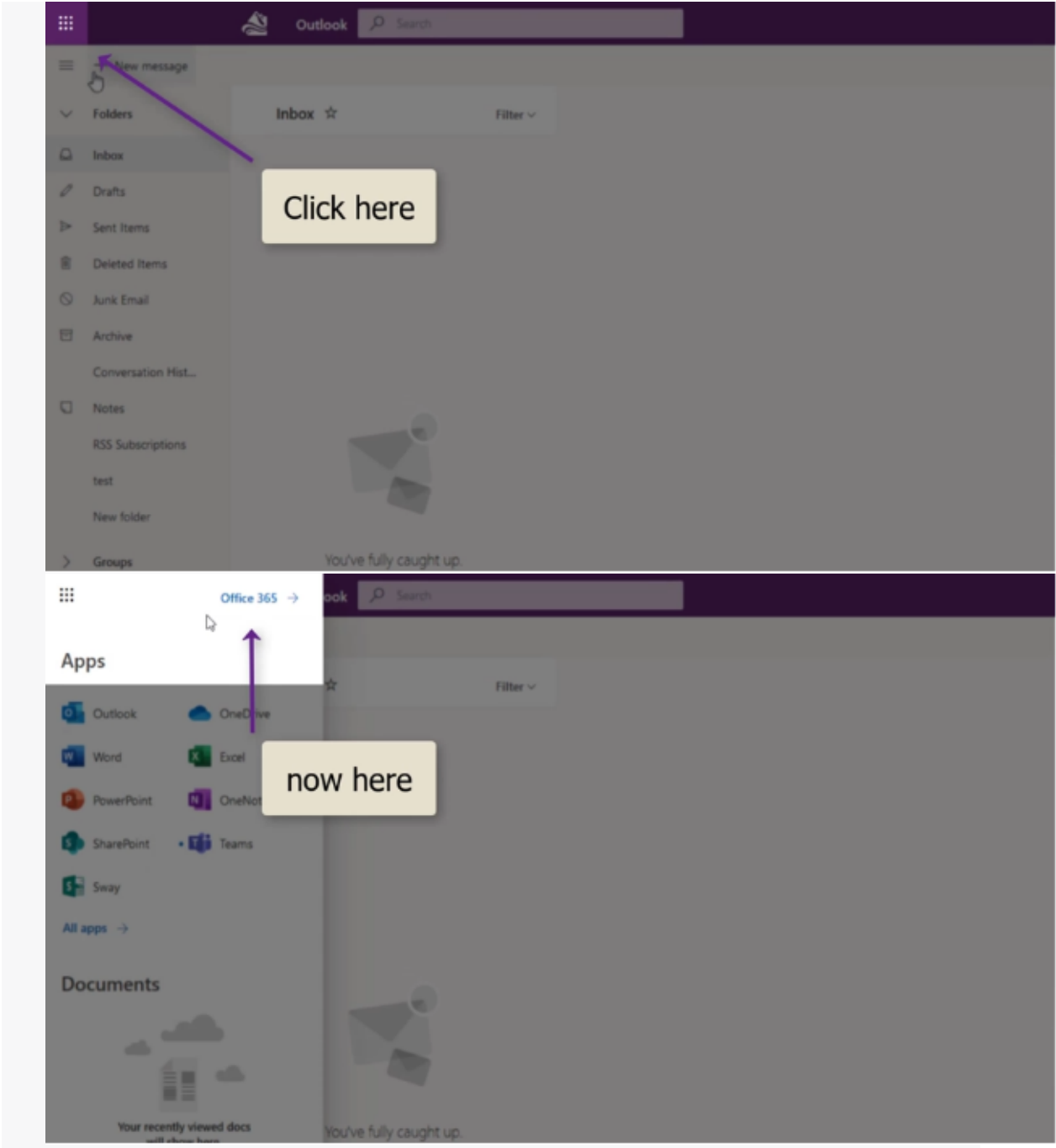
2. Enter your University credentials and click sign in



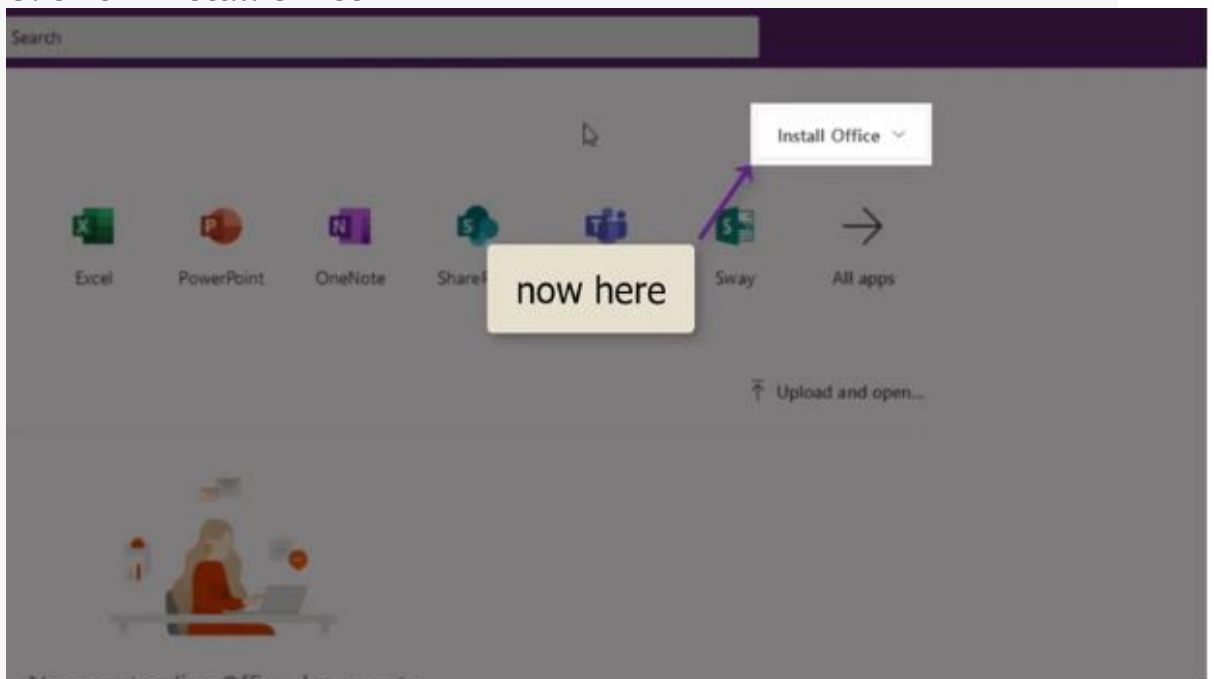
Go to:
outlook.office.com

A screenshot of the Office 365 sign-in page for the University of the Highlands and Islands. The page features the university's logo and name in both English and Scottish Gaelic. Below the logo, there is a purple callout box containing the text 'username@uhi.ac.uk'. Underneath this, it says 'Sign in with your organizational account'. There are two input fields: one for the email address (containing 'someone@example.com') and one for the password. A blue 'Sign in' button is positioned below the fields. At the bottom of the page, there is a welcome message: 'Welcome to UHI Office 365. Please sign in with your username@uhi.ac.uk. Click HERE for more information.'

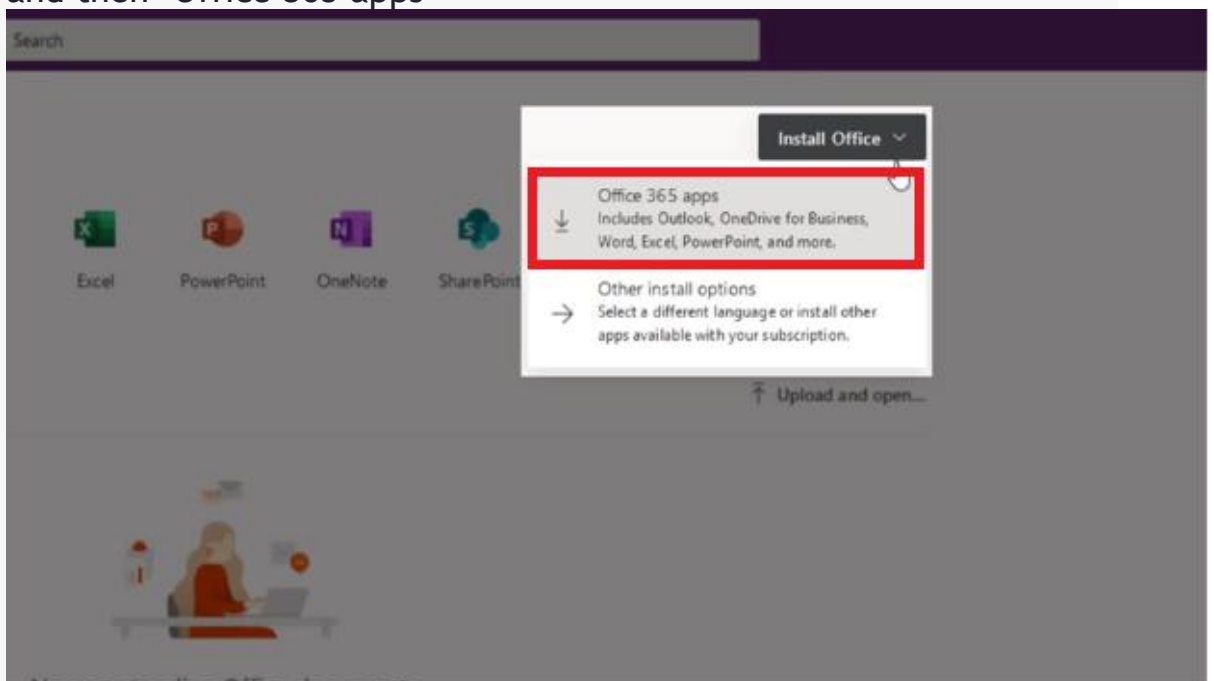
3. Click on the 9 dots at the top left and then the option for 'Office 365'



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