

# 4a - Office 365 download - Windows computers

## Office 365 Pro Plus download for personal Windows computers

<https://warwick.ac.uk/services/its/servicessupport/software/microsoft/o365proplus>

Students can obtain copies of the latest version of Office 365 Pro Plus for their personally-owned computers and mobile devices.

**It is important to note, this is only available to you whilst you are a student at Warwick. Once you graduate, your copy of Office will stop working.**

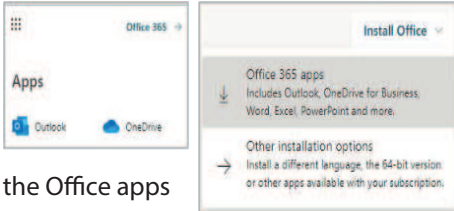
**You will need to uninstall previous versions of Office before installing Office 365 Pro Plus. You will need 3GB space for the installation.**

## How to install Office 365 Pro Plus on a Windows computer

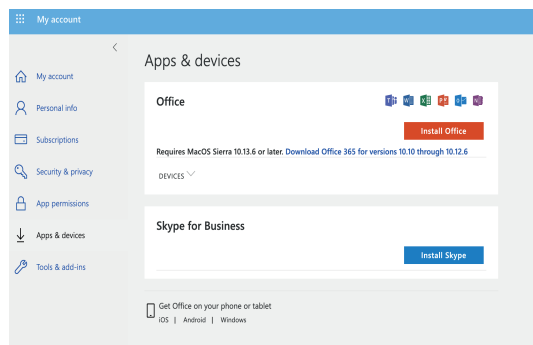
Ensure your computer is connected to the internet. Sign in to your Office 365 webmail (<https://warwick.ac.uk/webmail>) using your normal IT Services usercode e.g. u1812345 and password

Click the 'waffle' button top left, then click the arrow by Office 365 at the top of the panel.

We suggest you click **Other installation options**, so that you can choose the 32-bit version of Office.



Click on View apps & devices in the Office apps & devices section



Select your language (default is English United States – no option of English UK). Select 32-bit version.

Click the **red Install Office** button to start the download. Click the Setup file to start the installation. You will see a prompt saying the installation is still running in the background but that Office can be used.

Make sure you follow the instructions and leave your machine powered on and connected to the internet until the installation has completed.

## To activate the software

When you open Word, and are prompted to activate, enter your IT Services **usercode@live.warwick.ac.uk** e.g. u1812345@live.warwick.ac.uk and your IT Services password. If you then see a Warwick External service access window, enter just your IT Services usercode and password. If 2-step authentication is active you'll be prompted for your verification code on your mobile phone.

## Which Office 365 Pro Plus applications will be installed?



The above listed Office 365 applications will appear in your list of programs on your computer.

**Office needs to communicate with Microsoft every 30 days in order to remain activated.** If you do not have an internet connection for longer than this, Office will enter into a reduced functionality mode. Once you re-connect, it should reactivate.

## How many machines/devices can I run Office?

Each subscription licence allows you to run Office on up to **five** devices, Mac or PC or Office Mobile on mobile devices. You can deactivate licences on devices and reallocate them. (**Other installation options** > INSTALLS button).

## IT Services Help Desk

✉ [helpdesk@warwick.ac.uk](mailto:helpdesk@warwick.ac.uk)  
🖥 [warwick.ac.uk/its](http://warwick.ac.uk/its)

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