



## Instructions for Installing Microsoft Office 365 on Windows

Hampden-Sydney has updated its agreement with Microsoft for student use of the Office Productivity Suite. You can now install Office on up to 5 devices. This new agreement also allows Microsoft Office to be used on mobile devices.

- 1) Make sure that you do not have any other full or trial versions of Microsoft Office installed before proceeding with the installation instructions below. Uninstall any other copies of Microsoft Office by going to **Control Panel > Programs and Features > locate Microsoft Office**, highlight, and click **Uninstall**. Reboot after uninstallation is complete, and then proceed to the next step.
- 2) Login to the Microsoft portal at <http://portal.office.com>. Enter your H-SC email address in the username field (Ex: DoeJ19@hsc.edu), and click Sign In.

Office 365

Sign in with your work or school account

Someone@example.com

Password

Keep me signed in

Sign in

You will be redirected to the Hampden-Sydney Single Sign On page where you will enter your H-SC email password and click Sign in.

Welcome to



HAMPDEN-SYDNEY COLLEGE



Sign in with your organizational account

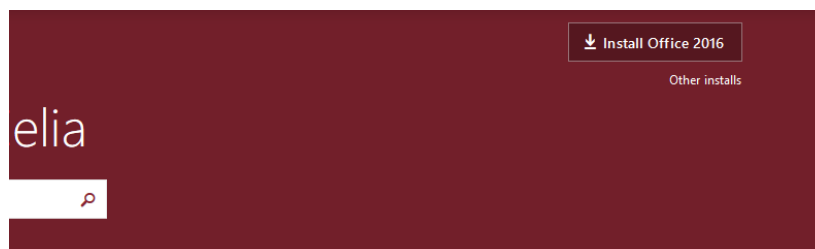
DoeJ19@hsc.edu X

Password

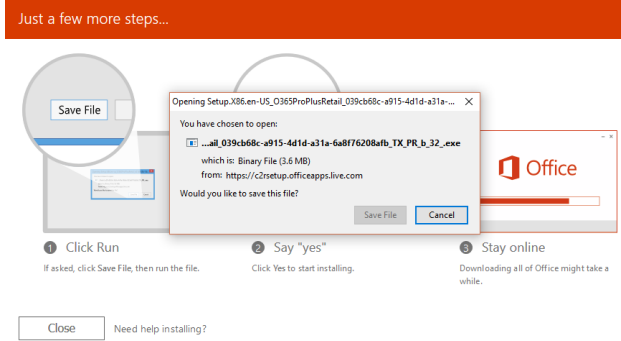
Sign in

- 3) Once you are signed into your Office 365 account you will be given the option to install Office 2016 at the top of the page by clicking the Install Office 2016 button.

Note - If you do not have the option to Install now, please see the “\*\*Additional Instructions” at the end of this document.



4) Save the executable installer file, and then locate and run the downloaded installer file.




5) You will first see a window indicating that Office is configuring...



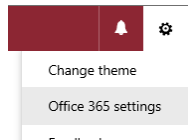
... Next you will see a window indicating that Office is installing in the background. Once this window closes your installation is complete.



## **\*\*Additional Instructions**

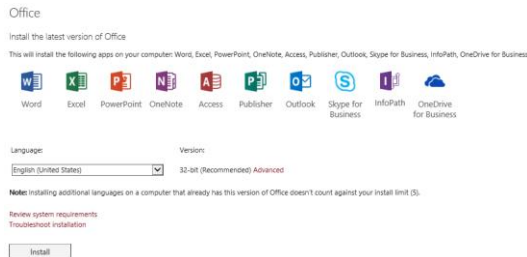
From the Office 365 Home screen click the gear  located on the top right side of the page.

Select **Office 365 settings**.



On the left side of the page select **Software**.

On the **Office** page select a **Language**, and then click **Install**.



After you click Install return to Step 4 to complete your installation.

If you need assistance or have questions, please contact the Computing Center Helpdesk at

434-223-6911 or 434-223-6373