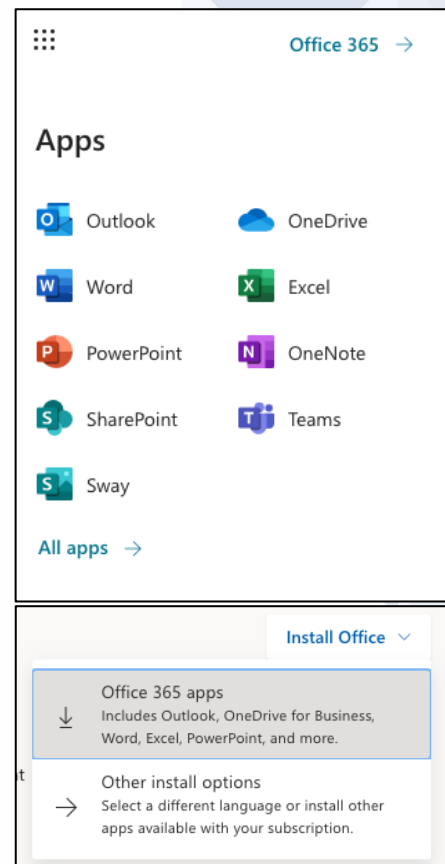# Installing Microsoft/Office 365 on your own computer

1. [Log in to your StudentMail](#)
2. Ensure that your browser window is expanded or in full screen mode or the Office 365 button will not be visible.
3. Click on the grid icon in the top left-hand side of the screen, then select *Office 365* on the right of the column.
4. Select *Install Office.*

5. Choose *Office 365 apps* which will install the entire Office suite.
6. Follow the prompts to save and install the software.
7. Activate your Microsoft 365 by signing in with your student email address (e.g. bonja007@student.otago.ac.nz) and password.

Installing Microsoft/Office 365 on your phone or tablet

- You can install Microsoft apps on your Apple or Android phone or tablet
- Windows devices come with Microsoft 365 already installed

You can either install Microsoft Office (includes: Word, Excel, PowerPoint, as well as a document viewer) or each of the listed programs as separate apps. This is mostly a matter of preference.

Apps available for devices include:

- Office
- Word
- Excel
- PowerPoint
- Outlook
- OneNote
- OneDrive
- Microsoft Teams

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Go to the appropriate app store for your device and search for "Microsoft 365". Choose the apps you want from the list of search results.

- iPad/iPhone—Mac App Store
- Android—Google Play Store

After downloading the app, use your student email and password to sign in to the app. This will ensure you get the **full version of Microsoft 365** in accordance with the University's license.

If you need help with installing Microsoft 365, contact AskOtago Student IT Services in person at the AskOtago Central Hub, Dunedin campus, or:

Tel +64 3 479 5170
Email studentit@otago.ac.nz
message on Facebook