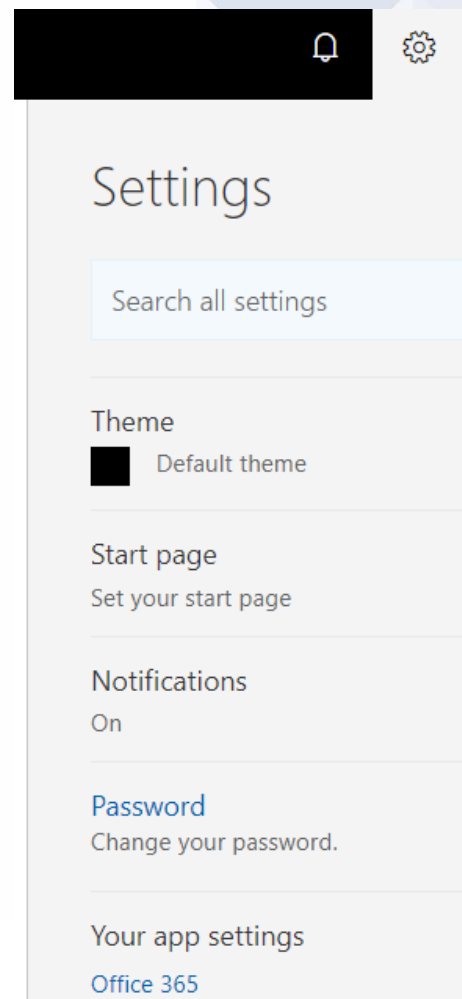


Installing Office 365 on your own computer

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 cog (settings) icon in the top right-hand side of the screen, then select **Office 365** near the bottom of the column
4. Select **Software**
5. Scroll down to the bottom and choose **Install**. This will install the entire Office suite
6. Follow the prompts to save and install the software
7. Activate your Office 365 by signing in with your student email address (e.g. bonja007@student.otago.ac.nz) and password



Installing Office 365 on your phone or tablet

- You can install Office apps on your Apple or Android phone or tablet
- Windows devices come with Office already installed
- If you have a version of Android prior to 4.4, please see the section below

Each of the listed programs is a separate app so you will need to download and install each one separately. However this means that you don't have apps you don't want taking up extra space on your device. Apps available for devices include:

- Word
- Excel
- Powerpoint
- Outlook
- OneNote

The two ways you can get Office 365 for your phone or tablet are shown below. 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 Office365* in accordance with the University's license.

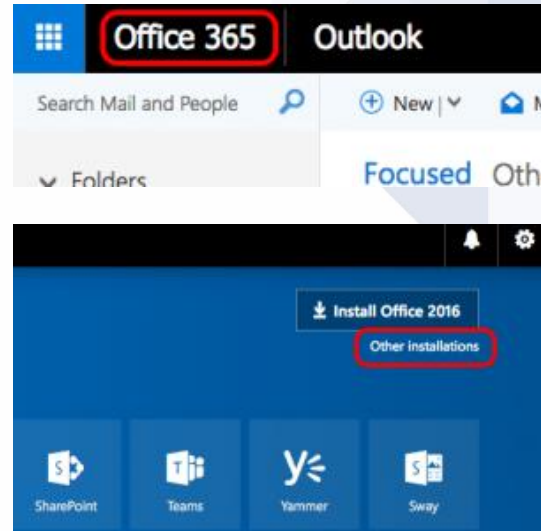
Method 1: Search the store

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

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

Method 2: Get links emailed to you

1. [Log in to your StudentMail](#) on any computer or device
2. Click on **Office 365** in the top right-hand corner
3. Click **Other Installations**
4. Click **Phone & Tablet**
5. Choose your device type and click **Get App**
6. Choose either **Send Email** or **Send SMS** and fill in your email address or phone number to have the link sent to you



Installing Office 365 on Android OS prior to 4.4

If you have a version of Android OS earlier than 4.4, you will need to download the Office Mobile app which contains Word, Excel, and Powerpoint:

1. Go to the Play Store on your device and search for "Office Mobile"
2. Download the app
3. Use your student email address and password to sign in to the app

If you need help with installing Office 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](#)