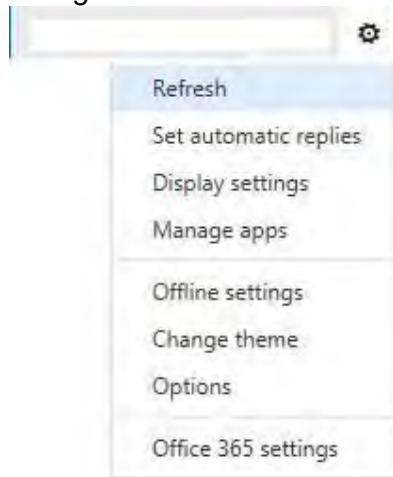
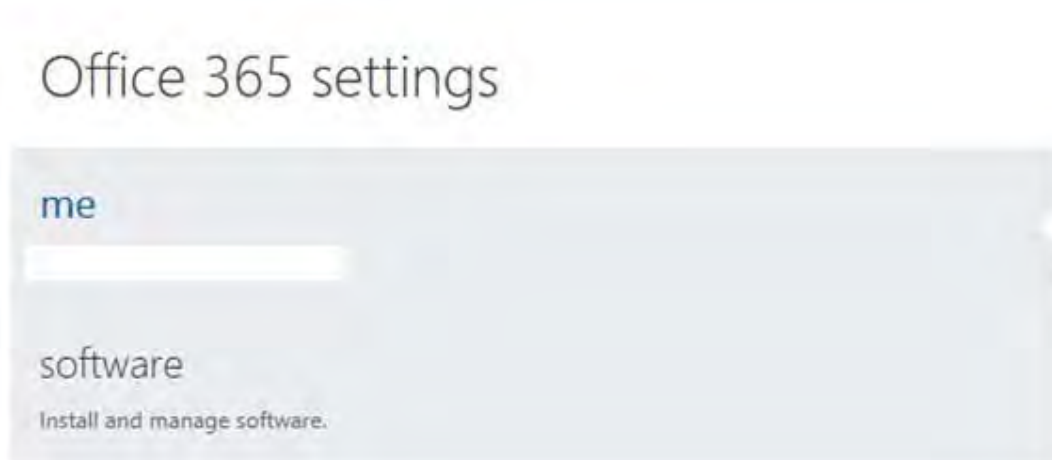


## Download and install Office 365 ProPlus

1. Navigate to [www.vu.edu.au/studentmail](http://www.vu.edu.au/studentmail).
2. Login with your student email (e.g. [firstname.lastname@live.vu.edu.au](mailto:firstname.lastname@live.vu.edu.au)).  
**\*Note:** if you can't login, try using **your student id@live.vu.edu.au** (e.g. [s1234567@live.vu.edu.au](mailto:s1234567@live.vu.edu.au)).
3. Click on the Settings icon in the top right corner, and then select *Office 365 settings*.



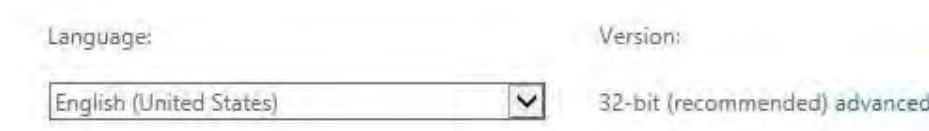
4. Click *Software* in the left menu.



5. Select your language from the drop down menu.

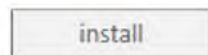


6. If you are installing Office for Windows, Microsoft recommends using the 32bit installation. Select *Advanced* if you wish to install the 64bit version.

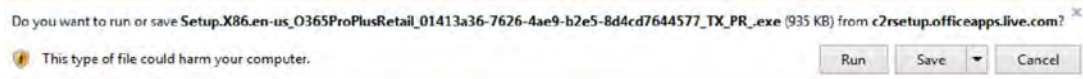


7. Click the *install* button to download and install the latest version of Office.

[Review system requirements](#)



8. When prompted to run or save the setup, select *Run*. Otherwise you can save, and run the setup later.



9. Click Yes on the User Account Control.



10. Click *Next* on the welcome screen.



## 11. Enter your student email address and Click *Next*

x

# Activate Office

To activate Office, enter the email address that's associated with your Office subscription.

**Next**


Enter a product key instead  
When you sign in, your documents and settings are online  
[Learn more](#) | [Privacy statement](#)

## 12. Select Organisational account


x

# We Need a Little More Help

It looks like you use the same email address with more than one account. Please select the type of account which you would like to use to sign in.



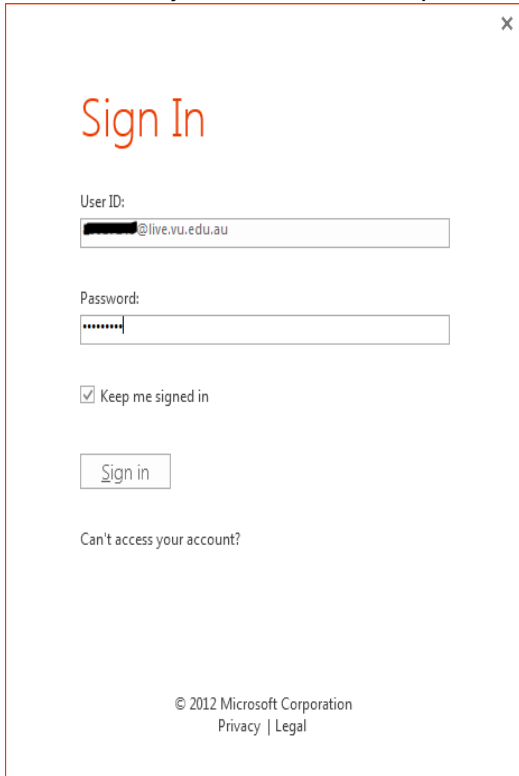
**Microsoft account**  
Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



**Organizational account**  
Sign in with the account provided by your work, school, or university.

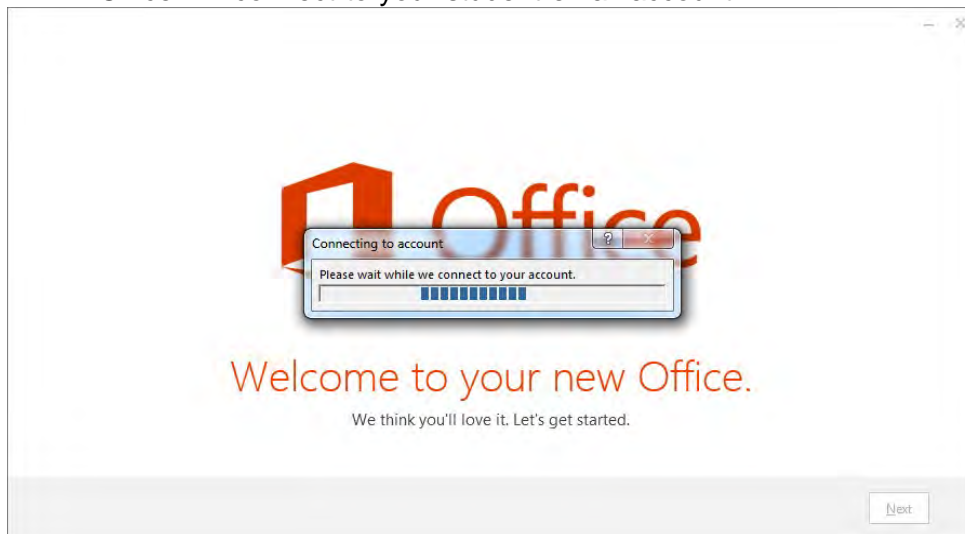
Enter a product key instead  
When you sign in, your documents and settings are online  
[Learn more](#) | [Privacy statement](#)

13. Enter your student email password and Click *Sign In*.



A screenshot of a Microsoft Office sign-in window. The window has a title bar with a close button (x) in the top right corner. The main content area features the text "Sign In" in a large, orange font. Below this, there are two input fields: "User ID:" with a text box containing a redacted email address followed by "@live.vu.edu.au", and "Password:" with a text box containing a series of dots. A checkbox labeled "Keep me signed in" is checked. Below the password field is a "Sign in" button. At the bottom left, there is a link that says "Can't access your account?". At the bottom center, there is copyright information: "© 2012 Microsoft Corporation" and "Privacy | Legal".

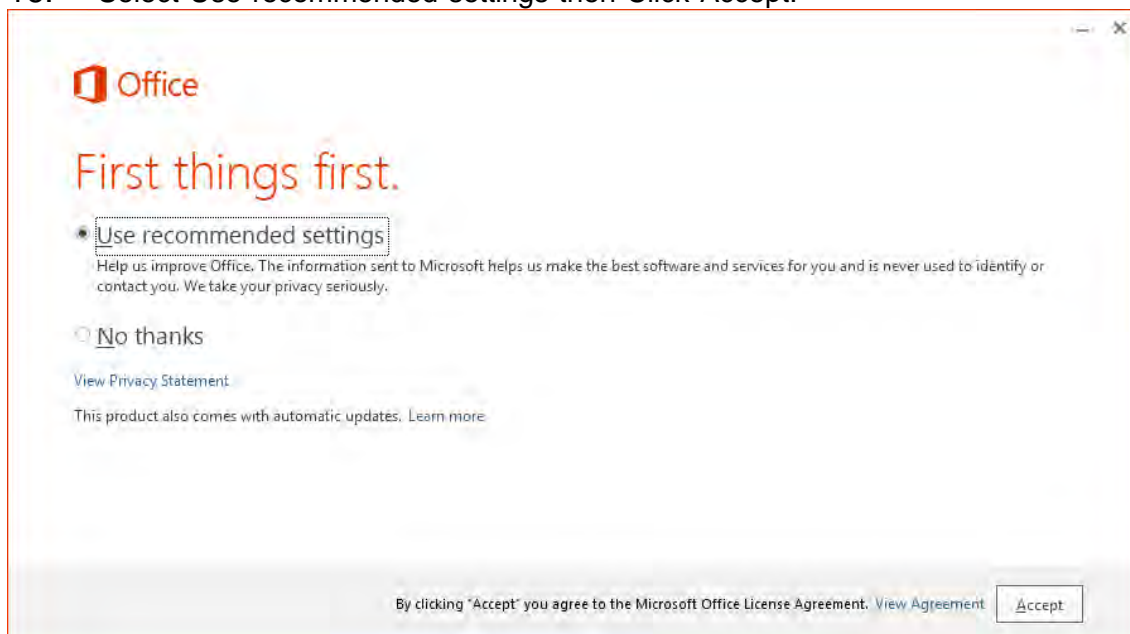
14. Office will connect to your student email account



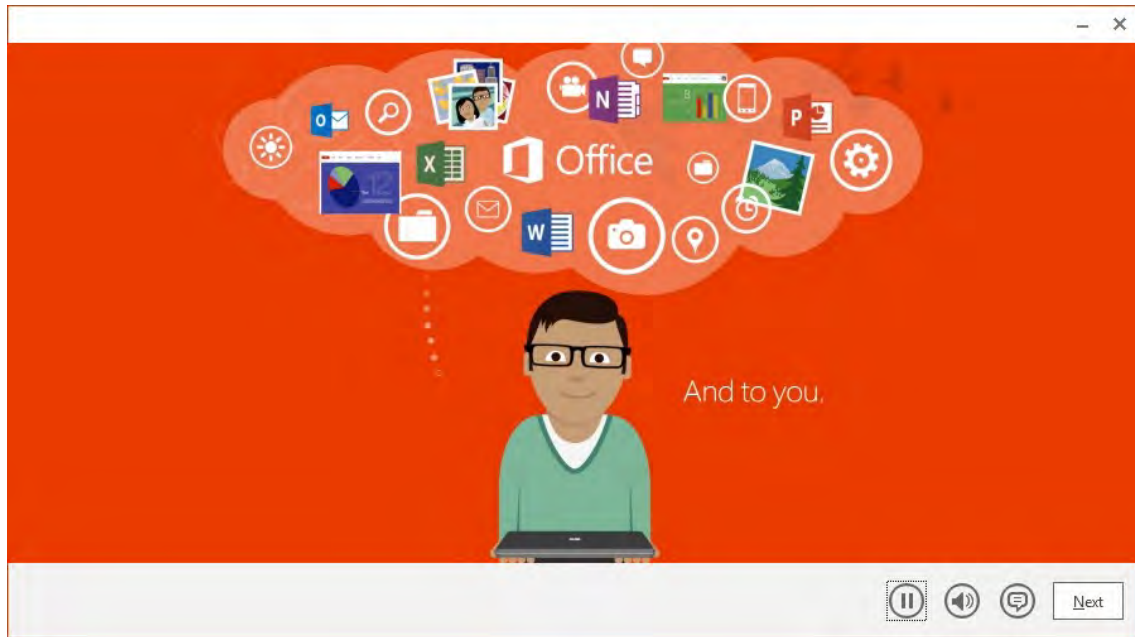
15. Select *Next*



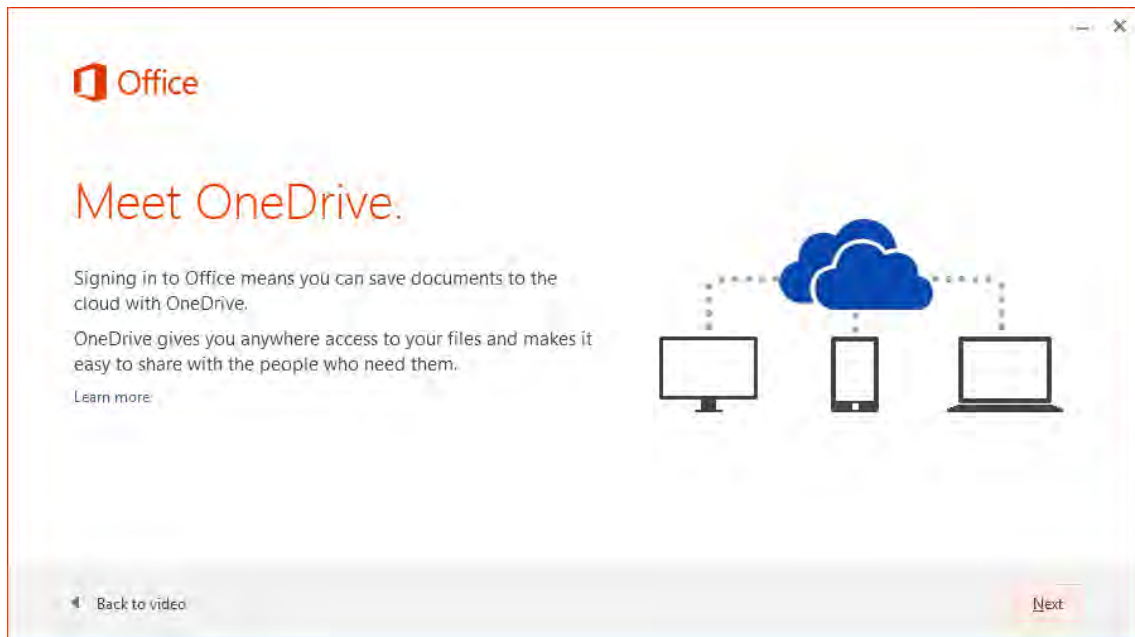
16. Select *Use recommended settings* then Click *Accept*.



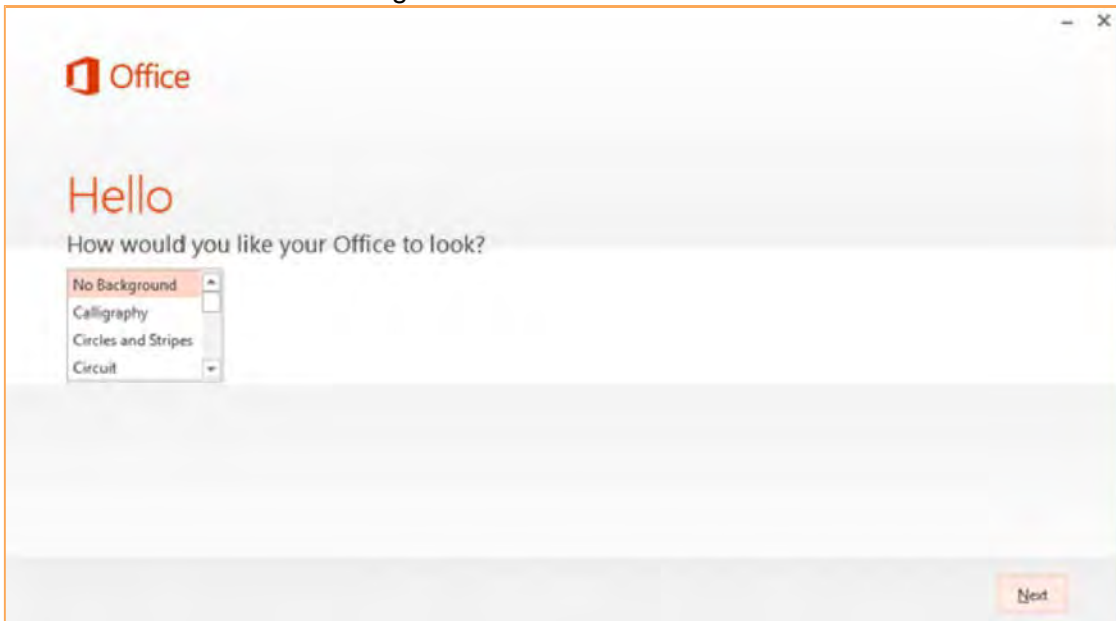
17. Select *Next*



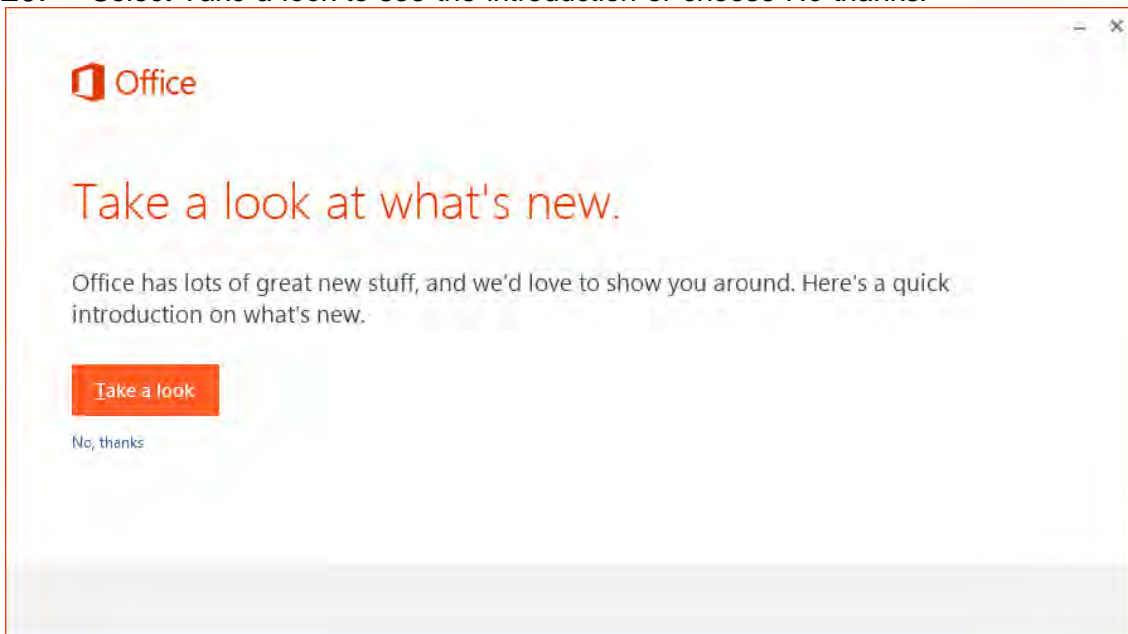
18. Click *Next* on the 'Meet OneDrive' screen.



19. Choose an Office background and click *Next*.



20. Select *Take a look* to see the introduction or choose *No thanks*.





21. Click All done.



You can install the software on a total of 5 computers. Follow the above instructions to install another installation of Office ProPlus. You can deactivate a licence from a computer via the Office 365 Settings > Software page.

