Downloading & Installing Microsoft Office
For Students
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Installing Microsoft Office - Windows

1) Visit https://portal.office.com/OLS/MySoftware.aspx

2) In the username box type your UTAD UserID followed by@rockets.utoledo.edu (i.e. RRocket@rockets.utoledo.edu)
   a. Click the password box and you will be redirected to UT’s logon page.

3) Log in with your UTAD credentials

4) Click on the Settings icon then click Office 365 Settings

5) On the left hand side, click software
6) In the middle of the page, click the **install** button. Ensure you have the language **English (United States)** selected from the drop down menu.
7) Allow Microsoft Office to download to your computer. This may take several minutes depending on your internet connection speed.

8) After downloading, click the Run option. Office 2013 should begin to install.

9) Click the Sign in button.

Enter your UTADUserName@rockets.utoledo.edu then click Next.

The email address field should be populated from the previous screen. Please enter the current UTAD password in the password field then click Next. If the Sign into Office screen appears, select Organizational Account.
10) Once at the “Meet Sky Drive” screen, click next.

11) Select the Office background of your choice then click Next.

12) Optional Office 2013 offers a tour should the user want to take it. If wanteding to bypass the tour, click No, thanks.

13) Microsoft Office will continue to install. Please be patient. This may take several minutes.
14) Once at the “You’re good to go” screen, this means the Microsoft Office 2013 suite of applications has been installed successfully. Click **All done!** to complete the installation.

15) That’s it! Once office completes installing, the Microsoft Office 2013 suite can be found in the **Start menu>**All Programs>**Microsoft Office2013**
Install Microsoft Office - Mac OSX

1) Visit https://portal.office.com/OLS/MySoftware.aspx

2) In the username box type your UTAD UserID followed by @rockets.utoledo.edu (i.e. RRocket@rockets.utoledo.edu)
   a. Click the password box and you will be redirected to UT’s logon page.
3) Log in with your UTAD credentials

4) Click on the Settings icon then click Office 365 Settings

   Office 365 settings
   
   Refresh
   
   Set automatic replies

5) On the left hand side, click software

Office 365 settings

   me
   rocket@rockets.utoledo.edu

   software
   Install and manage software

   password
   Change your password.

   get started
   View the get started experience

6) In the middle of the page, click the install button. Ensure you have the language English (United States) selected from the drop down menu
7) Allow the download to complete. From there, run the **Office for Mac Installer**. This may take several minutes depending on your internet connection speed.

8) After running the Microsoft Office for Mac download, **double click on the Office Installer Folder**

9) Once opened into the Microsoft Office 2011 installer, click **Continue**

10) Read and accept the license agreement, then click **Continue**

11) **Ensure the license agreement has been read** then click **Agree**
12) Upon arrival to the install location screen, select **Install**

13) Installing Microsoft Office for Mac OSX does **require administrative privileges**. If prompted, enter your **administrative password** for your mac then click **Install Software**. Allow the installer to install Microsoft Office onto your Mac. **This could take several minutes.**

14) Once the installation completes, click **Close**.

Need Help? Call the IT Help Desk at 419-530-2400
15) After the Microsoft Office 2011 installer has ran and completed, the Get Started with Office 2011 should appear. Click on Sign on with an existing Office 365 subscription

16) If the Sign into Office screen appears, select Organizational Account

17) At the Sign into Office screen, enter your UTADUserName@rockets.utoledo.edu, then click Next

18) At the Activate office screen, enter your UTAD Password in the password field, then click Sign In
19) Enter your **First Name**, **Last Name**, and **The University of Toledo** for the company name field. Once completed, click **Continue**.

20) At the Help Improve Office Screen, answer the questions to your description. Once complete, click **Continue**.

21) That’s it. **Microsoft Office 2011 is now installed on the machine.**
Installing Microsoft Word, PowerPoint, Excel, and OneNote – iPad

*Please be advised that the Microsoft Office Applications must be downloaded separately. This instruction sheet demonstrates with Microsoft Word however the same instructions will apply for each individual Office application.

1) Open the iOS App Store and search for either Word, PowerPoint, Excel or OneNote. Once located, download and install it

2) Once installed onto the iPad, open one of the Microsoft Office application

3) Upon the first time opening the application, the Office 365 splash screen will appear. Read though and swipe to the very end of the Office 365 Introduction

4) Once at the last Office 365 sign in splash screen, tap Sign In
5) At the sign in prompt, enter the UTADUserName@rockets.utoledo.edu then click the Next button.

6) At the sign in screen, the email address should be populated from the previous screen. **At this point, enter your UTAD password** then tap **Sign In**. If the Sign into Office screen appears, select **Organizational Account**.
7) After successfully signing in with your UTAD credentials, the Help Us Improve screen will appear. Either tap Send (Recommended) or Don’t Send. The choice is entirely yours. Tap Continue.

8) That’s it! If applicable, the user may elect to download the rest of the office applications from the AppStore using the same process.

Installing Microsoft Word, PowerPoint, Excel, and OneNote – Android

Microsoft has not made a stable release to ALL Android devices. Please check back soon for updates.
De-provision a Copy of Microsoft Office

1) Log in with your UTAD credentials at rockets.utoledo.edu

2) Click on the Settings icon then click Office 365 Settings
3) On the left hand side, click **software**
Office 365 settings

4) Locate the computer you wish to deactivate Office on then click **Deactivate**

5) At the **Do you want to Deactivate this install?** click **Yes**.

6) At this point, The Microsoft Office Application will be deactivated and will **convert into a read only program**. Additionally, a license will be credited to the Office 365 email account in which the user may elect to install Microsoft Office onto another computer.