

Getting your free copy of Microsoft Office (Students)

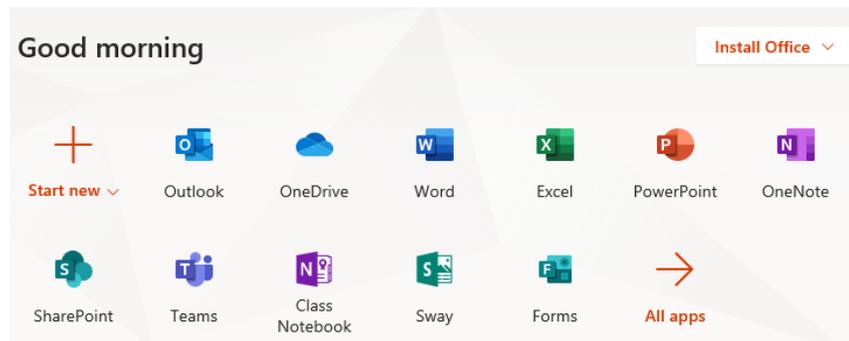
This guide helps you to access the Office 365 website and access your free copy of Office. You can install Office on up to 5 devices, following the below steps each time.

Note: You must do this on the computer you wish to install the software on, not a University one.

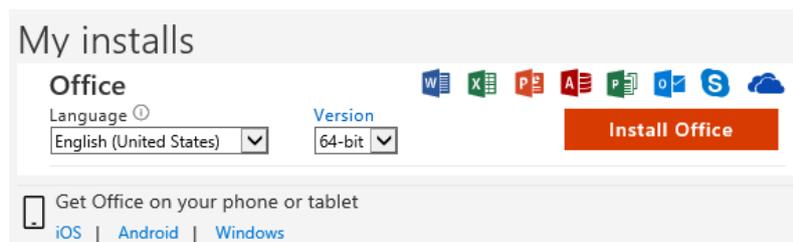
- 1 Open a new web browser on your computer and go to office.com/getoffice365
- 2 Enter your **Northumbria email address** and click **Get Started**
- 3 Select **I'm a Student** then **Sign In**, entering your Northumbria Username and Password as follows:

Username:	Your Northumbria username + @northumbria.ac.uk e.g. w12345678@northumbria.ac.uk
Password:	Your Northumbria password This is the same password you use to logon to Northumbria University IT facilities such as the Student Desktop, Blackboard or Simply Web.

- 4 Click **Sign In** and you'll be redirected to the Office 365 landing page



- 5 There's an **Install Office** button to the right-hand corner of the screen – click this and follow the steps to install Office on your computer.



24
HOURS

**IT SERVICE DESK - OPEN 24
HOURS, 365 DAYS A YEAR**

Email servicedesk@northumbria.ac.uk

Phone 0191 227 4242

Chat northumbria.ac.uk/itchat