



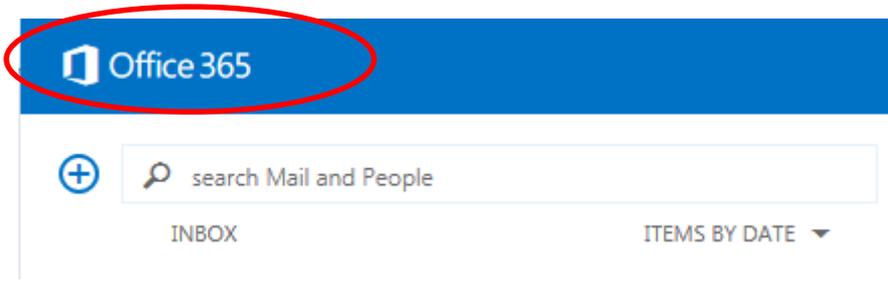
Office 365

Student Advantage

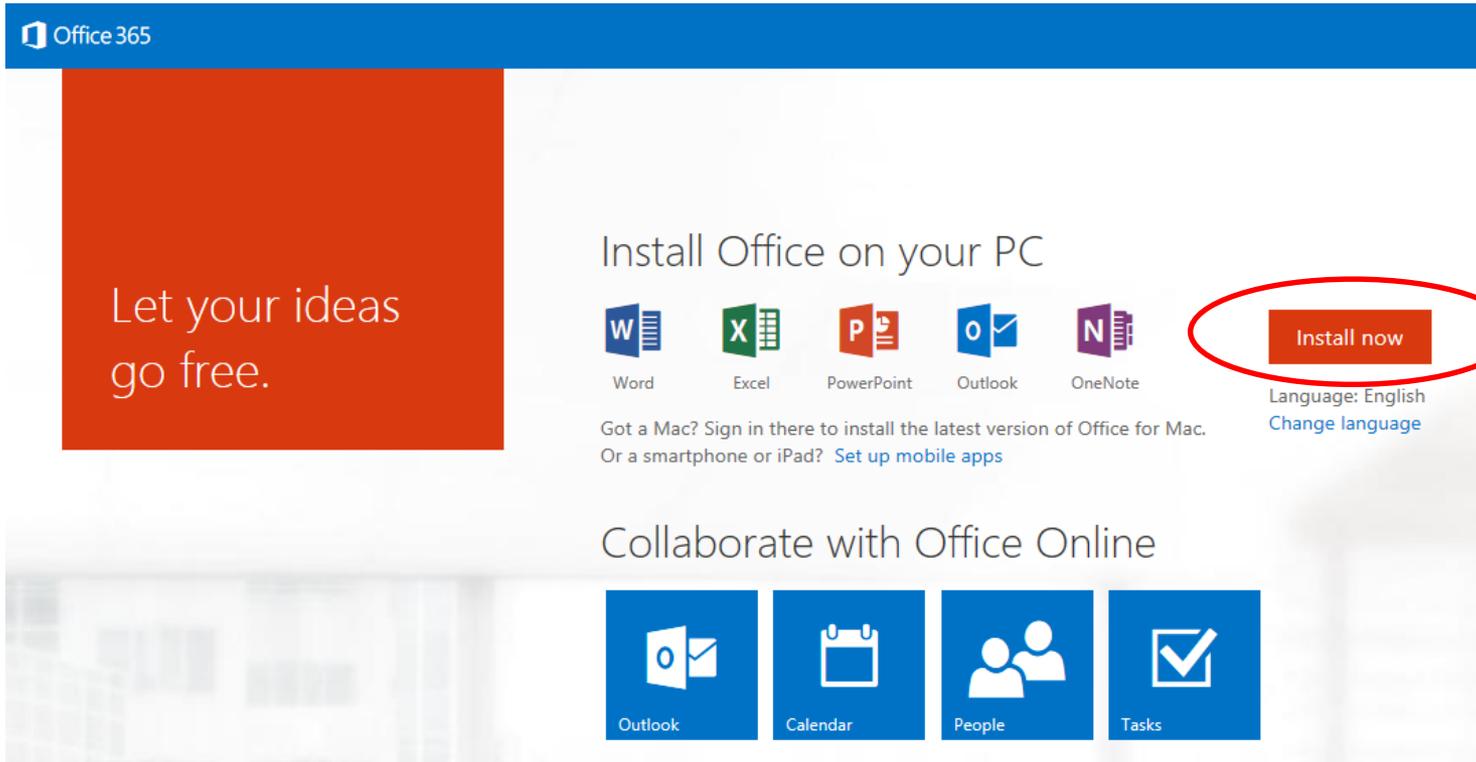
Announcing Microsoft Office 365 Pro – Student Advantage.

When can I download?	Monday, September 15, 2014
How much does it cost?	No cost to students
Who can get this software?	Current students
How do I get this software?	Sign into my.Edinboro with your username and password and click on the “student email” button. Follow the instructions below.
Are there any recommendations before I begin?	You must uninstall previous versions before running this installation.

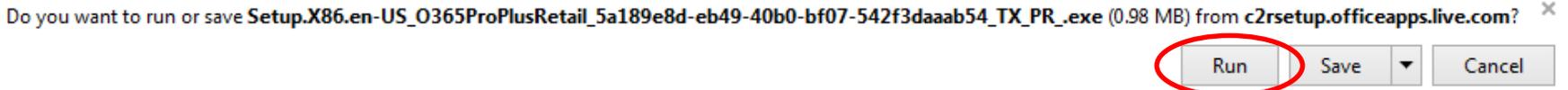
1. In your Office 365 student email, click on “Office 365” in the upper left hand corner.



2. On the next screen, click on “Install now”



3. Click “Run” when asked, “Do you want to run or save...”



4. After the software is downloaded, click on the “Office 365” icon on your task bar.



5. When the welcome screen comes up, click “Next”

Welcome to your new Office.

We think you'll love it. Let's get started.

Next

6. Under “First things first”, we recommend you “Use recommended settings” and then “Accept” if you agree to the Microsoft Office License Agreement



First things first.

Use recommended settings

Help us improve Office. The information sent to Microsoft helps us make the best software and services for you and is never used to identify or contact you. We take your privacy seriously.

No thanks

[View Privacy Statement](#)

This product also comes with automatic updates. [Learn more](#)

By clicking “Accept” you agree to the Microsoft Office License Agreement. [View Agreement](#)

Accept

7. On the Meet OneDrive screen click “Next”. (Please note you will not have access to the OneDrive resources.)



Meet OneDrive.

Signing in to Office means you can save documents to the cloud with OneDrive.

OneDrive gives you anywhere access to your files and makes it easy to share with the people who need them.

[Learn more](#)



Next

8. Choose your “look” from the drop down and click “Next”



Hello Behr, Carla!

How would you like your Office to look?

No Background	▲
Calligraphy	
Circles and Stripes	
Circuit	▼

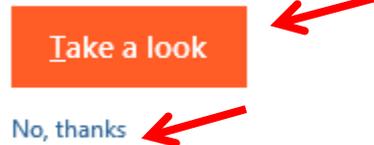


Next

9. The next screen gives you the option to “Take a look at what’s new” – clicking this will bring up a PowerPoint show that highlights new features. If you opt not to watch simply click “No, thanks” - either option will bring you to the final screen where you can click, “All done!”

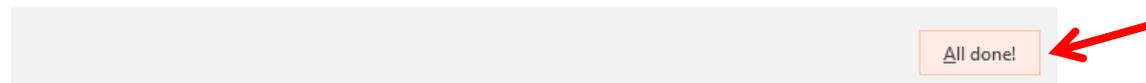
Take a look at what's new.

Office has lots of great new stuff, and we'd love to show you around. Here's a quick introduction on what's new.

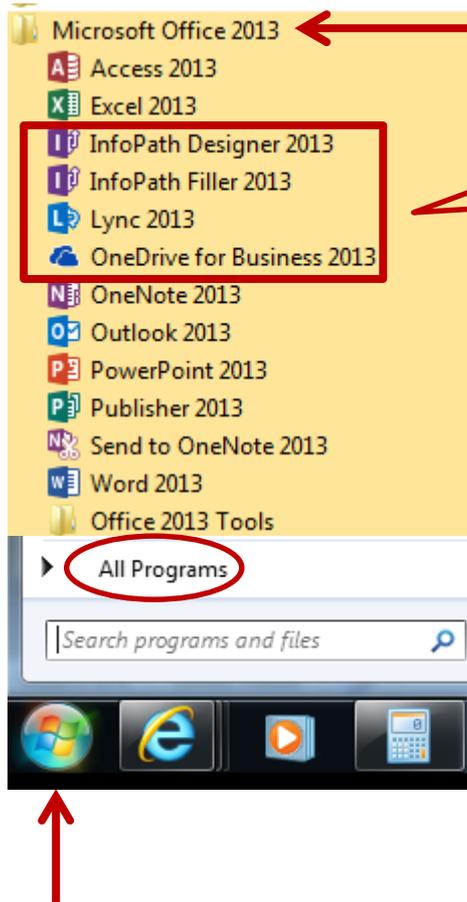


You're good to go.

We're all done, and you can now go offline if you need to. Enjoy!



10. To find your downloaded Microsoft Office 2013, click “Start” button, “All Programs” and search for Microsoft Office 2013. Click on the file to expand the contents.



Although you will see the option to launch Microsoft InfoPath Designer 2013, InfoPath Filler, 2013, Lync 2013 and OneDrive for Business, those services are not available for Students of Edinboro University.

Training on the new Office suite can be found here:

<http://office.microsoft.com/en-us/support/getting-started-with-office-2013-FX102809998.aspx>