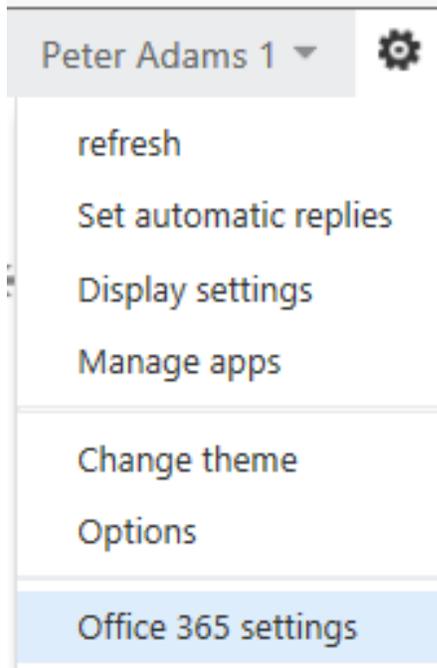


## Installing Office 2013 Pro Plus

Note: You must be an active student at UMass Boston to receive this software.

Log in to your student email via web mail at [webmail.umb.edu](http://webmail.umb.edu). Once you are in your inbox, click the gear menu at the top right corner and select Office 365 Settings



In the Office 365 settings window, click Software on the left.

## Office 365 settings

me

Peter.Adams1@umb.edu

software

Install and manage software.

password

Change your password.

get started

View the get started experience.

Under “Install the latest version of Office,” click Install. This will install the latest version (Office 2011 for Mac users or Office 2013 for Windows users.) You can install the previous version (Office 2008 for the Mac or Office 2010 for Windows) from the section below, titled “Not ready to install the latest version of Office?”

## Office

Manage installs for the latest version of Office

You can deactivate installs from computers on which you installed this version of Office.

COMPUTER NAME	OPERATING SYSTEM	INSTALLATION DATE	
PETER-ADAMS	Microsoft Windows 7 Enterprise	2/4/2014	<a href="#">deactivate</a>

Remaining installs available: 4

Install the latest version of Office

This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.



Language:

English (United States) ▼

Version:

32-bit (recommended) [advanced](#)

**Note:** Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)

[install](#)

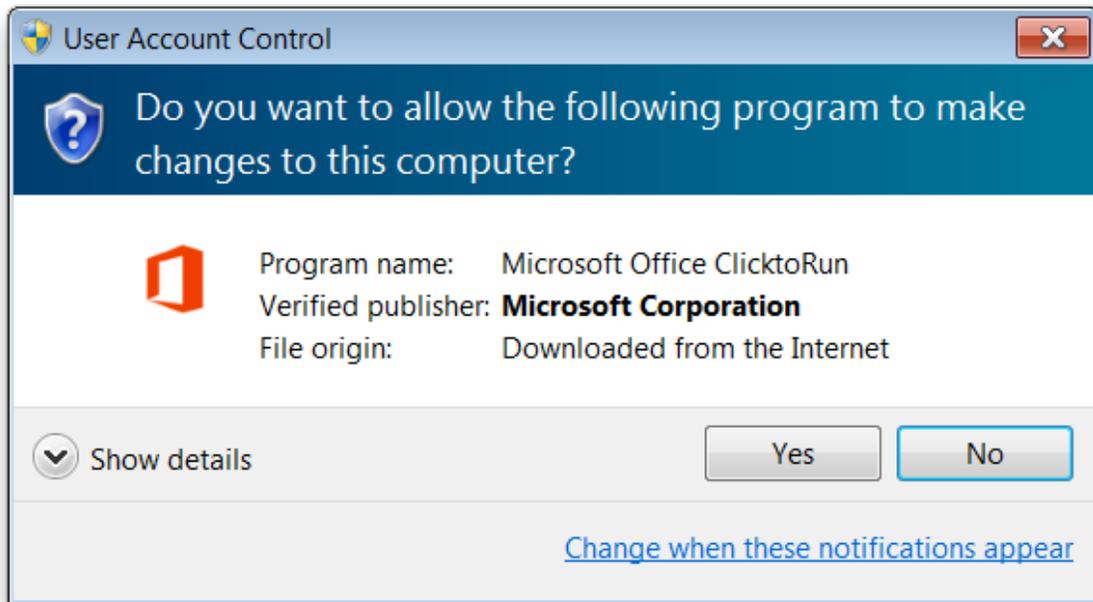
You are allowed to install this software on up to five computers that you own or use for school work (such as a parent's computer). In the screenshot above, there is one previous installation with four remaining. You can use the “deactivate” button to disable the copy of Office on the specified computer and make a copy available for installation if necessary.

Once the software finished downloading, locate the installer from your Downloads folder or the Downloads area of your browser and run it to begin the installation.

(Windows users running Internet Explorer will see a pop up window at the bottom of the screen as shown below. If you see this, select in the window whether you want to run the installer or save it to run at a later time.)



On a Windows computer, you will be asked to allow changes. In the user security panel (see below), click Yes to indicate that you want the installer to make changes to your computer.



On a Mac, you will be asked to type in your administrative password to allow changes. This is the password for an administrative account on your Mac, **not** your email password.

After a short time, the installer will download and begin the installation process. Click Next to begin.

In the first pane, choose whether you want to participate in the improvement program or not and click Accept to agree to the license agreement.



# First things first.

- Send us information to help improve Office
- No thanks

The information sent to Microsoft is to help us and is not used to identify or contact you. We take your privacy seriously. [Learn more](#)

This product also comes with Office Automatic Updates. [Learn more](#)

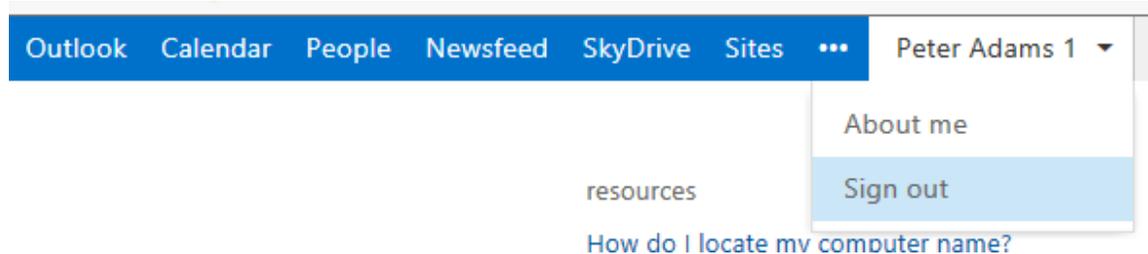
After a brief video extolling the wonders of storing your documents in the cloud, you are told that SkyDrive (which has been renamed “OneDrive”) will store your documents in the cloud (at your student email address). You are not given the opportunity to opt out. Click Next.

The next screen is just a preference for how the windows will appear. Pick a background (if you want one) and click Next. You can change this later if you change your mind.

The next screen gives you the opportunity to see an introduction to the new features of Office 2013 (“Take a look”) or skip the intro (“No thanks”).

When you receive the message “You’re good to go” the installer has finished downloading files and you can go offline if you choose to. If you chose to see the introduction, you will be presented with a full screen presentation on Office 2013. Walk through the slides (sometimes you press a large arrow, sometimes a small button labeled Next) or click the X in the top right corner to exit.

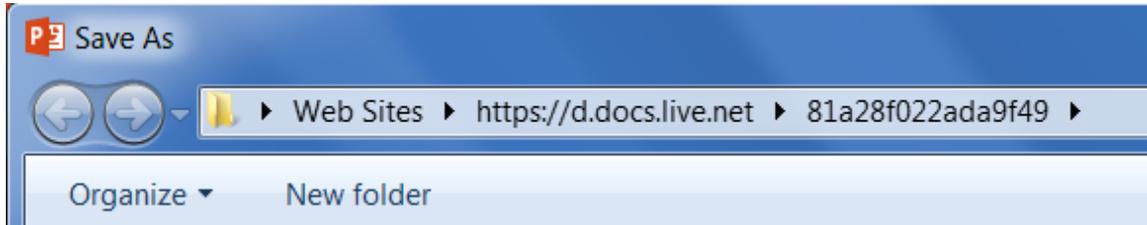
Click All done. At this point Microsoft Office should be installed and ready to use. You can click “Outlook” in the blue Office 365 bar at the top of your web browser to return to your web mail or click your name and choose “Sign out” if you are done.



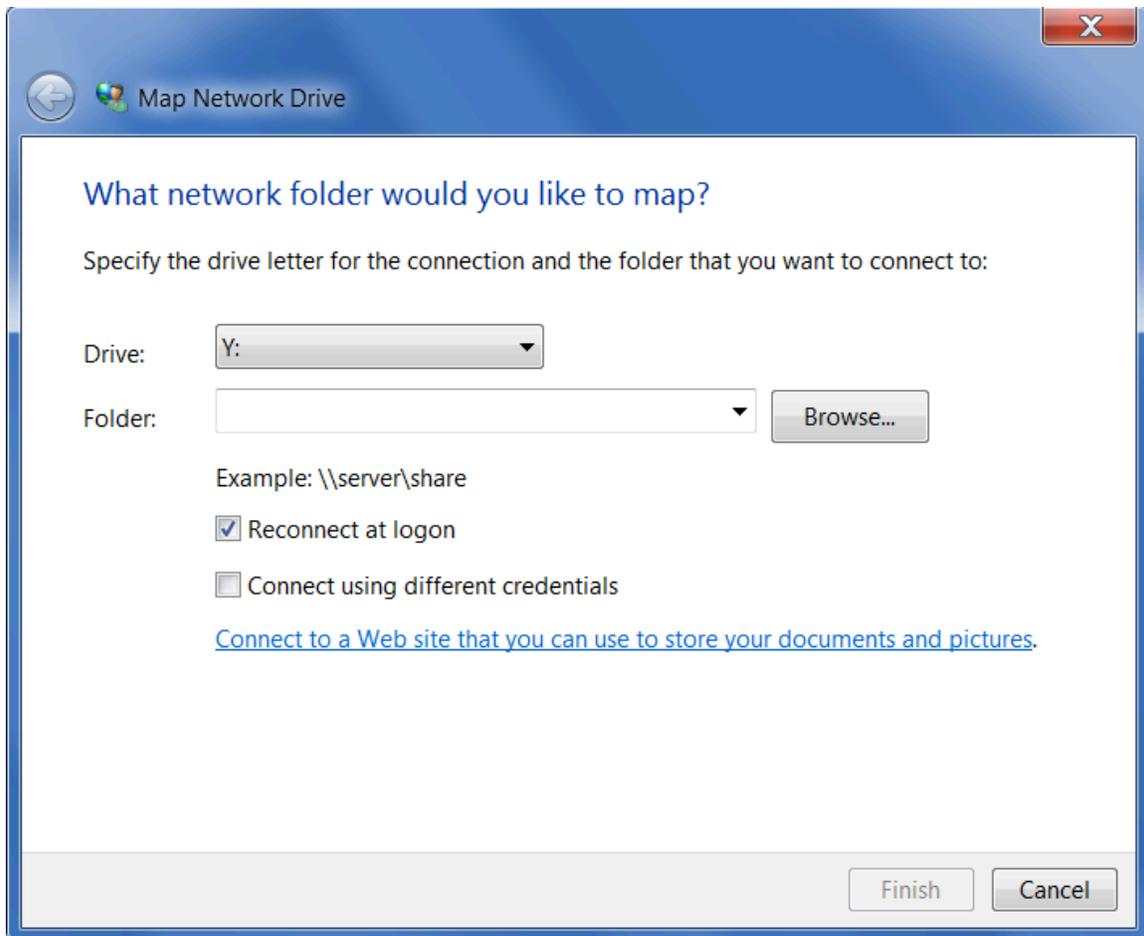
When you create an Office document, you will see some new choices in the Save dialog box. If you wish to save your document to the cloud, click SkyDrive (remember that this will change to OneDrive soon) and log in with your student email address and password).

## OPTIONAL

If you would like to map your SkyDrive to a drive letter, note the web address and identifying code for your account in the address bar (Web Sites > https://d.docs.live.net > xxxxx).



Click Tools > Map Network Drive and then click “Connect to a web site that you can use to store your documents and pictures.”



Click Choose a custom network location and click Next. Use the web address and identifying code from above in the form <https://d.docs.live.net/xxxxx> and authenticate with your student email address and password. Give the new shortcut a name and it will appear in the sidebar for future saves and also when browsing your computer.