Installing Office 365 ProPlus on Mac or PC

See page 2 for hardware specifications

**Login to your email**

1. Go to [https://outlook.com/owa/hw.ac.uk](https://outlook.com/owa/hw.ac.uk)
2. Enter your **HWU User Name** and **password**
3. Click **OK**

**Go to Settings**

4. Click on **Settings** and then **Office 365 settings**

**Locate the Software**

5. Click **Software**

6. Then **Office**

**Mac users**

7. Click **Install**
   - If prompted for a product key or sign in
     - Click **Sign in to an existing Office 365 subscription**
     - Enter your full HWU **user ID** e.g. abc123@hw.ac.uk and your **password**

**PC users**

We recommend that you install the default 32-bit version (see **PC requirements for Office 365 ProPlus** below if you wish to install the 64-bit version)

8. Click **Install**
Hardware specifications

PC requirements for Office 365 ProPlus

- Windows 7
- Windows 8
- Windows 8.1

Please note that this product cannot be installed on the Microsoft Surface RT

Although the 32-bit Office can be installed on 32-bit or 64-bit operating systems (the 64-bit Office can only be installed on 64-bit operating systems) installing the **32-bit version** is recommended.

If you have a 64-bit Operating System and wish to install the 64-bit version

- Click **Advanced**
- Choose **64-bit** from the dropdown list

**Computer and processor**

1 GHZ or faster x86 or 64-bit processor.

**Memory**

- 1 GB RAM (32-bit)
- 2 GB RAM (64-bit) recommended for graphics features, Outlook Instant Search, and certain advanced functionality.

**Disk space**

- 3 gigabytes (GB)

**Monitor resolution**

- 1024 x 768

**Mac requirements for Office 365 ProPlus**

- A Mac computer with an Intel processor.
- Mac OS X version 10.5.8 or later.

**Memory**

- 1 GB of RAM recommended.

**Disk space**

- 2.5 GB of available hard disk space.
- HFS+ hard disk format (also known as Mac OS Extended or HFS Plus).
- DVD drive or connection to a local area network (if installing over a network).

**Monitor**

- 1280 x 768 or higher resolution monitor

**iPhone requirements for Office Mobile for iPhone**

- iPhone 4
- iPhone 5
- iPhone 5s
- iPod Touch 5th generation
All devices above must be running iOS 6.1 minimum

**Android requirements for Office Mobile for Android**

- Android OS 4.0 or greater
- Android touch enabled smartphones only

To find out if you have a 32-bit or 64-bit version of Windows

**Windows 7**

1. Click the Start button
2. Right-click Computer
3. Click Properties

under **System type** you should see either 32-bit or 64-bit operating system

![Windows 7 System Type](image)

**Windows 8.0**

1. Press the Windows Key and D together (to put into desktop mode)
2. Hover the mouse in very bottom right corner
3. Click Settings in the popup menu click Settings, and then PC Info

**Windows 8.1**

1. Right-click the Start button
2. Click System

**Mobile versions**

Download from the App Store (iPad) or Google Play (Android).