

# Office 365 ProPlus

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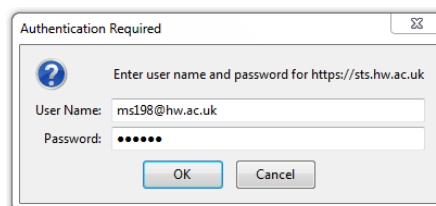
*User Guide*

*Information Services: August 2014*

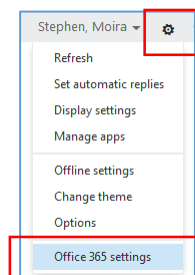
## Installing Office 365 ProPlus on Mac or PC

See page 2 for hardware specifications

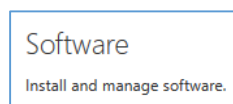
- Login to your email**
1. Go to <https://outlook.com/owa/hw.ac.uk>
  2. Enter your **HWU User Name** and **password**
  3. Click **OK**



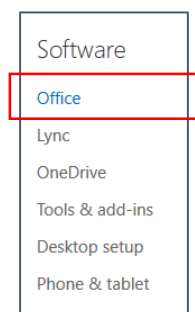
- Go to Settings**
4. Click on **Settings** and then **Office 365 settings**



- Locate the Software**
5. Click **Software**



6. Then **Office**



- Mac users**
7. Click **Install**  
If prompted for a product key or sign in in
    - Click **Sign in to an existing Office 365 subscription**
    - Enter your full HWU user ID e.g. [abc123@hw.ac.uk](mailto: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

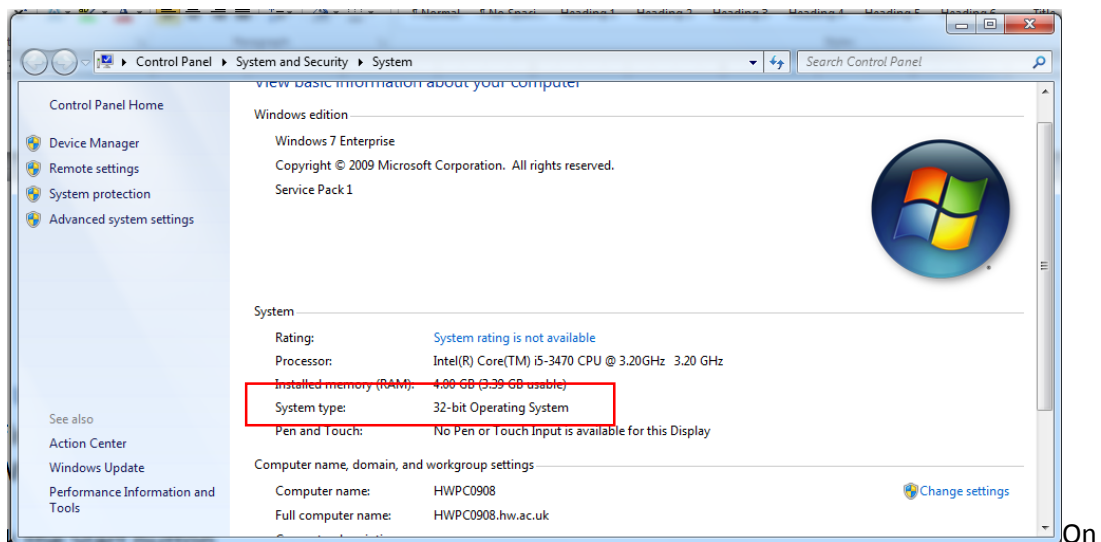
- Android OS 4.0 or greater
- Android touch enabled smartphones only

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 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).