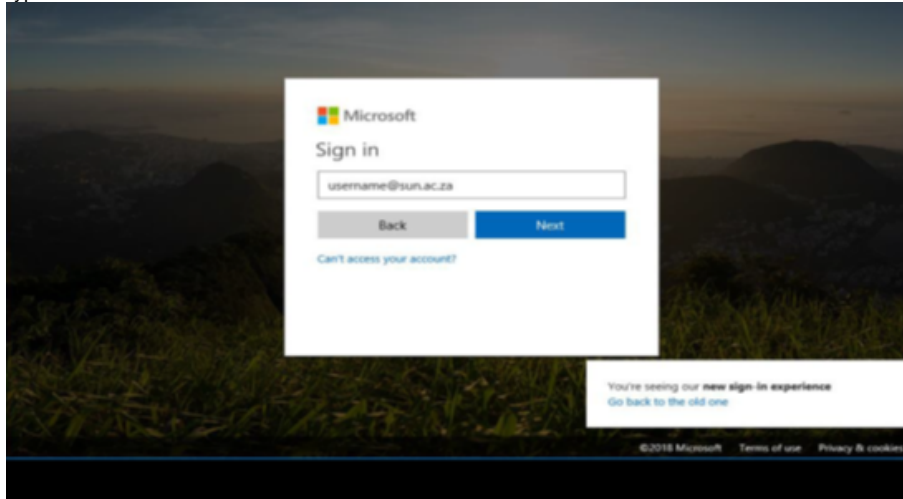


# Installing office 365

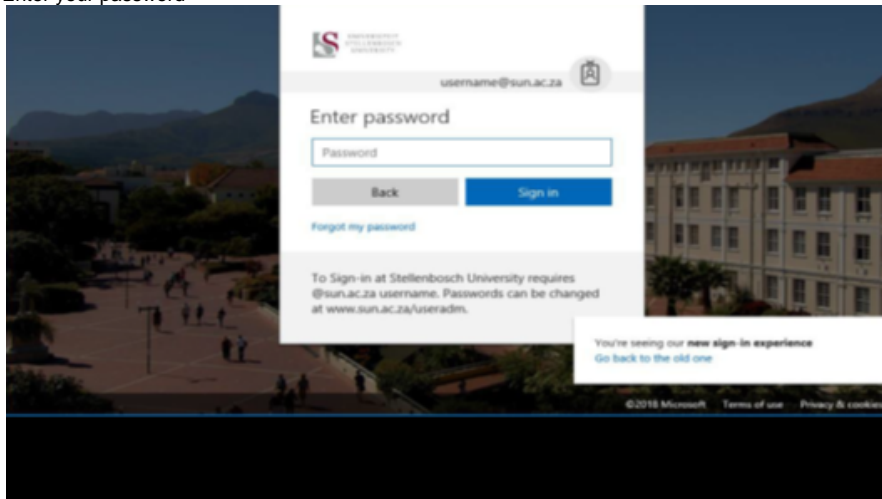
Step by step instructions on how to install Office 365.

## Step-by-step guide

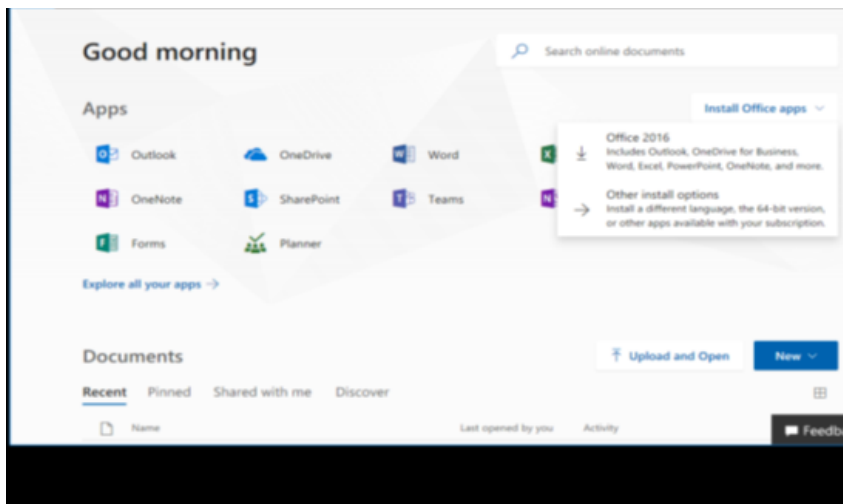
1. Log in to <http://portal.office.com> with your university credentials
  - a. Type username@sun.ac.za



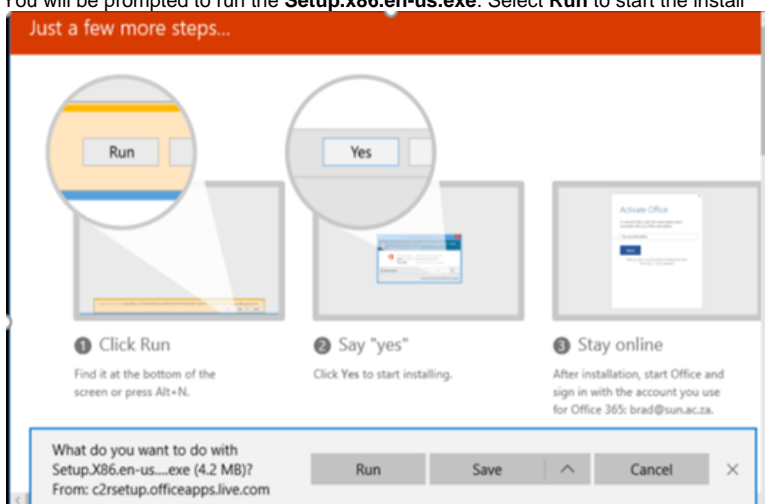
- b. Enter your password



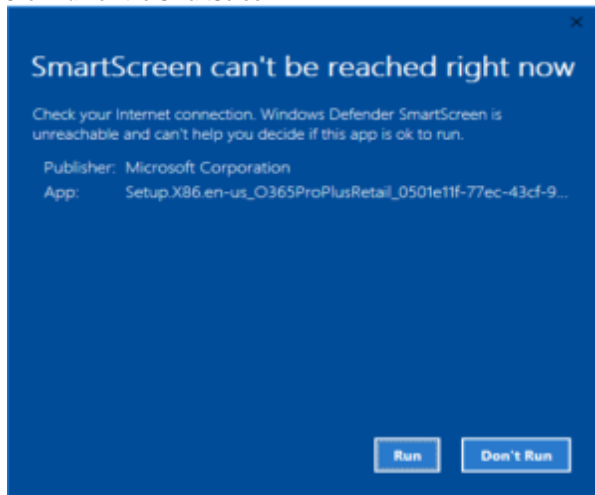
2. Once logged in, click the Install Office apps button and select Office 2016
  - a. Note: Even though the button says Office 2016, you will be installing the Office 365 version of Office 2016. Please click [here](#) for info about those differences.



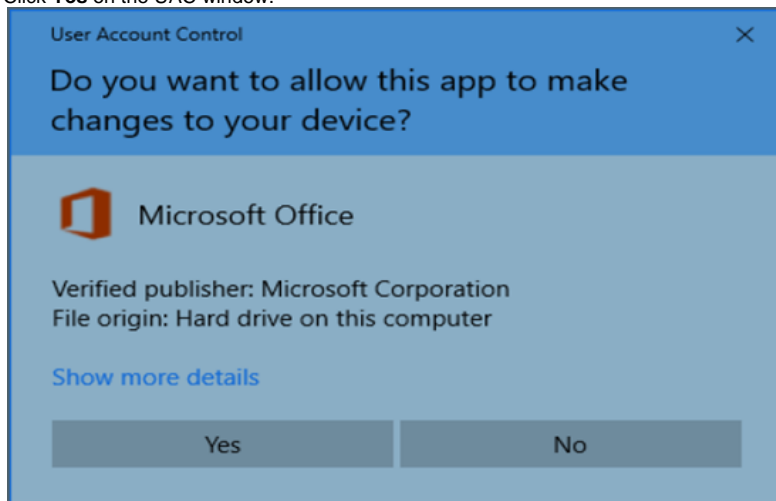
- b.
- i. Please note: if you have any version of office installed, it needs to uninstall before the Office365 version is installed. Installation will fail if this is not done.
- c. You will be prompted to run the **Setup.x86.en-us.exe**. Select **Run** to start the install



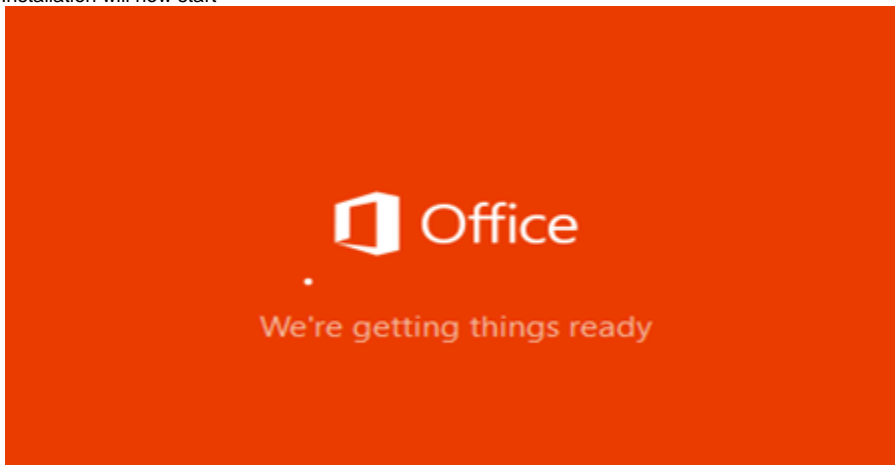
- d. Click **Run** on the SmartScreen

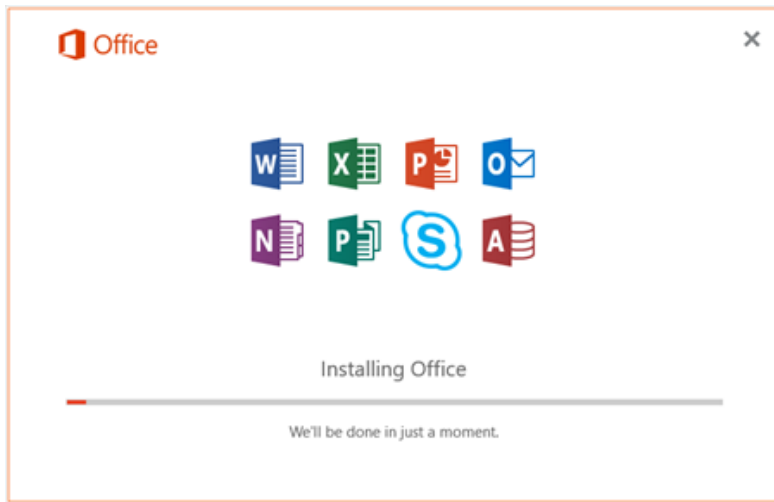


- e. Click **Yes** on the UAC window.

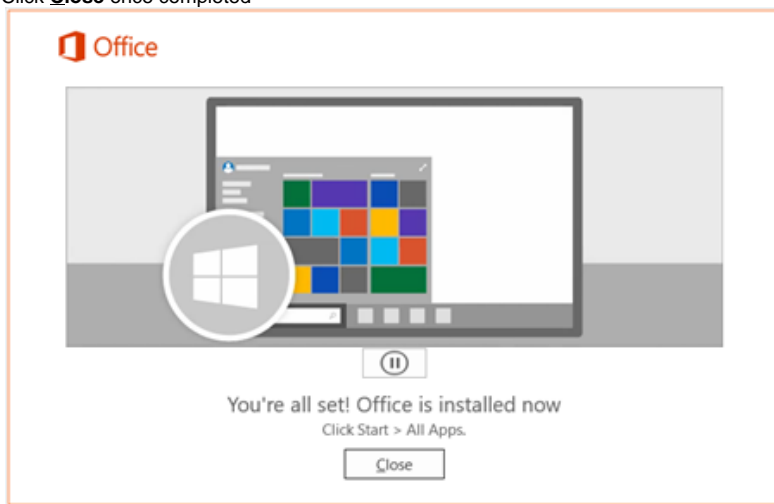


3. Installation will now start





4. Click **Close** once completed



1. **Please note: if you have any version of office installed, it needs to be uninstalled before the Office365 version is installed. Installation will fail if this is not done.**
2. **IF on campus make sure you are connected to Maties Wifi / LAN in residence for best speeds**
3. **IF installing remotely, please note internet speed will affect download times**
4. **IF installing remotely this will consume +1GB of data**

## Related articles

- [Configure Office365 e-mail on an iPhone](#)
- [Configure Office365 e-mail on Android devices](#)
- [Accessing Webmail](#)
- [What to do when graduating](#)
- [Walk in centre](#)