



FREE Office 365 for Enrolled Students and Current Staff

What is included in the free download

All enrolled students and current staff are able to download the latest Microsoft Office 365 ProPlus for free on up to five personal devices. When you leave the Writtle University College (WUC), your Office 365 license will end. You will still be able to use Office in read-only mode until you buy your own license. The software available does **not** include Project, Visio or InfoPath.

Installation for Windows

Word, Excel, PowerPoint, Publisher, Access, OneNote, Outlook, Skype for Business

Office 2016 for Mac

Word, Excel, PowerPoint, OneNote, Outlook

Office apps for iPhone, iPad, Android devices or Windows Phone 10

Word, Excel, PowerPoint, OneNote, Outlook

How to access the download

To access the software download you will need to login to your **Office 365 Outlook** account.

How to login to Office365 Outlook in from WUC systems and PCs

All students and staff are allocated an Office365 Outlook (email) account that is accessible from inside and outside the WUC. There are various ways of access to Office365:

- <http://mywi.writtle.ac.uk>;
- <http://moodle.writtle.ac.uk>;
- <http://www.writtle.ac.uk/Writtle-Students>
- <http://writtle.ac.uk/Staff-Login>
- Some WUC pcs have a shortcut e-mail icon on the desktop, double click to go straight into the sign in screen.
- From a browser e.g. Internet Explorer type the web address (URL) <http://outlook.com/owa/writtle.ac.uk> in the address box and press enter.

The Username is your normal Network Login details followed by **@writtle.ac.uk** e.g for **students** 98123456@writtle.ac.uk for **staff** abc@writtle.ac.uk, the password is the same as your normal network password, click Sign in or press the [enter key]. By default you will be directed to the Inbox.

Locating Office 365 download link

1. After signing in to your Office365 account click on the 9 dots from the top left of the screen.
2. Click on 9 dots on top left of screen.
3. Adjacent to the dots choose **Office 365**.

4. Click **Install Office** drop down to the top right of the screen - choose **Office 365 apps**.
5. Open downloaded Set up file - follow the onscreen instructions.
6. You will be asked to sign in again using your WUC email address e.g. 98123456@writtle.ac.uk and your usual network password.
7. Any queries please contact supportdesk@writtle.ac.uk

