

Microsoft Office 365 Installation Steps

In order to download the software onto your laptop, please follow the instructions below:



1
Go to
<https://portal.office.com>

You only need your
<student number>@ufs.ac.za
and UFS password to log on

2
(Please note that the username is
not your school email address).



3
Click the
"Install Office"
icon in the upper
right corner.

4
Select
"Office 365 apps"



5
Click on the
setup file
at the bottom
of the screen.



6
Click "Yes"
to start the
installation.



7
After
installation,
start Office
and sign in with
the account you
use for Office 365

In order to activate the software,
you need to follow the steps below:

1
Please open
Word



2
Click on
"Sign In"



Type in the following
as your username:
"studentnumber@ufs.ac.za"

3
(Please note that the username is
not your school email address).

4
Type in your
UFS password.



5
When it asks you the following:
"Allow my organization to
manage my device",
please allow it.



6
Please restart
Word and after
it has
re-opened,
it should
be licensed.



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TECHNOLOGY SERVICES
(ICT SERVICES)