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Office 365 Apps

Downloading Office 365 apps for your laptop, PC, phone, Mac, Tablets and iPads

Word   Excel   PowerPoint   OneNote   Access   Publisher   Outlook   Lync   InfoPath

*Note: Not all of these products may be available for all platforms

Office 365 Apps

- As a student you are able to download up to 5 instances of Office 365 to your PC, Mac and laptop.

- You can also download some of these apps on to your phone, tablet or iPads

- This guide will show you how to access and download the applications

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- Start by going to UniMail using the following link: http://outlook.com/unimail.hud.ac.uk

- Sign in once you are here, if you are not already
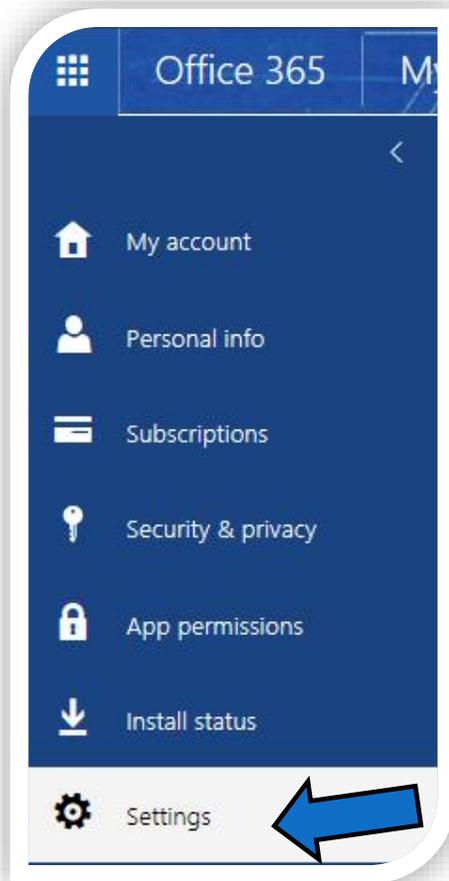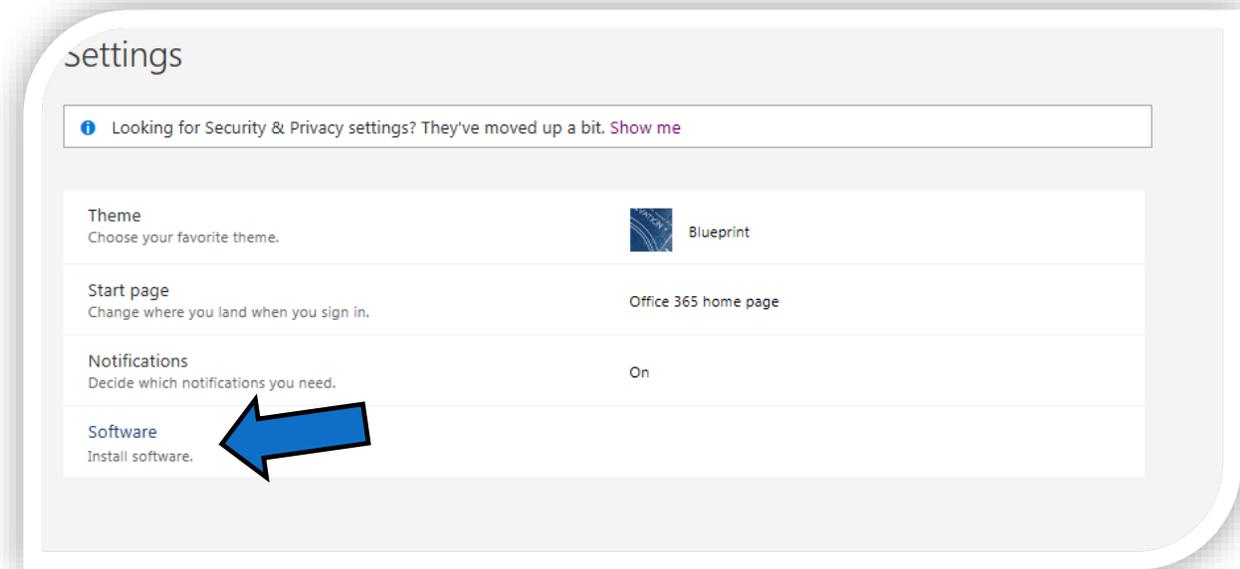
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- Click on the round cog, in the top right hand side of the screen, next to your name and university number and go to **Your App Settings** and select the option **Office 365**
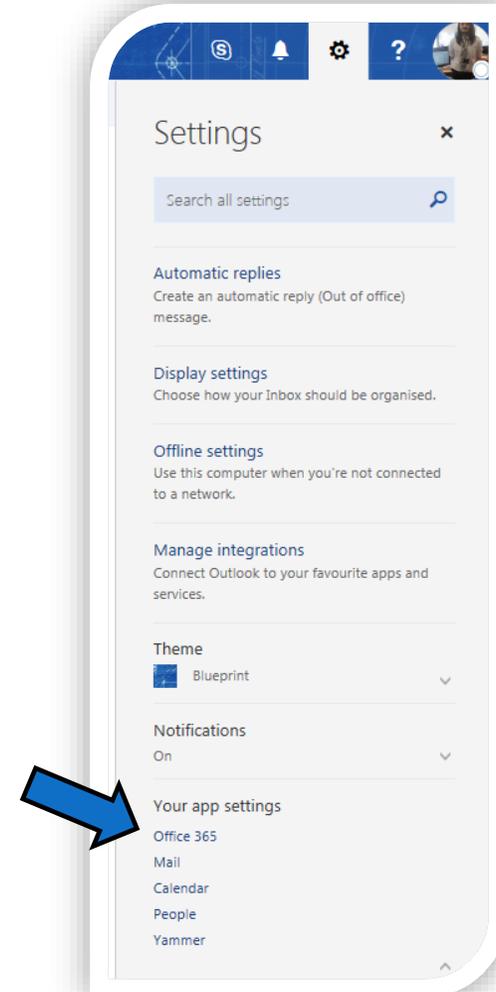
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- While on the **Settings** tab on the left hand side, go to **Software**

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- Once you have done the previous, you will be presented with a page that tells you what applications you can download on your PC, laptop or Mac. The system will detect your current system e.g. Windows or Mac and adjust the list accordingly.

- This page will install the latest version of Office. Select your preferred language and click **Install**.

- Follow the Office installation process and you may have to restart your PC at the end of this process.

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- If you wish to install these apps on your phone, tablets or iPads, go to the **Phone & Tablet** option on the left hand side and choose the option.

- Once you click on a product e.g. iPads, it will show you the apps available on that device.

- Once you have done this, select **Get Apps** to download them.

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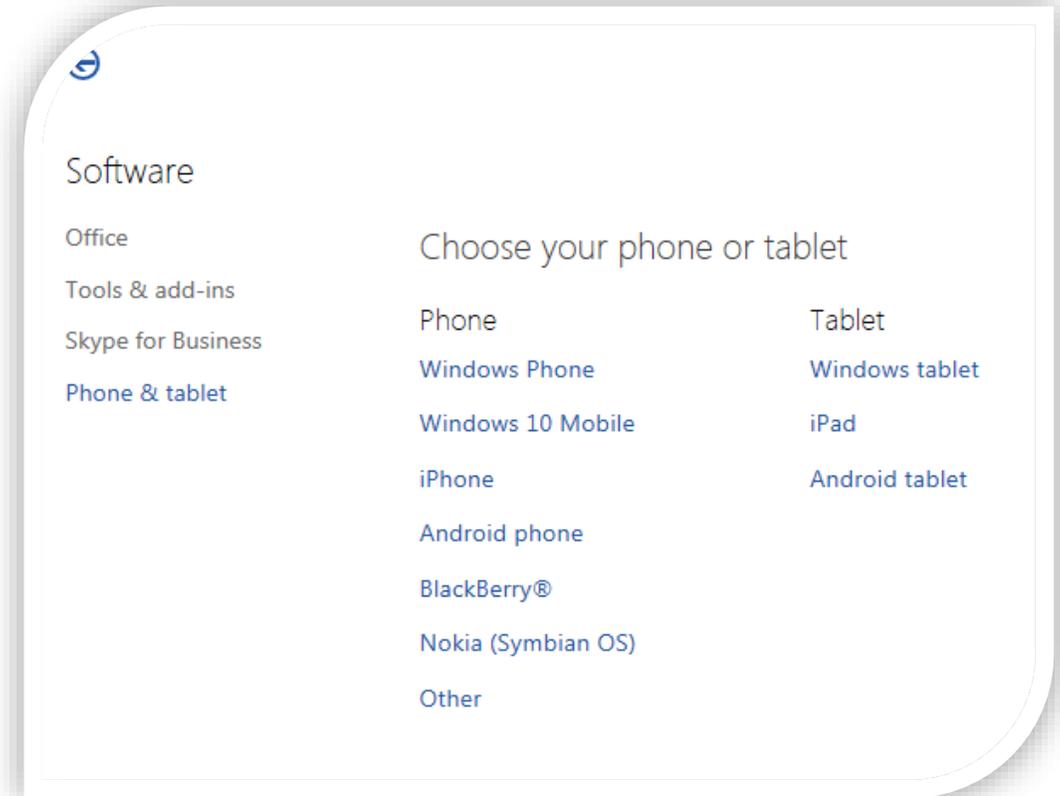
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- To check how many installations you currently are using, select **Install Status** on the left hand side panel to view your current installations and, if you wish, deactivate your current installed products which will allow more installations on other devices once you have less than five currently activated.

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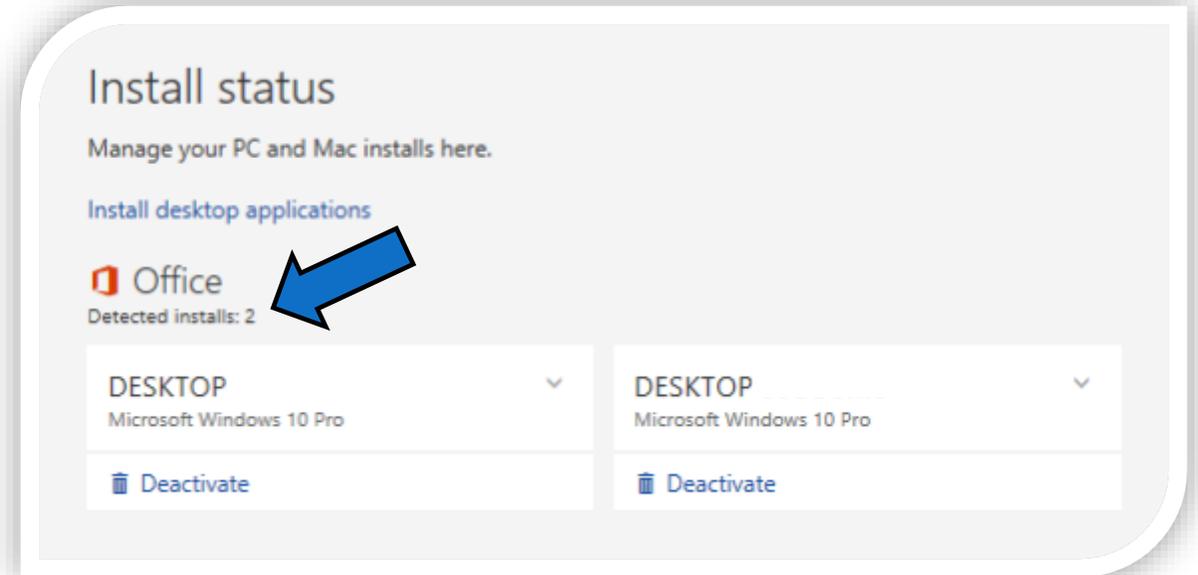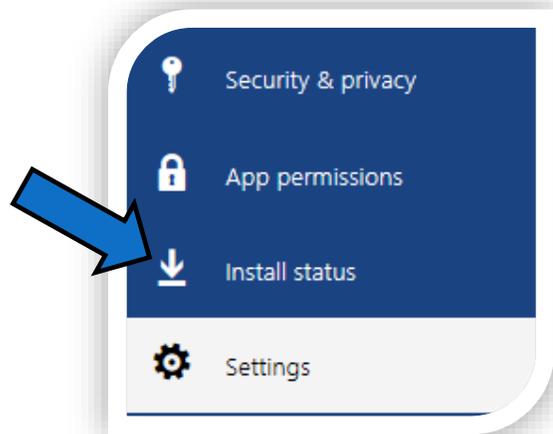
Office 365 Apps

As a student with a UniMail account, you are able to download up to 5 instances of Office to your PC or laptop.

If you have any issues accessing or installing these applications please contact IT Support on **01484 473737** or email **IT.support@hud.ac.uk**

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