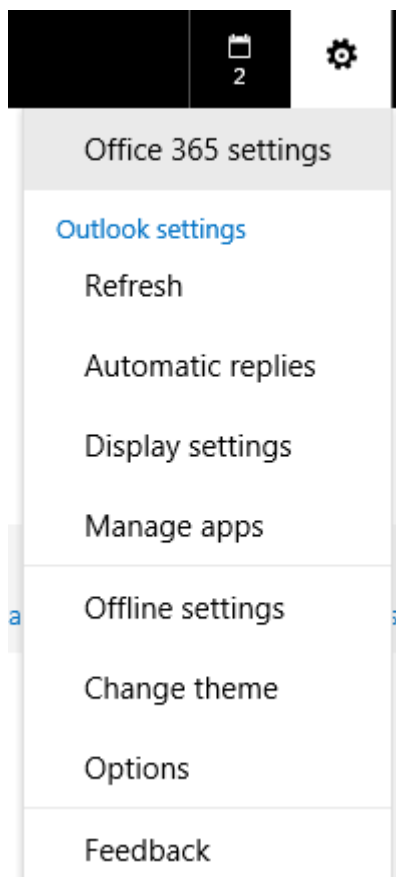


The University of the Highlands and Islands can now offer all our staff and students Microsoft Office for free! By following the steps below you can install office on up to 5 of your personal machines.

Once installed, the application will "contact home" once every month to see if you are still a registered student or staff member. If it gets a positive reply it will be work for another month. Once you leave the university it will enter a state of reduced functionality until you purchase a license.

How do I install Office 365 Pro Plus?

- You must have a @uhi.ac.uk account to be able to download the software.
- There have been issues with some browsers so we suggest you use Internet Explorer on Windows or Safari if you're on an Apple Mac.
- Browse to <http://outlook.com/uhi.ac.uk> and login with you usual @uhi.ac.uk account details.
- Once logged in, click on the gear icon in the top right hand corner and choose "Office 365 Settings".



Click "Software" to get started.



Start your download by clicking install.

If your computer doesn't meet the system requirements for the latest version of Office or your language isn't supported yet, you can install the previous version of Office.

What is included with Office 365 Pro Plus?

- Office 365 ProPlus for PC (Office 2013 ProPlus base applications)



- Office 365 ProPlus for Mac (Office 2011 for Mac base applications)



- Office Mobile for iPhone
- Office Mobile for Android

If you are a staff member who wants access to Visio and Project, you are able to purchase those from the [Home Use Programme](#).

Instructions for Microsoft Office Home Use for staff and Students

[What are the PC requirements for Office 365 ProPlus?](#)

Operating system

Windows Server 2008 R2

Windows 7

Windows Server 2012

Windows 8

32-bit Office can be installed on 32-bit or 64-bit operating systems and 64-bit Office can only be installed on 64-bit operating systems.

Computer and processor

1 GHZ or faster x86 or 64-bit processor with SSE2 instruction set.

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

[What are the Mac requirements for Office 365 ProPlus?](#)

A Mac computer with an Intel processor.

Mac OS X version 10.5.8 or later.

1 GB of RAM recommended.

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).

1280 x 768 or higher resolution monitor

[What are the 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

What about Office on the iPad?

There is no Office Mobile for iPad currently.

What are the Android requirements for Office Mobile for Android?

Android OS 4.0 or greater

Android touch enabled smartphones only

Where can I get training on Office 365 ProPlus?

There is some excellent end user training on Office 2013 available from [Microsoft](#)

(<http://office.microsoft.com/en-us/support/getting-started-with-office-2013-FX102809998.aspx>)

There is some excellent end user training on Office for Mac 2011 here:

- [Excel 2011](#) (<http://office.microsoft.com/en-us/support/redirect/HA103526326.aspx>)
- [Outlook 2011](#) (<http://office.microsoft.com/en-us/support/redirect/HA103528304.aspx>)
- [PowerPoint 2011](#) (<http://office.microsoft.com/en-us/support/redirect/HA103528343.aspx>)
- [Word 2011](#) (<http://office.microsoft.com/en-us/support/redirect/HA103528093.aspx>)

Some end user help guides on [Office Mobile for iPhone](#)

(<http://office.microsoft.com/en-us/support/microsoft-office-mobile-for-iphone-help-HA103461982.aspx>)

and also on the [Office Blog](#) (<http://blogs.office.com/b/office365tech/archive/2013/06/14/office-mobile-foriphone.aspx>)

Some end user help guides on [Office Mobile for Android](#)

(<http://office.microsoft.com/en-us/mobile/office-mobile-for-android-phones-HA103993867.aspx?CTT=1>)

and on the [Office Blog](#) (<http://blogs.office.com/b/office365tech/archive/2013/07/31/office-mobile-for-androidphones.aspx>)

Staff also have access to the [Lynda.com](#) training videos.