

Office 365

Installing and Uninstalling Office from Outlook Web App (http://email.miami.edu)



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General Information

Who is eligible to download Office?

Currently enrolled, for-credit, degree seeking students and current faculty/staff are able to download and install the latest versions of Microsoft Office through the webmail.

Alumni may reach out to Microsoft here to see if they are eligible for an alumni discount.

How many installs of Office do I have?

You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

How do I check the number of installs I have and which devices they are used on?

Take the following steps to see a full list of the configured devices.

- 1. Sign into your University mailbox at <u>http://email.miami.edu</u>.
- 2. Once logged in, click your picture or initials in the top right.
- 3. Click View Account.





4. Click Manage in the Office apps tile in the center of the page.a. You can also click Office apps on the left pane.

\cdots My Account \searrow			
🖉 Welcome to the new My Account exp	perience!		
R Overview P> Security info □ Devices □ Devices □ Password □ Organizations ③ Settings & Privacy P> My sign-ins	Test Office 365 Account Test Account @ @miami.edu	Security info Be Keep your verification methods and security info up to date.	Password Q Make your password stronger, or change it if someone else knows it. CHANGE PASSWORD >
Constraints of the second seco	Why can't I edit? ①	Devices Disable a lost device and review your connected devices. MANAGE DEVICES >	Organizations E See all the organizations that you're a part of. MANAGE ORGANIZATIONS >
	Office apps	Subscriptions	



Click View apps & devices under the Office apps & devices heading.
 a. You can also select Apps & devices on the left pane.

III 🚺	My account	
 My account Personal info Subscriptions 	✓ Office apps & devices You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones. Install Office	Subscriptions Verify what products and licenses you have.
Security & privacy	View apps & devices	View subscriptions
 ✓ Apps & devices ✓ Tools & add-ins 	Protect your account settings to your prefe	App permissions Apps with access to your data: 38 Manage which apps have access to your data. You can revoke permission whenever you want.
	Manage security & privacy	Change app permissions

- 6. Click View apps & devices under the Office apps & devices heading.a. You can also select Apps & devices on the left pane.
- 7. Expand the chevron (V) next to "DEVICES" to see the exact devices.

	U	My account
ሴ	< My account	Apps & devices
R	Personal info	Office 📑 🖬 🖬 🖬 🕼
	Subscriptions	Install Office Requires MacOS Storra 10.13.6 or later. Download Office 365 for versions 10.10 through 10.12.6
C,	Security & privacy	
A	App permissions	
\downarrow	Apps & devices	Skype for Business
ß	Tools & add-ins	Install Skype



How do I deactivate an install?

Deactivating an install will prevent you from using the Office features on that device. It will not uninstall the software from that computer or cancel your software subscription.

In the Apps & devices section, expand **the chevron (V)** next to "DEVICES" to see which devices are currently configured. Click **Sign out** next to the appropriate device.

		My account	
ሴ	< My account	Apps & devices	
R	Personal info	Office	
	Subscriptions	Requires MacOS Signa 10.13.6 or later. Do	Install Office ownload Office 365 for versions 10.10 through 10.12.6
C,	Security & privacy		
A	App permissions	· ·	sign out of office \odot
$\overline{\gamma}$	Apps & devices	iMac Mac OSX 10.15	Sign out
ß	Tools & add-ins	MacBook Pro Mac OSX 12.1	Sign out
		Microsoft Windows 10 Enterprise	Sign out
		Microsoft Windows 10 Enterprise	Sign out
		Microsoft Windows 10 Enterprise	

Installing Office from Outlook Web App (http://email.miami.edu)

Windows and Mac Install

- In a web browser, go to <u>http://portal.office.com</u>.
 If prompted to sign in, provide your UM address and click **Next**. If you are not prompted to sign in, skip to step 5.
- 3. Select Work or School Account if prompted.

Microsoft Sign in @miami.edu No account? Create one! Can't access your account? Back
Microsoft Sign in @miami.edu No account? Create one! Can't access your account? Back Next
Sign in @miami.edu No account? Create one! Can't access your account? Back Next
@miami.edu No account? Create one! Can't access your account? Back Next
No account? Create one! Can't access your account? Back Next
Can't access your account? Back Next
Back Next
Back
Microsoft
INICIOSOIT
It looks like this email is used with more than one account from Microsoft. Which one do you want to
use?
Work or school account
Created by your IT department @miami.edu
Q Created by you
@miami.edu
Tired of seeing this? Rename your personal Microsoft
Tired of seeing this? Rename your personal Microsoft account.
Tired of seeing this? Rename your personal Microsoft account.



4. You should be redirected to the University's Single Sign On screen. Provide your caneID and password.





- 5. Once logged in, click **Install Office** in the top right of the page.
- 6. Click Office 365 Apps from the dropdown menu.

		₽ © ?
		Install Office 🗸
	$\underline{\downarrow}$	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.
l this in a meeti 21	\rightarrow	Other install options Select a different language or install other apps available with your subscription.

- 7. Depending on your browser, either click **Run** at the bottom of the screen or open your Downloads folder and locate the setup file that downloaded.
- 8. Once the install file is downloaded, open the file and follow the directions to complete the Office installation.
 - a. If Office for Mac installation fails, see <u>What to try if you can't install or activate</u> <u>Office for Mac</u>.





Uninstalling Office

Windows Uninstall

Please follow the uninstall instructions found at Uninstall Office for PC.

Mac Uninstall

Please follow the uninstall instructions found at Uninstall Office for Mac.