

Office 365 for Home Use for UCOP Staff



As a UCOP employee, you are now able to download Office to install on up to 5 computers at your home. This product is only licensed while you are a UCOP employee and needs to be uninstalled if you leave employment.

Unfortunately, this product is only available for UCOP career staff and not available for contractors, consultants, or other non UCOP staff accounts. Campus staff should check with their locations on home use programs.

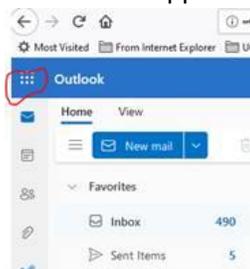
Install Instructions:

1. Go to <https://owa.ucop.edu>
2. Login in with your username@ucop.edu and password. Authenticate with DUO.

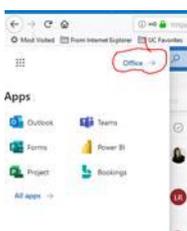


Sign in

3. Click on the App launcher in the upper left-hand corner.



4. Click on "Office->"



5. Click on "Install software."
6. "Office.setup.exe" will download. For Mac users, a DMG file will download.
7. Click on the downloaded file. Click "run" when prompted. (For Mac users, click on the DMG file). Depending on your computer setup, you may be prompted for the administrator credentials of your computer.
8. Office will now download and install. Depending on the speed of your connection, this may take some time.

9. Once the install is finished, start "Word."
10. A popup will come up and click "sign in."



Sign in to set up Office



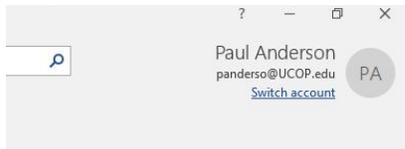
Sign in with your work, school, or personal Microsoft account



11. Enter in your username@ucop.edu and hit "next."
12. Log in with your username and password. Authenticate with DUO.



13. On a PC, you will then see that your account is logged in at the top right corner. This means that your installation is registered.



14. On a Mac, you will see that your initials and name on the top left-hand side. This means that your installation is registered.



