Office 365 for Home Use for UCOP Staff

Office 365

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.

jsmith@ucop.edu		
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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.
- 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."

Microso	ft			
	Sign ir	n to set up	Office	
	8			
	Use your regular email address	Get free cloud storage	Use your account to install Office on other devices	
	Sign in with your	work, school, or personal M	licrosoft account	
	Sign in	Cre	ate account	

- 11. Enter in your <u>username@ucop.edu</u> and hit "next."
- 12. Login in with your username and password. Authenticate with DUO.

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		smith@ucop.edu	

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.

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Q	Paul Anderson	DA
	Switch account	FA

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.



Manage your Installations:

You can also manage the installations and deactivate the licenses on machines that you installed office on. Remember, you can only install Office on 5 computers, so if you get rid of computers, you should delete the installation.

- 1. Go to https://www.office.com
- 2. Click "sign in" at the top right.
- 3. Enter in your <u>username@ucop.edu</u> and hit "next."
- 4. Login in with your username and password. Authenticate with DUO.

jsmith@ucop.edu	

Sign in

- 5. Click on "Install Office" on the top right and then click "other install options."
- 6. Under "office apps & devices" click "view apps & Devices."
- 7. Click the arrow down next to devices.
- 8. For any device that you no longer want to use Office on, click "sign out."

Office		
Language English (l	: ① Version Jnited States) ✔ 64-bit ✔	Install Office
DEVICES	^	
		Sign out of office ${}^{}$
	COMPUTER200	Sign out
	COMPUTERPC Microsoft Windows 10 Enterprise	Sign out