
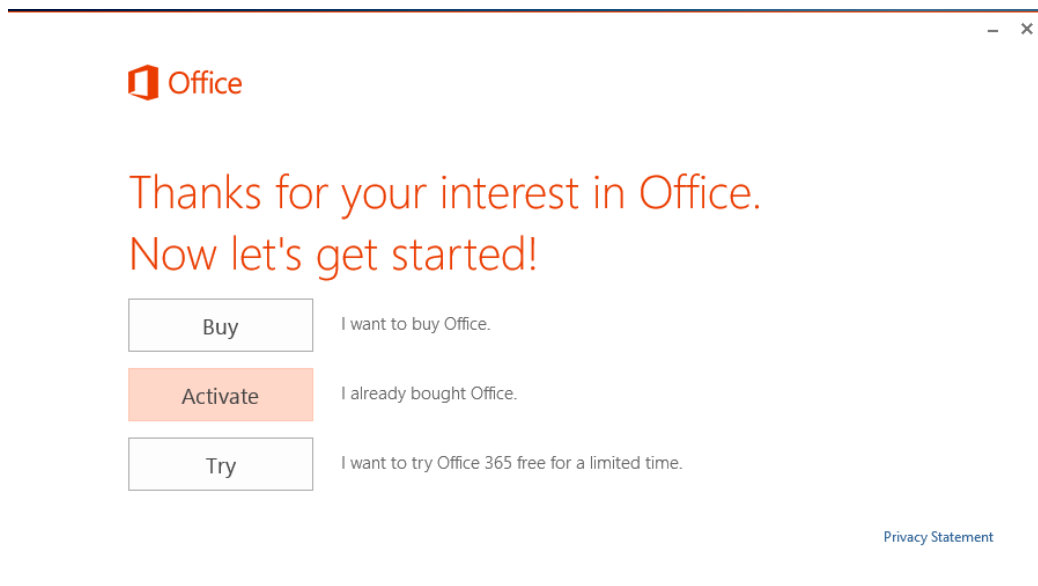


## Installation instructions for Microsoft Office for students

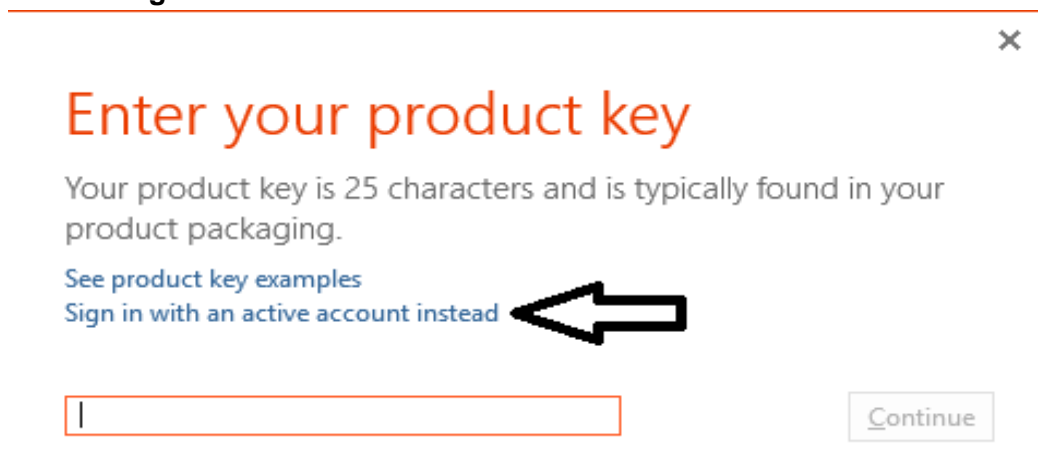
- Before you start make sure that your laptop is connected to the internet (preferably via a cable connection).
- Start the laptop and wait for Windows to boot.



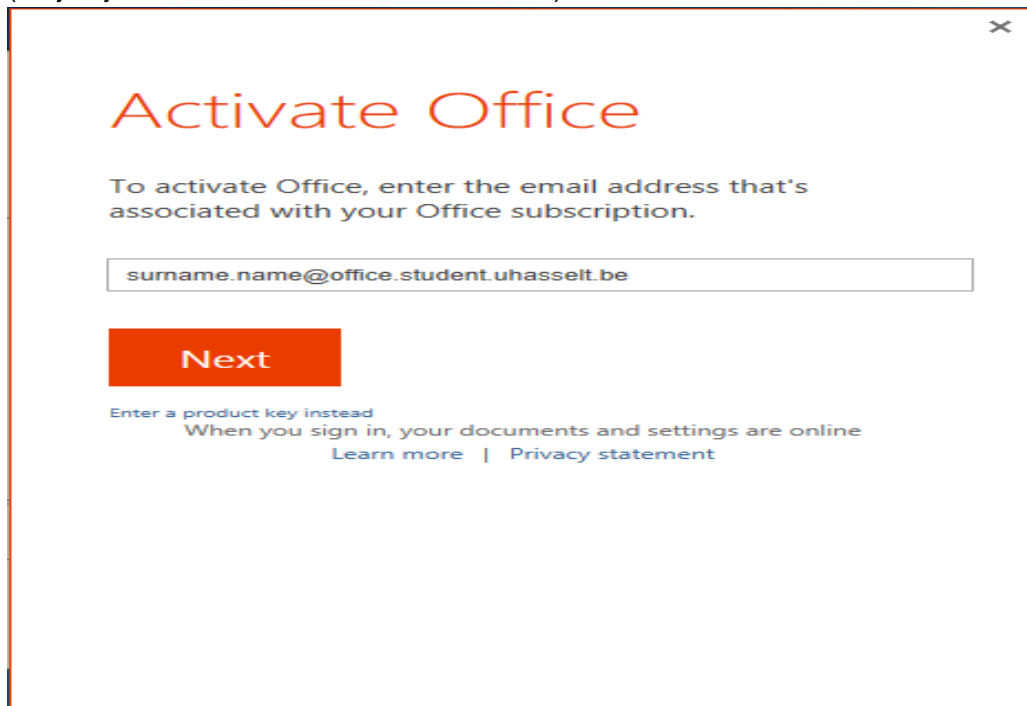
- Push the Windows key  on the keyboard  
→ this will show the Metro-interface with the big tiles.
- Type in 'office' followed by the ENTER key.  
→ the result view shows 'Microsoft Office' : click on the icon to start the installation.
- Click on the **Activate** button.



- Click on **Sign in with an active account instead.**



- Type in your Office account e-mail address in the field and click on **Next**  
The syntax is [surname.name@office.student.uhasselt.be](mailto:surname.name@office.student.uhasselt.be)  
(fe. jan.jansen@office.student.uhasselt.be)



Activate Office

To activate Office, enter the email address that's associated with your Office subscription.

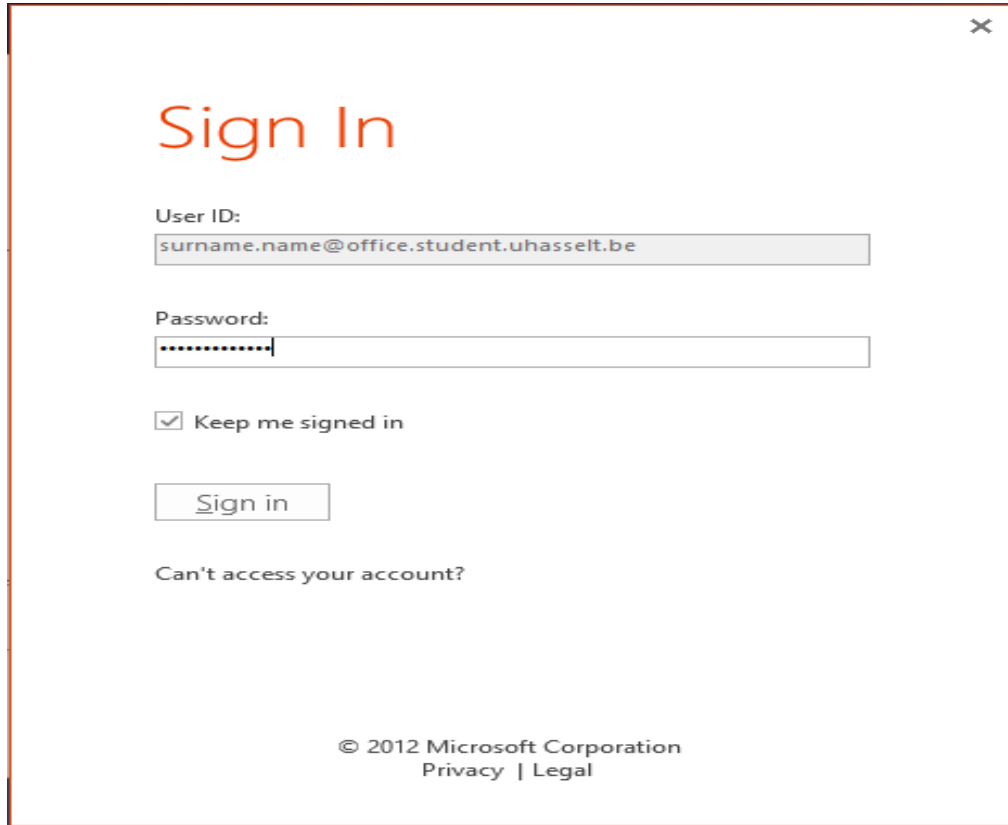
surname.name@office.student.uhasselt.be

Next

Enter a product key instead  
When you sign in, your documents and settings are online  
[Learn more](#) | [Privacy statement](#)

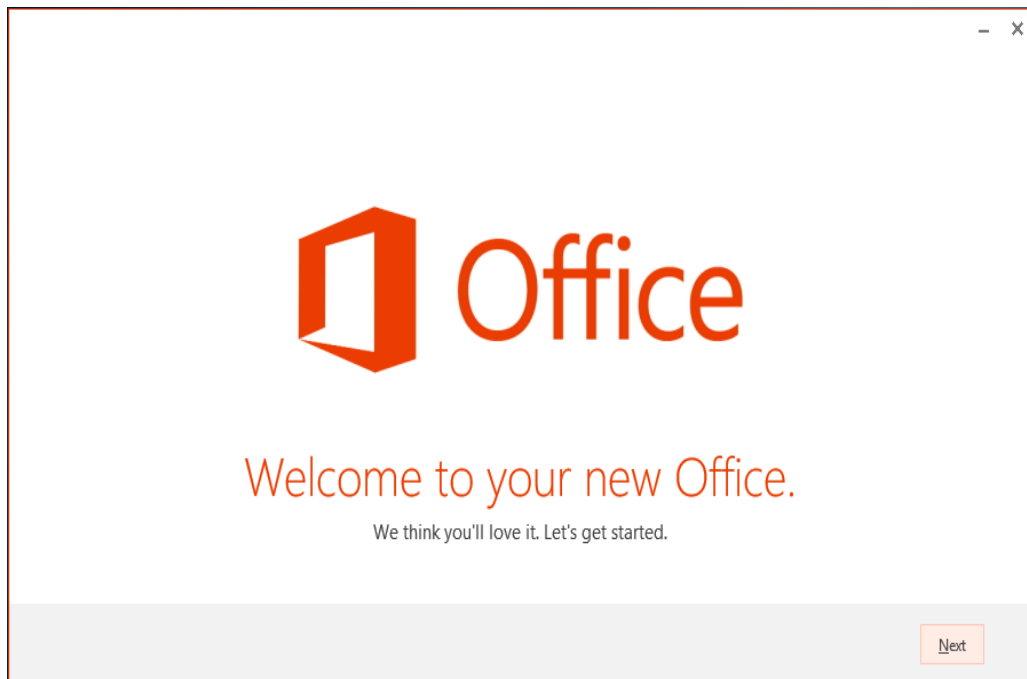
- Type in your password. The password is the one you got when you first started (initial password, so if you changed it to something else, you still have to use the first password). You can find it in your academic file. Decide if you want the program to keep you signed in by checking or unchecking **Keep me signed in**. Click on the **Sign**

in button.

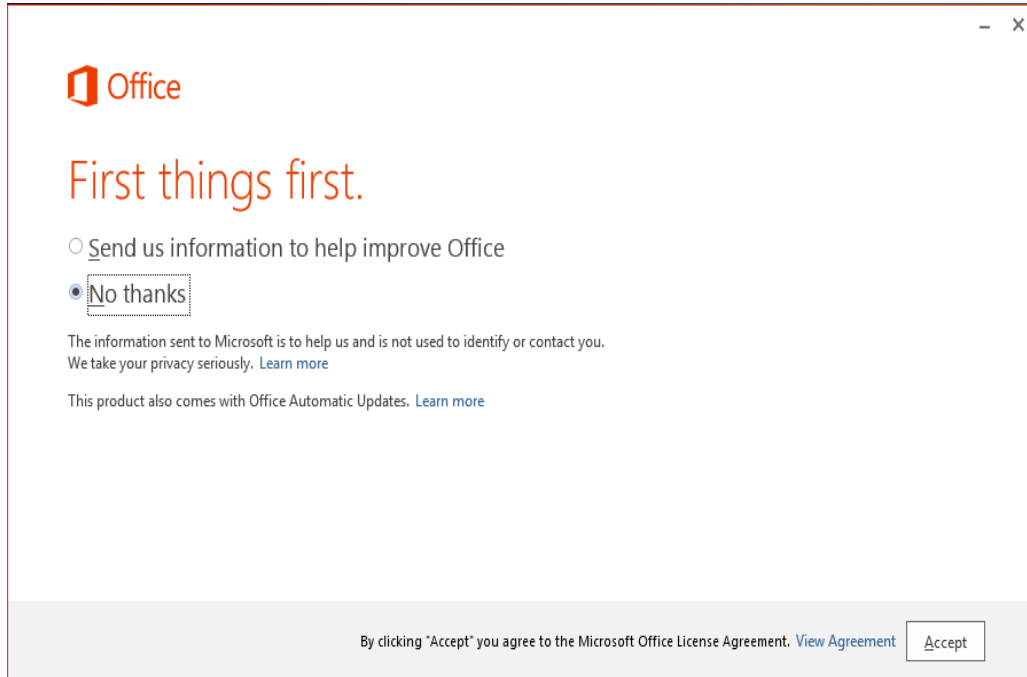


A screenshot of a 'Sign In' window. The title bar is empty. The main content area features the text 'Sign In' in a large orange font. Below it, there are two input fields: 'User ID:' with the text 'surname.name@office.student.uhasselt.be' and 'Password:' with a masked password '.....'. A checkbox labeled 'Keep me signed in' is checked. Below the inputs is a 'Sign in' button. At the bottom, there is a link 'Can't access your account?' and a footer with '© 2012 Microsoft Corporation' and 'Privacy | Legal'.

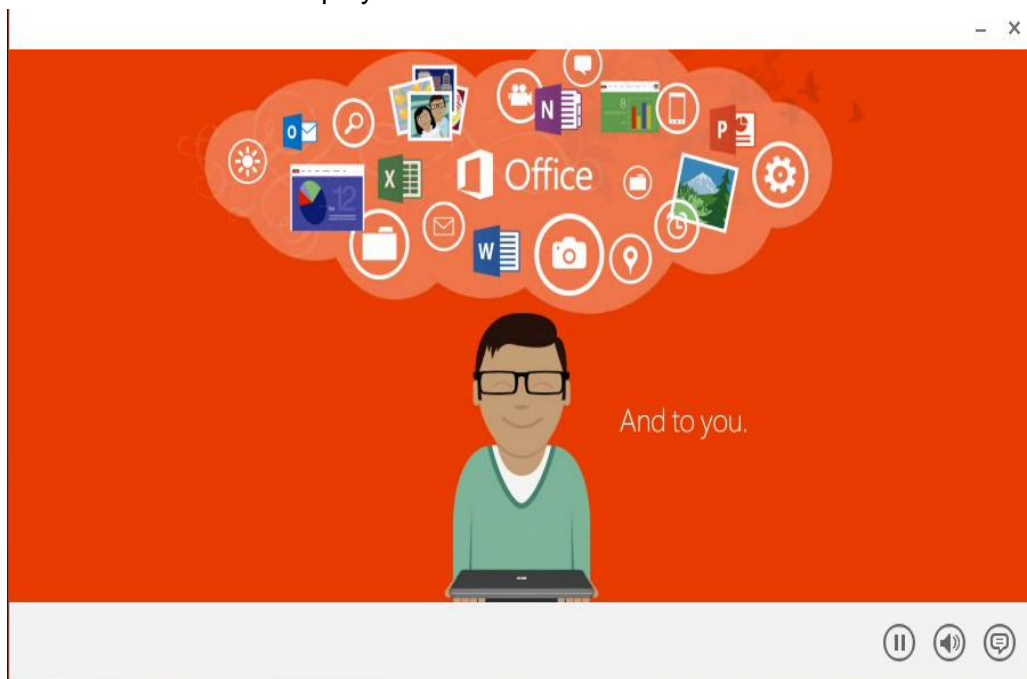
- A new window with the title 'User Account Control' opens → click on **Yes**
- The 'Welcome' screen shows : click on **Next**



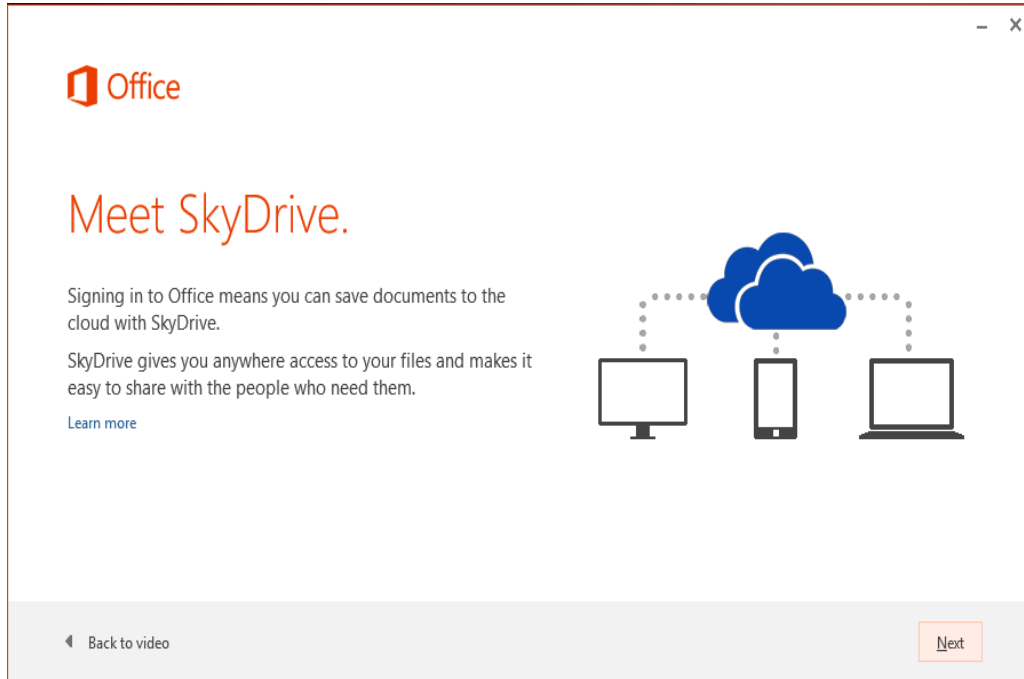
- On the next screen select **No thanks** and click on **Accept**



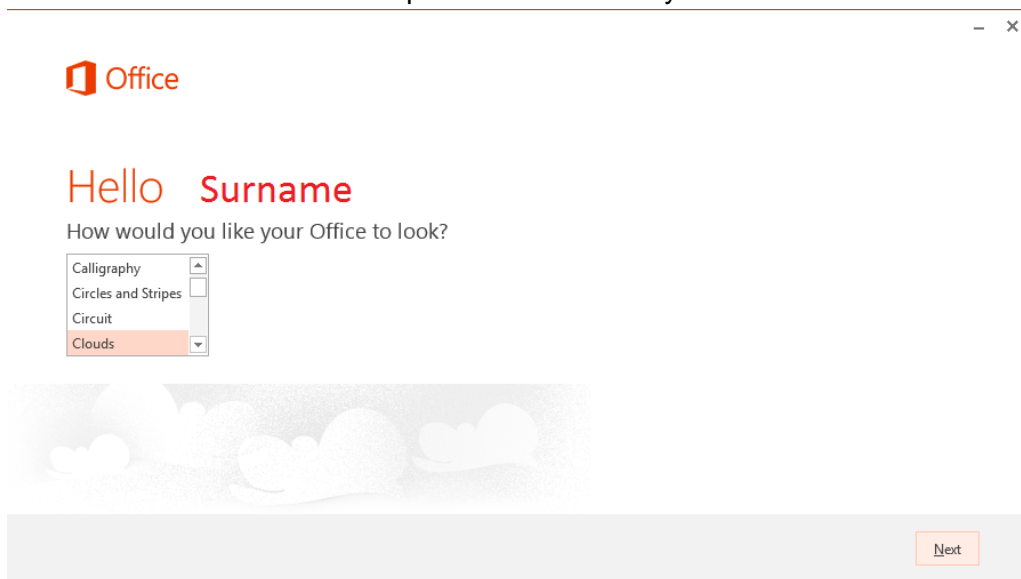
- A short animation video plays – wait for the next screen



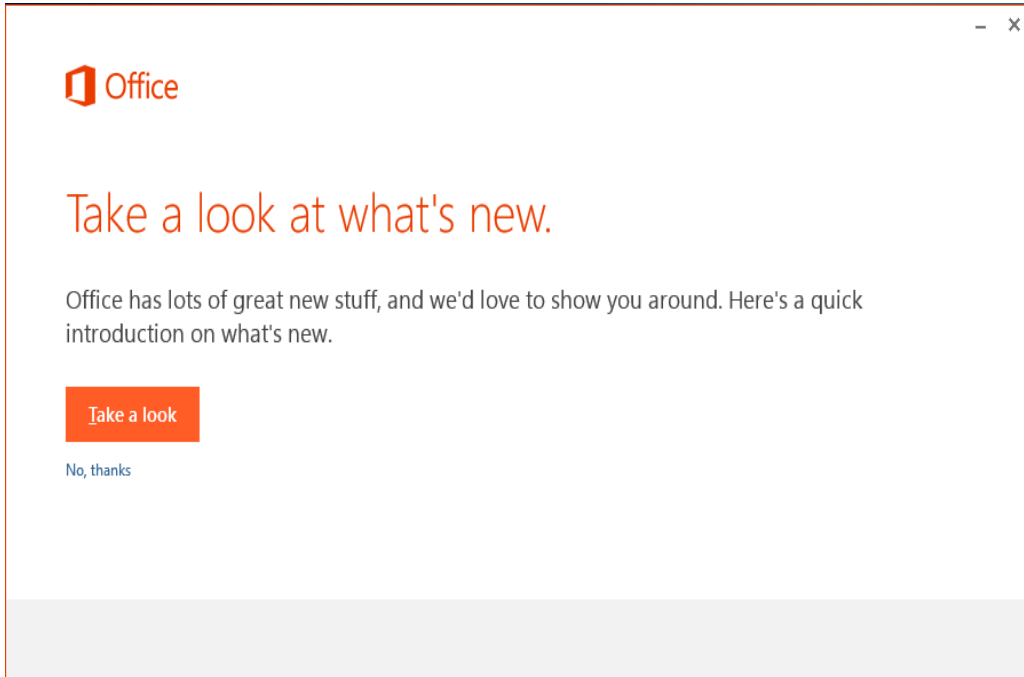
- 'Meet SkyDrive'-screen → click on **Next**



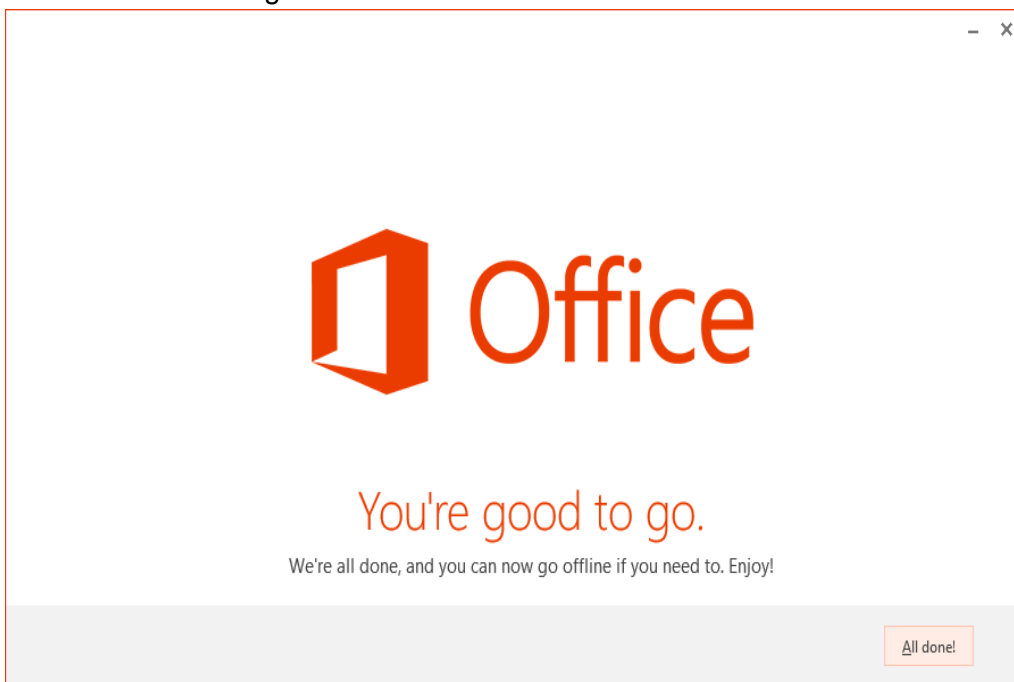
- In the next screen select a template for the look of your Office and click on **Next**



- Decide to **Take a look** at the new things or click on **No, thanks**

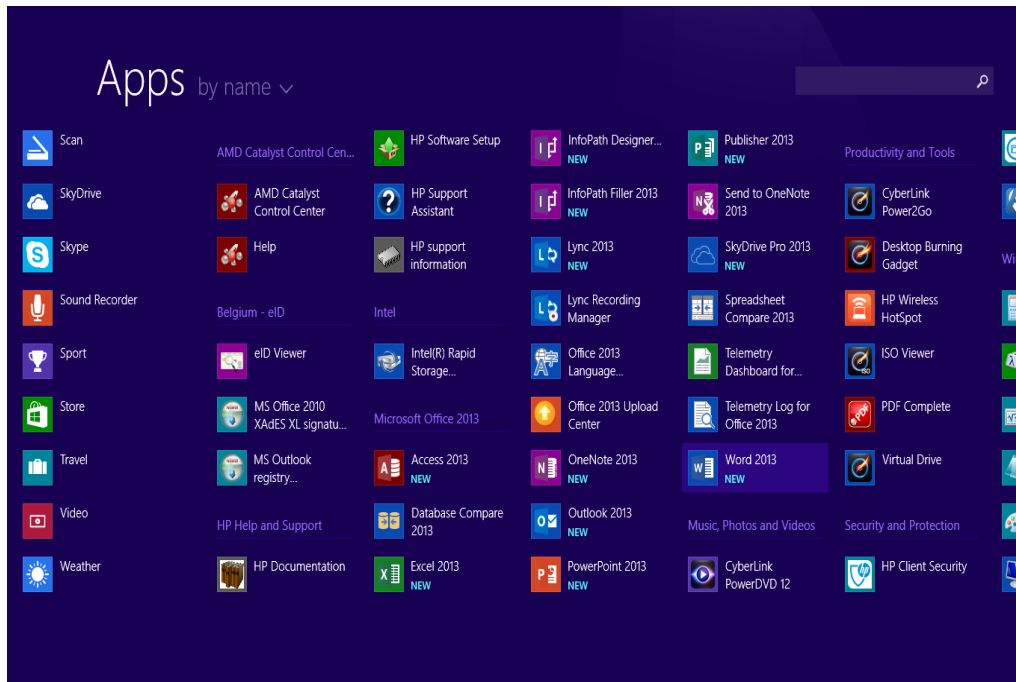


- Final screen showing Office is installed → click on **All done!**



- To find the individual shortcut icons to the Office programs go to the **Apps by name** screen → on the Metro-interface, click on the down-arrow in the left-bottom of the

screen.



- Start **Word 2013** and on the screen that asks for the 'Default file types', select **Office – OpenXML formats**.
- Installation complete!