



## Guidance on how to get Office **FOR FREE** on your computer.



**Follow these steps or watch the video:**

<https://youtu.be/F5owCtME1JE>

### Installing Office 365 for home use

Users with a Microsoft A3 licence applied will be able to download Office 365 ProPlus on **up to 5 personal devices** including PCs, Macs and mobile devices.

Whilst the User Management Portal and provisioning service will handle licence allocation, software downloads will be available directly from the Hwb Office 365 tenant:

1. Log in to Hwb and navigate to **Office 365**.
2. Click on the **Install Office** dropdown (in the top right hand corner).
3. Click **Install software**.
4. Under **My installs**, click **Install Office**.
5. Follow the on-screen instructions (installation can take a while depending on the Internet connection speed).
6. Once installed, open an app such as Word and read and accept "The fine print".
7. A pop up will appear asking you to select a **Default File Type**. Select **Office Open XML formats** > Click **OK**.
8. Click **Sign in to get the most out of Office** (in the top right hand corner) and enter your Hwb username and password. This will connect the additional services to the Office installation, such as OneDrive.
9. If using Windows 10, accept the prompt. You may wish to un-tick **Allow my organization to manage my device** and select **This app only**.