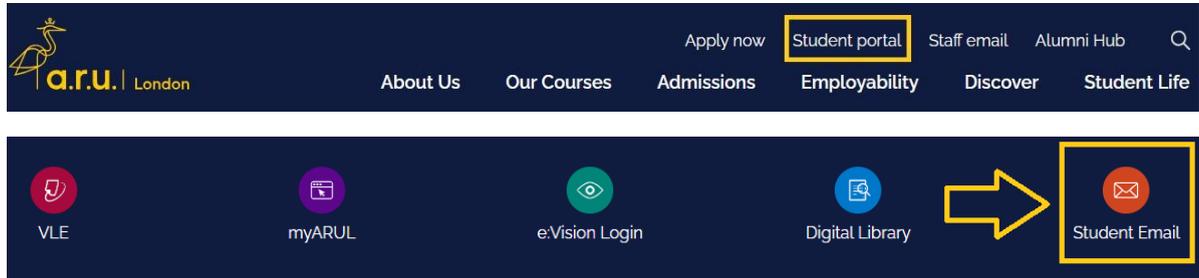


# Downloading Microsoft Office 365



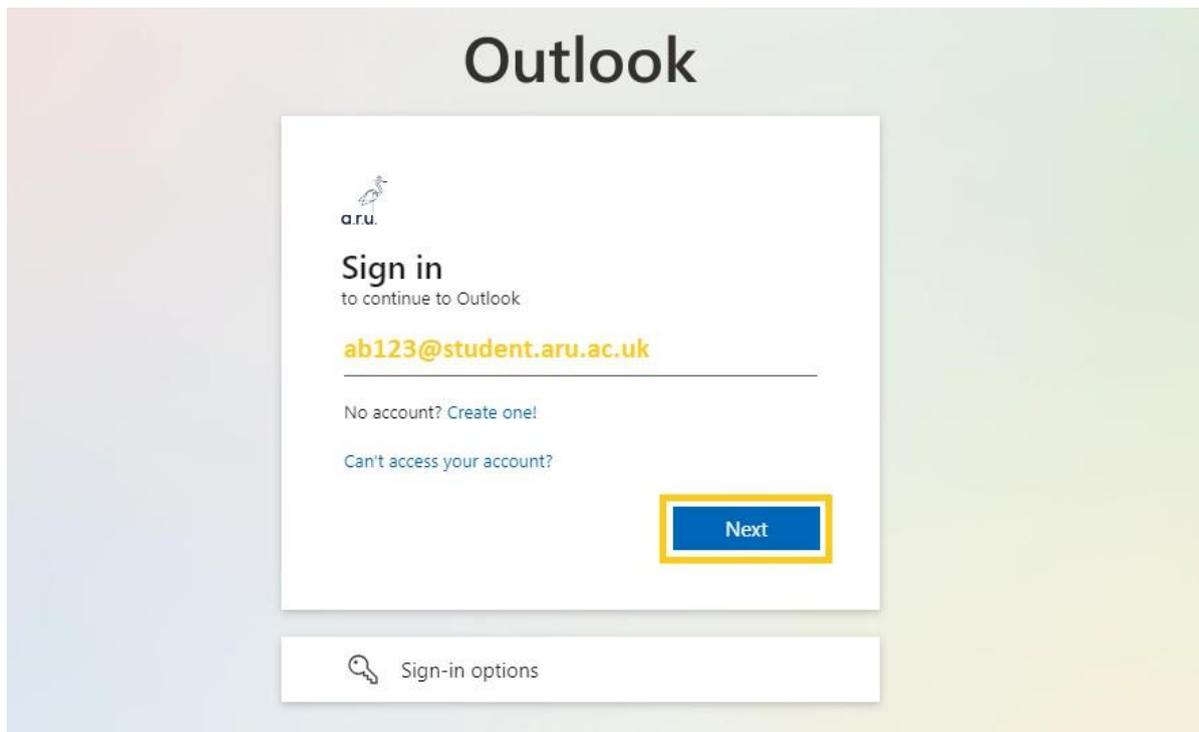
## Step 1:

Go to <https://london.aru.ac.uk/> and select 'Student Portal' to get access to all learning platforms, then click on 'Student Email'.



## Step 2:

Once you click on 'Student Email' login to your Outlook with your student email address, e.g. [ab123@student.aru.ac.uk](mailto:ab123@student.aru.ac.uk) and click 'Next'.



### Step 3:

Enter your created **E:Vision Password** to sign-in into your Student Email account and verify your identity with selected verification method, e.g. text to your phone number.



**a.r.u.**

Sign in with your Full Username:

Students: abc123@student.aru.ac.uk or abc123@pgr.aru.ac.uk

Staff: abc123@aru.ac.uk

ab123@student.aru.ac.uk

E:Vision Password

Sign in

Azure Multi-Factor Authentication

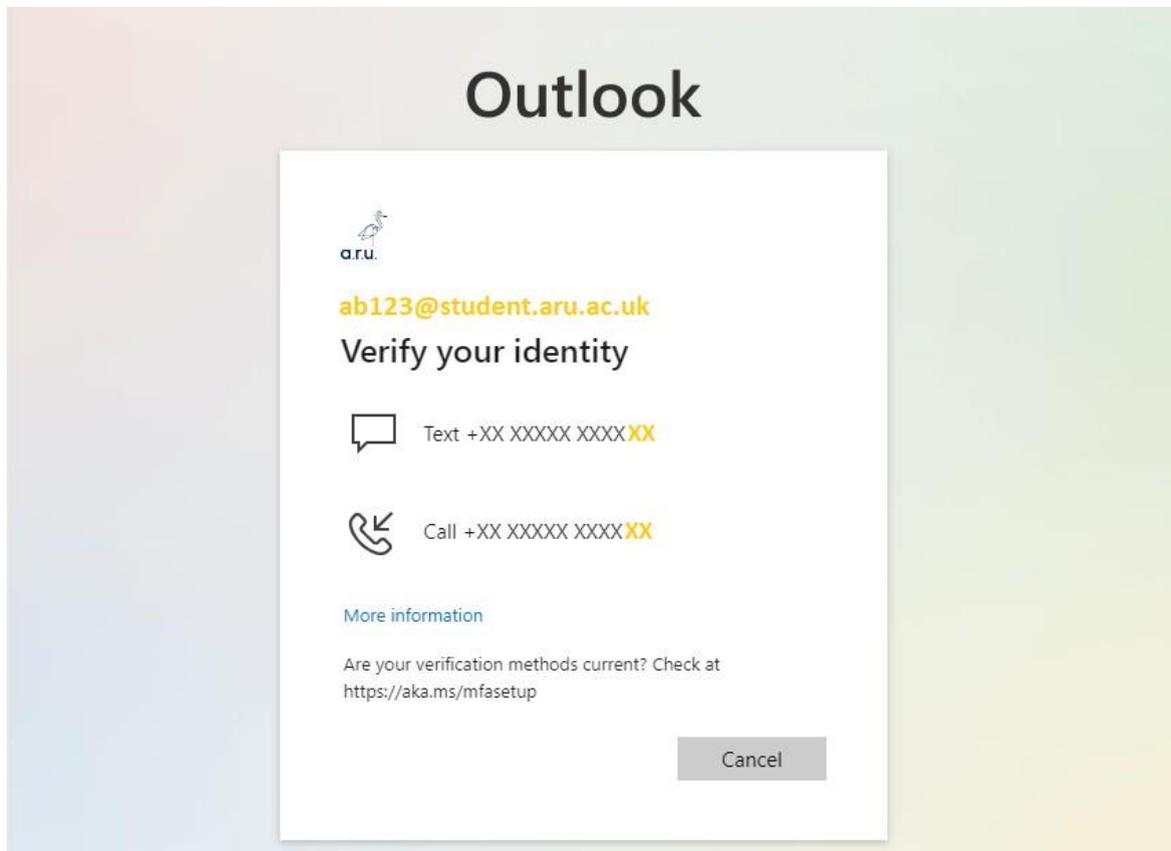
You must be registered for Self Service Password Reset (SSPR) and Multifactor Authentication (MFA) to use our services

[How to register for SSPR/MFA](#)

[How to change your password using SSPR](#)

Still need help logging in?  
[Click here to get help](#)

Only our students, staff and authorised visitors



# Outlook

**a.r.u.**

ab123@student.aru.ac.uk

## Verify your identity

Text +XX XXXXX XXXX XX

Call +XX XXXXX XXXX XX

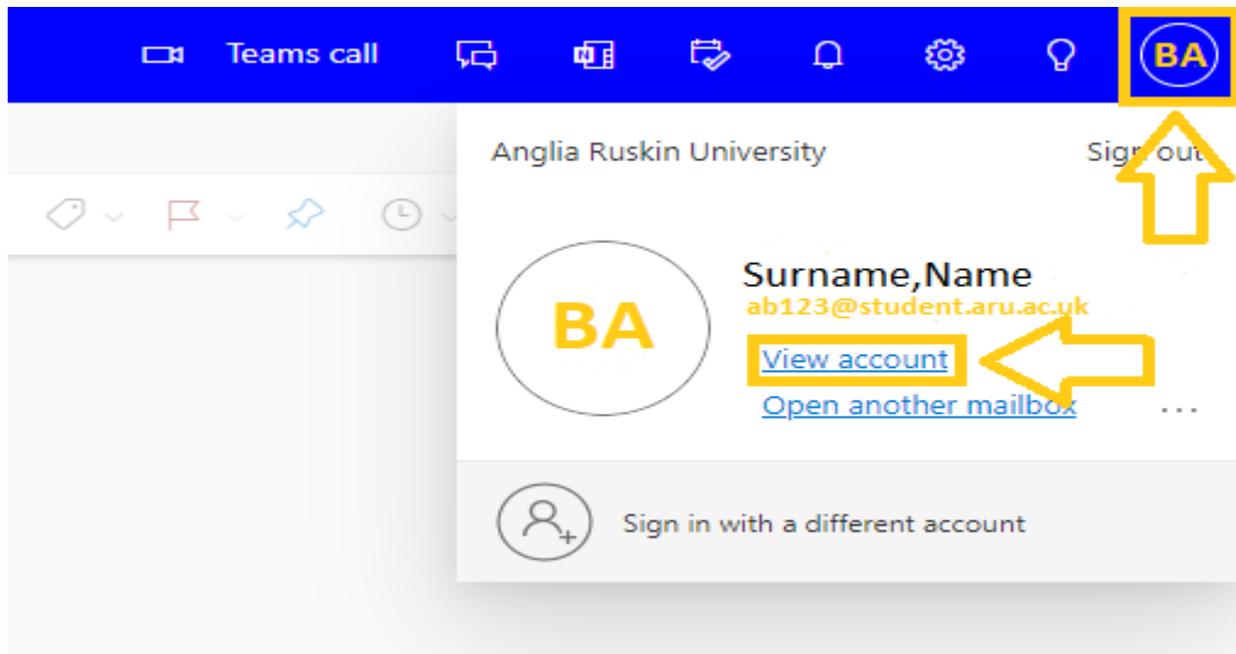
[More information](#)

Are your verification methods current? Check at <https://aka.ms/mfasetup>

Cancel

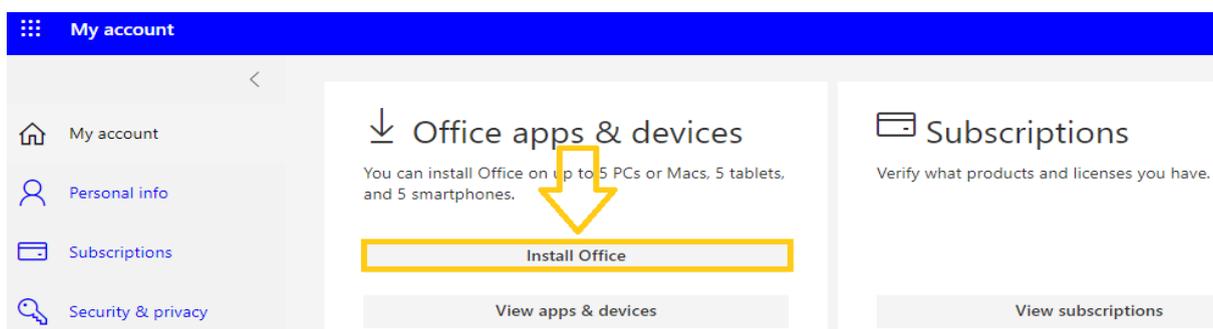
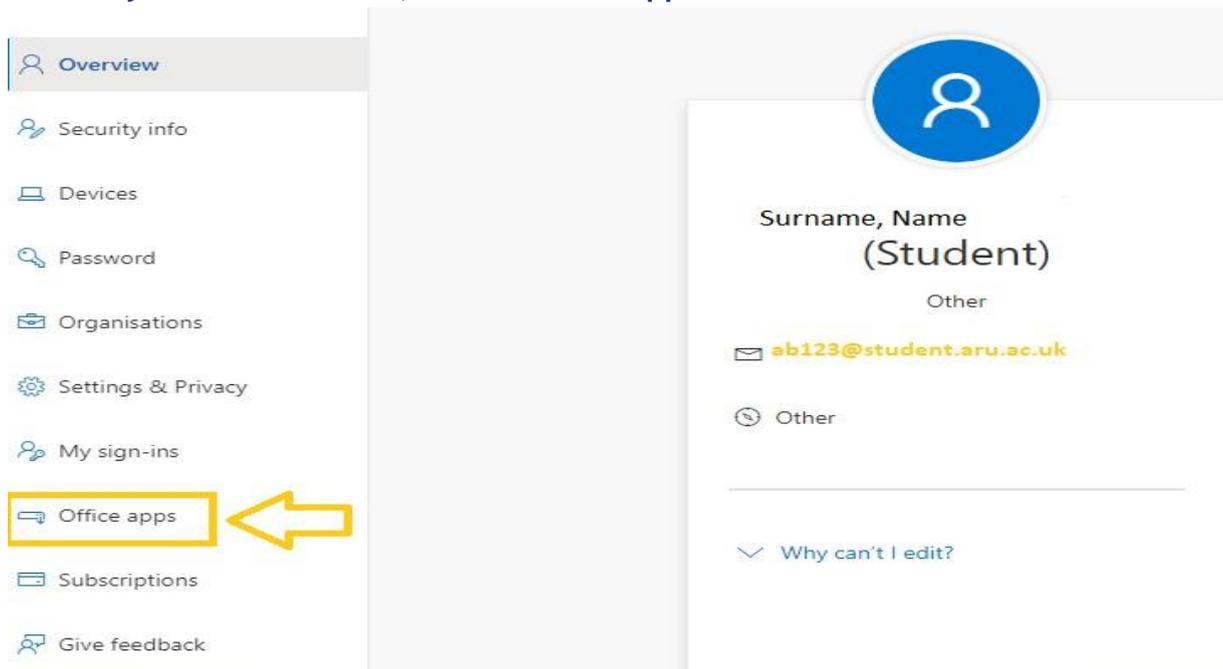
#### Step 4:

Once signed in, in the top-right corner of the screen click on your Surname and Name initials, e.g. 'BA' and choose an option 'View account'.



#### Step 5:

In the 'My Account' section, select 'Office apps' and click on 'Install Office'.



### Step 6:

The 'OfficeSetup.exe' will appear on your 'Downloads' section. Click on it to start the installation process to your device. Your installation is finished when you see the phrase, "You're all set! Office is installed now" and an animation plays to show you where to find Microsoft 365 applications on your device.

Office



Installing Office



We'll be done in just a moment.

### Step 7:

After installation, select the **Start** button (lower-left corner of your screen) and type the name of any Microsoft 365 app, e.g **Word**. When the Microsoft 365 app opens, accept the license agreement and **activate account with your student email login details, e.g.ab123@student.aru.ac.uk and your E:Vision password.**

Now your Microsoft 365 is activated and ready to use!

For more information or further assistance on Microsoft Office, please contact **Learning Resources Centre**:

learningresources@london.aru.ac.uk

Alternatively, join **LRC Online Live Support Chat** from the link below:

<https://zoom.us/j/97737256809>

**Our LRC Online Live Support Chat Opening Hours:**

Term-Time hours:

Monday - Friday 9:00 - 17:30

Tuesday, Thursday 9:00 - 19:30

Saturday 9:00 - 17:00

Non Term-Time hours:

Monday - Friday 9:00 - 17:30