Downloading Microsoft Office





Step 1:

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

				X Student portal
Ø		••••		
Online Learning	Additional VLE Services	Password Manager	eVision Login	Digital Library
		Student Email		

Step 2:

Login to your student email using your **e:Vision** username e.g.abc123@student.aru.ac.uk and your **e:Vision** password

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
Make sure you're using the correct username ending in @student.aru.ac.uk or @pgr.aru.ac.uk or @aru.ac.uk (for staff).
Full Username
Password
Sign in

Step 3:

Once signed in, click on 'My account'.

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Step 4:

In the "My Account" section, click on '**Install Office'**, the file will start downloading.

	My account		
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ណ៍	My account	eq Office apps & devices	abscriptions
8	Personal info	You can install Office on up to 5 PCs or Macs, 5 tablets and 5 smartphones.	verify what products and licenses you have.
	Subscriptions	Install Office	
ପ୍ତ	Security & privacy	View apps & devices	View subscriptions
A	App permissions		
$\overline{\uparrow}$	Apps & devices	🔍 Security & privacy	App permissions
ß	Tools & add-ins	Protect your account and adjust important privacy settings to your preference.	Apps with access to your data: 23 Manage which apps have access to your data. You can revoke permission whenever you want.
		Manage security & privacy	Change app permissions

Step 5:

Once the file has finished downloading, press '**Setup'** and then '**Yes'**. The installation process will start automatically.

Just a few more steps		
Setup	Yes	Office
1 Click Open	2 Say "yes"	3 Stay online
Click the Setup file at the bottom of the screen.	Click Yes to start installing.	Downloading all of Office might take a while.
Close <u>Need help installing?</u>		

Step 6:

After installation, Microsoft Office will appear as activated on your student email account. You will also be able to see all Microsoft Office apps on the device you are using.

	Office 365 N	My acco	unt
ŵ		<	Install status Manage your PC and Mac installs here.
8	Personal info Subscriptions		Install desktop applications
	Security & privacy		Detected installs: 1 DESKTOP-SJACCC8 Microsoft Windows 10 Home
۵	App permissions		Deactivate
± ∞	Install status Settings		
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After downloading Microsoft Office, to login to any Microsoft Office app you will have to use your student email login details, e.g. abc123@student.aru.ac.uk and your e:Vision password

For more information or further assistance on Microsoft Office, please contact

learningresources@london.aru.ac.uk