

Download your free copy of



While members of the University, all students are entitled to a **free copy** of Office 365 for use on up to 5 personally-owned PCs and Macs, plus 5 mobiles or tablets.

1. To install your copy, first visit <https://portal.office.com> and enter your SSO username followed by @OX.AC.UK (e.g. exet1234@OX.AC.UK)

A screenshot of the Microsoft Sign in page. It features the Microsoft logo at the top left. Below it, the text 'Sign in' is displayed. A text input field contains the email address 'exet1234@OX.AC.UK'. Below the input field, there are two links: 'Can't access your account?' and 'No account? Create one!'. At the bottom right, there are two buttons: 'Back' and 'Next'.

2. Enter your normal SSO username and password and click 'Login'

A screenshot of the University of Oxford Login page. It has a 'Log in' header and a 'Help' link. Below the header, it states 'This service is accessed via the University of Oxford Single Sign-On system.' A message says 'Please enter your Oxford username and password then click the "Login" button.' There are two input fields: 'Username' with the value 'exet1234' and a hint 'e.g. abc0123', and 'Password' with masked characters. A green 'Login' button is below the password field. At the bottom, there are links for 'Having trouble logging in?' and 'Not yet activated? Activate a new account', and a footer for 'University of Oxford Computer Usage Rules and Etiquette'.

3. Click the 'Install Office apps' link on the right of the screen and select 'Office 2016'

A screenshot of a button labeled 'Install Office apps' with a downward arrow, indicating a dropdown menu.

4. Run the installation file and Office will install. You will be prompted to sign in again with your SSO after the installation

For help with downloading and installing Office 365, please contact the Computing Department at it-servicedesk@exeter.ox.ac.uk