

Microsoft 365

Download & Installation Guide

Microsoft 365 (formerly Office 365) includes Word, Excel, PowerPoint, Outlook, Teams, and more. As a registered student or member of staff you can install Microsoft 365 on up to **five personal devices** free of charge.

Step 1

Go to the IT Support Services home page:

<https://hub.greatermanchester.ac.uk/ITSupport/Home.aspx#software>

Within the Software Centre, locate and select the '**Microsoft 365 Download**' button.

Step 2

You will be taken to the Microsoft 365 information page. Select the '**Microsoft 365 Login**' link to proceed:

[Microsoft 365 Login Page](#)

Step 3

Sign in using your University credentials when prompted:

- Username: *username@greatermanchester.ac.uk*
- Password: Your University network password

Click '**Sign in**' to continue. If prompted for multi-factor authentication (MFA), approve the request on your registered device.

Step 4

Once signed in you will arrive at the **Microsoft 365 home page**. In the top-right corner, click '**Install apps**'.

From the dropdown menu, select '**Microsoft 365 apps**'.

Step 5

Your browser will download the Microsoft 365 installer file (**Setup.exe** on Windows). Once the download is complete, open your **Downloads** folder and double-click the installer file to launch it.

Step 6

The installation will begin automatically. You will see a progress screen whilst Microsoft 365 downloads and installs — this may take **10–20 minutes** depending on your internet connection. Keep your computer connected to the internet throughout.

Do **not** close the installer window until the process is complete.

Step 7

Once installation is complete, open any Microsoft 365 application (e.g. **Word** or **Excel**). You will be prompted to sign in to activate your licence.

Sign in with your University credentials (*username@greatermanchester.ac.uk*) when prompted. Your licence will activate automatically once signed in.

Microsoft 365 is now fully installed and activated on your device.

Tip: You can install Microsoft 365 on up to five personal devices (Windows, Mac, iOS, or Android). Simply repeat Steps 3–7 on each device, signing in with the same University credentials.

If you have any queries or require further assistance, please contact the **IT Service Desk**:

Telephone: **01204 903444**

Email: **itsupport@greatermanchester.ac.uk**