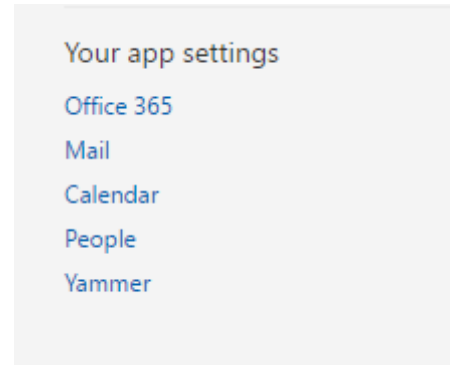




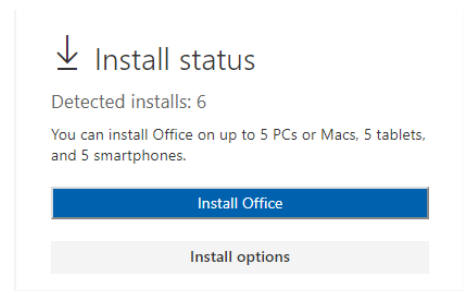
Office 365 Installation

Please note it is not required to install Office 365 on University PC's as they already have a full Office 2016 package installed.

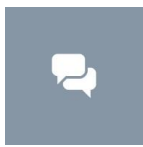
1. Log into your UCLan email account via <http://www.uclan.ac.uk/mail>
2. Select the **Cog** icon from the top right of the screen and select **Office 365** in the **Your app Settings** from the drop down menu



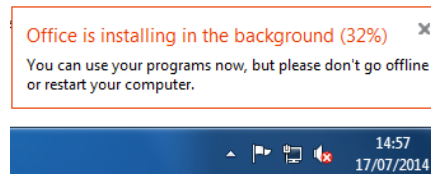
3. On this page under Install Status select **Install Office**



4. Run the file by selecting 'Run' from the yellow bar at the bottom of the screen (If you are using a browser other than Internet Explorer this bar may not appear but you need to run the file that is downloaded)
5. Click 'Yes' to the security pop up that appears

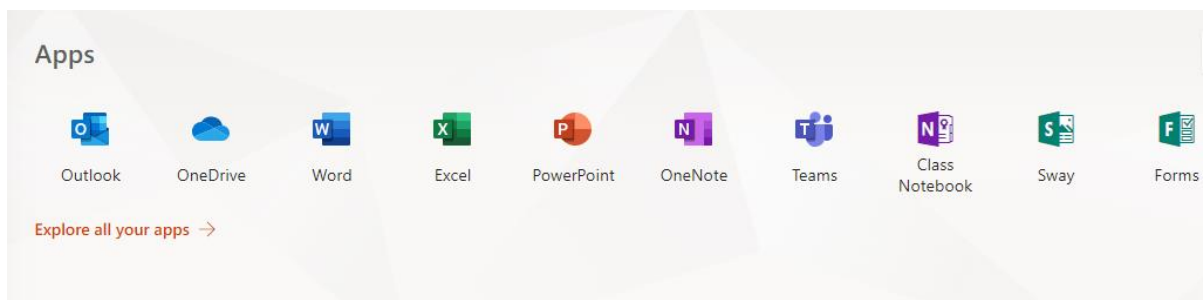


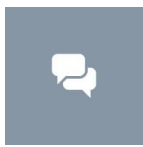
6. Follow the on screen prompts, when asked to sign in use your UCLan email address and password
7. In the bottom right of the screen you should see a pop up detailing the installer's progress.
8. DO NOT reboot your PC or leave the internet while the installer is running. Once it is complete you should find all your Office applications listed in your start menu.



Office Online Applications

You can access your Office Online Applications by logging in to your UCLan email account at <http://www.uclan.ac.uk/mail> and then select the My Apps button in the top left corner

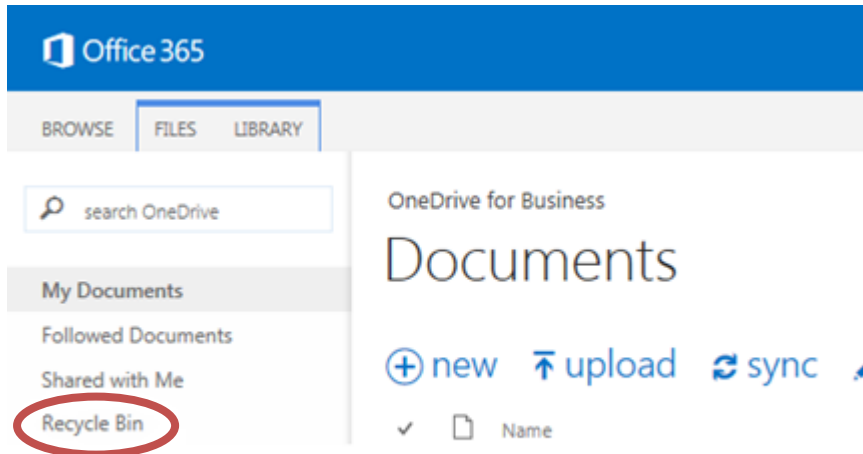




Troubleshooting & FAQ

Q – What happens if I accidentally delete something from OneDrive for Business?

A – When files are deleted, they go into your OneDrive for Business recycle bin where they stay for 90 days, and you can restore them at any time.



If you deleted it over 90 days ago, LIS may still be able to recover it, so contact Customer Support for help. If it is over 180 days there is little chance of restoring it, so be careful what and when you delete!

If you've simply overwritten a file and want to restore an older version, you can do this using the handy "Version History" feature in the file properties.

