


# Download Office 2013 for Windows

Microsoft Office 2013 is compatible with Windows 7, Windows 8 and 8.1.

Microsoft Office 2013 is not compatible with Windows Vista or XP. However, you may download Office 2010 to your computer or device for free. For Windows XP, only the 32-bit edition is supported.

Enter your EIT username and password to start your software download to your computer or device.



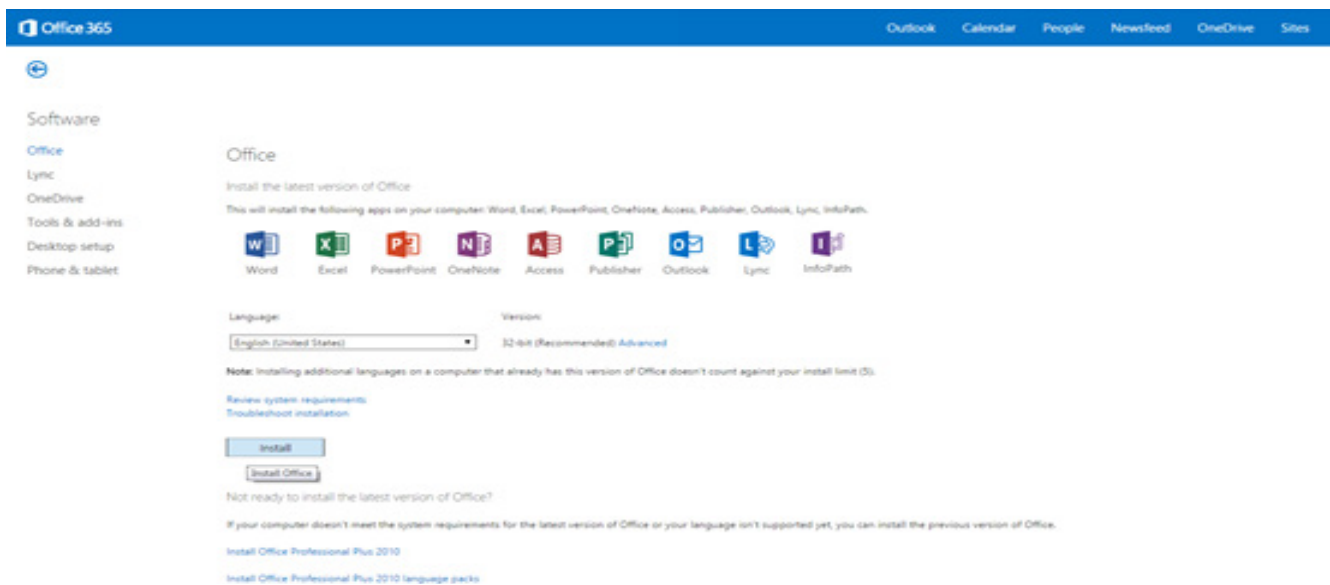
Please Sign In Below

Type your user name and password.

User name:  EITUserName

Password:

You will see the Office and the applications that will be installed on your computer. Click **Install**.

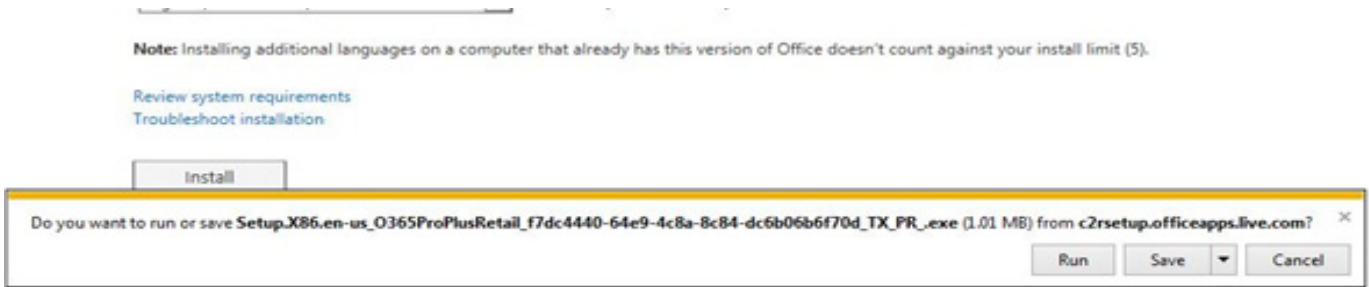


The screenshot shows the Office 365 installation interface. At the top, there is a blue navigation bar with 'Office 365' on the left and 'Outlook', 'Calendar', 'People', 'Newsfeed', 'OneDrive', and 'Sites' on the right. Below the navigation bar, the 'Software' section is visible on the left, with 'Office' selected. The main content area displays the 'Office' installation page. It includes the text 'Install the latest version of Office' and 'This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.' Below this text are icons for each application: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, and InfoPath. There are also sections for 'Language' (set to English (United States)) and 'Version' (set to 32-bit (Recommended) Advanced). A note states: 'Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).' There are links for 'Review system requirements' and 'Troubleshoot installation'. Two 'Install' buttons are visible: a blue 'Install' button and a grey 'Install Office' button. At the bottom, there are links for 'Not ready to install the latest version of Office?', 'Install Office Professional Plus 2010', and 'Install Office Professional Plus 2010 language packs'.

  Want more information?  
**974 8000 ext 6045**  
twist@eit.ac.nz

Depending on the web browser you are using you may be asked to either run or save the installation file. If you are using Internet Explorer click Run. If you are using other web browsers such as Google Chrome or Firefox double left click the installation file.

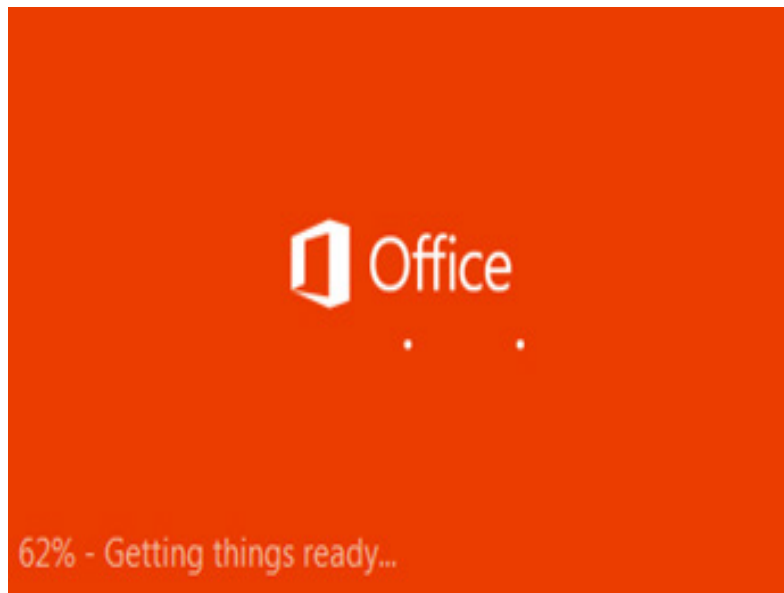
**Internet Explorer:** A pop up will appear, click **Run**.



**Google Chrome or Firefox:** Double left click the .exe file to run the installation.

A user account security message pop up may appear. If it does, click **Yes**.

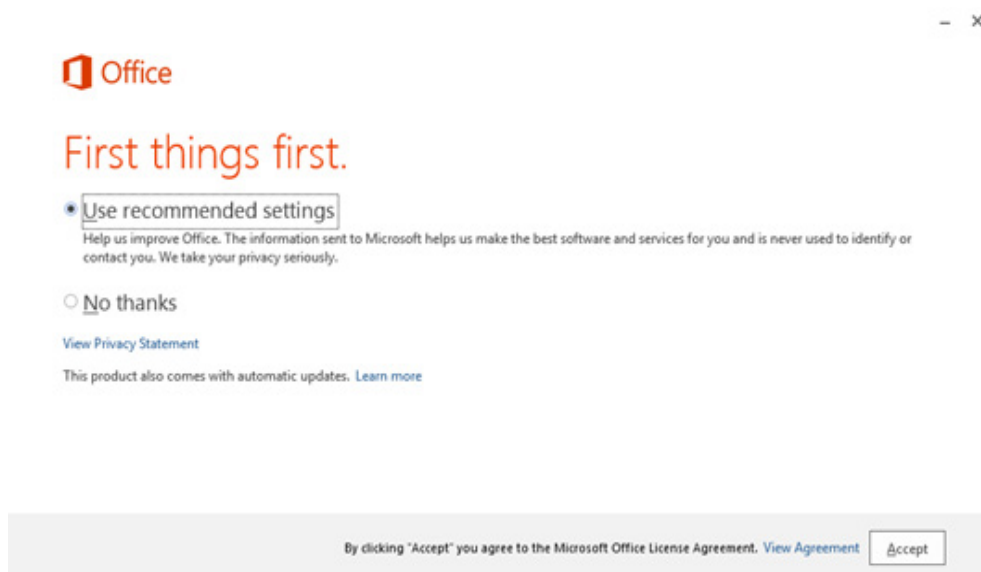
The .exe file will download and will install onto your computer or device. It may take several minutes depending on your broadband connection you have.



A welcome getting started screen will appear. Click **Next**.



A help improving Office screen will appear. Click on the Use recommended settings option and click Accept. It is recommended that you read the Microsoft Office License Agreement before proceeding to the next step.

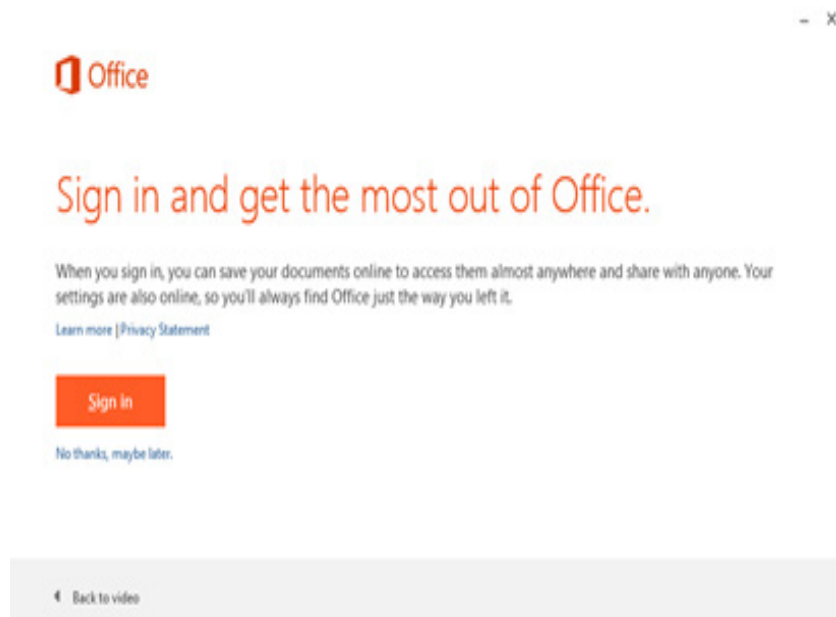


A video tutorial explaining how Office 365 works will appear and automatically start playing. You may follow along or click **Next**.



To get the most out of your Office 365 account you may sync your files to your OneDrive account. Follow the instructions below to set this up.

However, you may alternatively click the option **No thanks, maybe later** to skip this sign up/sync and proceed to step 11.



If you clicked Sign In, an email address screen will appear. Type in your EIT student webmail address e.g. **bloggsj1@student.eit.ac.nz**. Click **Next**.

## Sign in

What email address would you like to use to sign in to Office? (If you already have an account that you use with Office or other Microsoft services, enter it here).



When you sign in, your documents and settings are online  
[Learn more](#) | [Privacy statement](#)

Another sign in screen will appear type in your EIT password and click **Sign in**.

## Sign In

User ID:

Password:

Keep me signed in

[Can't access your account?](#)

A screen will appear with information about using One Drive. Click **Next**.

It will ask you to choose a theme. Use the arrows to choose one. Once you have, click **Next**.



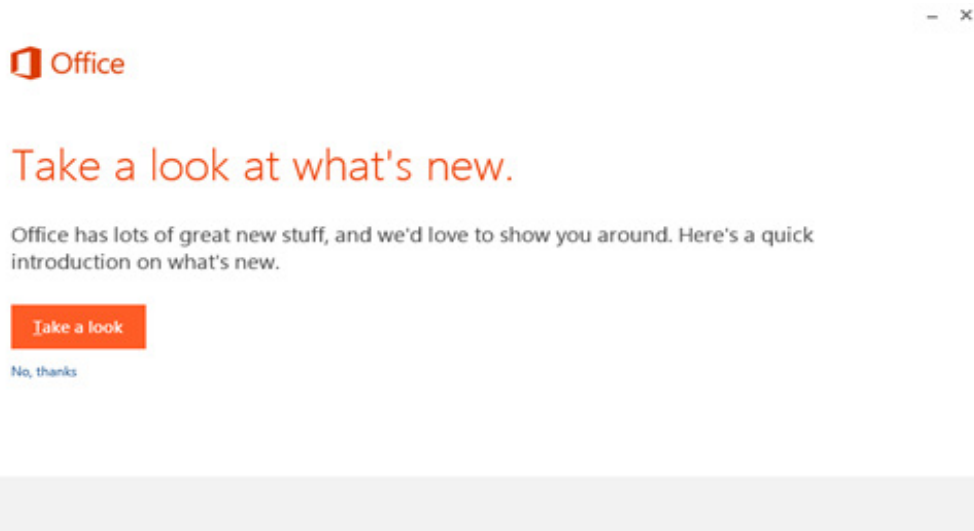
## Hello 0365!

How would you like your Office to look?

Calligraphy	▾
Circles and Stripes	▾
Circuit	▾
Clouds	▾



Another screen will appear asking you if you would like to take a tour to see what's new in Office 2013. If you would like to, click **Take a Look** or otherwise click **No, thanks**. If you clicked **Take a look**, a PowerPoint show will appear showing you new features that Office 2013 offers you.



Once this has been done, the below screen will appear saying that Office 2013 will be installed onto your computer. Click **All done!** It is now ready for you to use.



If you would like to know more about how to use your Office 365 account go to;  
[http://www2.eit.ac.nz/library/ls\\_computer\\_office365.html](http://www2.eit.ac.nz/library/ls_computer_office365.html) for more information.



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