

Download Microsoft Office Overview

Once you have downloaded Office to your computer and/or device it will be valid during your studies at EIT, and up to four months after you have completed your EIT programme. After this date, you will be required to purchase a new Microsoft Office subscription from any official Microsoft Office vendor.

Download Office to your computer or device for FREE

To download Office 2016 for either your Windows or Mac computer or device, you will be prompted to enter your EIT username and password.

Below are instruction guides to help you install Office on your computer and/or device.
(NOTE: You MUST have a .pdf reader application installed on your device to view any of these documents)

If you are prompted to sign in, use your EIT student webmail account e.g. smithj1@student.eit.ac.nz and then sign in again using your EIT username and password.

Download Guides

Please choose the guide that relates the computer or mobile device that you are downloading Office onto

- [Windows installation instructions](#)
- [Mac installation instructions](#)
- [iOS Mobile Device](#)
- [Android Mobile Device](#)
- [Windows Mobile Device](#)

If you are having trouble installing it, please read the Troubleshooting section on page 2 of this guide

Office 365

Click [here](#) to find out more about Office 365 and how you can use it for your studies including Office FAQs, OneDrive and use of the Office packages for your computer, mobile phone or device.

What Office applications can I install on my computer or device?

The applications listed below are what you will be able to download. The applications that can be downloaded are dependent upon the operating system you have on your computer or device.

Windows:

Install Office 365 ProPlus with the new 2016 apps (Recommended)

Note: Your admin has enabled First Release, so you get early access to the latest Office features. If you have feedback or problems, please contact your admin.



Mac:

Install Office 2016 for Mac (Recommended)

This will install the following apps on your computer: Word, Excel, PowerPoint, Outlook and OneNote.



Having trouble downloading Office to your computer or device?

1. Check your system requirements (for devices with Windows or Mac operating systems)

To install Office 2016 (Windows/Mac) your computer or device will need to meet one of the minimum specifications below:

Operating system: Windows (Windows 7 / 8 / 8.1 / 10)

Computer and processor: 1GHz or faster

Memory (RAM): 2GB.

Hard Disk: 3.0 GB storage available.

Monitor: 1366 x 768 screen resolution.

Internet browser: Should be the latest possible version.

An internet connection.

Operating system: Mac OS X 10.10 (Yosemite) or later.

Computer and processor: Intel processor

Memory (RAM): 4GB

Hard Disk: 6GB storage available and Extended Mac OS or HFS+ hard disk format.

Monitor: For proper functioning 1280 x 800 or higher resolution.

Internet browser: Should be the latest possible version.
An internet connection.

If you are having trouble installing Office on your tablet or smartphone click [here](#).

2. Check your computer or device anti-virus software and firewall settings

Try turning off your antivirus software and firewall settings and try downloading the software again. To do this, open the antivirus software and browse to the setting where you can turn on/off the software. Once you have found this, click off. Once Office has been installed you may turn it back on.

Known antivirus packages that have caused this issue are ZoneAlarm, Norton, McAfee, Vipre, Kaspersky, AVG and Avast.

3. Still having trouble installing Office or are there features that aren't working?

Check out the links below for troubleshooting tips and help:

[General Troubleshooting for installing Office and Office 365](#)

[Office and Office 365 known issues](#)

Contact either IT Services helpdesk 06 974 8000 ext 4357 or EIT Libraries, Twist Library 06 974 8000 ext 6045; Tairāwhiti Library 06 869 0835

Other Errors:

I'm seeing an error message. What do I do?

You may see any of the following error messages while trying to install Office. These include:

- "Sorry something went wrong, sorry we ran into a problem, try going online for additional help"
- "Something went wrong. We ran into a problem, please try installing Office again"
- "Background installation ran into a problem: Please make sure you're still connected to the internet, or try connected to a different network"

To resolve these error messages:

Click [here](#) if you see an error message containing "we can't sign you in right now".

Click [here](#) if you see an error message saying "background installation ran into a problem".

If there is another error message that is displaying, click [here](#) to troubleshoot and resolve the issue.