Microsoft Office for Students |User Guide

(February 2017)

Microsoft Office for Students

Microsoft offers Qatar University's current student free version of Office 365, that they can install on 5 devices.

Before you install Microsoft Office, please make sure you uninstall any other version of office from the computer.

For windows Computer

1. Go to Control Panel.
2. Programs & Features.
3. Find any Microsoft Office from the list and uninstall it.
4. Restart Computer.

For MAC Computers

1. Open Finder and click Applications.
2. Find any Microsoft Office.
3. Right click and select move to trash.

To install MS office on your computer:

1. Login to your QU email from your device. By visiting the
   https://www.outlook.com/owa/qu.edu.qa

2. Click on the Office 365 icon on top left of the screen.

3. Click on Install Office 2016

4. It will download to your computer. When done downloading click **RUN**. *(It might take long time).*

5. The first time you start office after the installation is completed it will ask you to activate your free office version and to do so you will need to login with your Qatar University Username and Password.