

Before Installing Microsoft Office 365 on your Computer

- You may already have an active and usable version of Microsoft Office on your computer, check before downloading Microsoft 365.
- 1. Search your computer for "Microsoft Word."



Windows 8



Windows 10



- 2. If this search returns any results of Microsoft Word, click to open the program.
 - If no results are returned, move forward with the download instructions (starting on page 8)
- 3. When the program opens, follow the instructions below based on the version that opened.

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Office 2013, 2016, 2019, & 365

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4. Check if the program is activated and able to be used.

Office 2010

Activated – You have an active and usable version of Microsoft Office 2010 on your computer, downloading Microsoft Office 365 is not necessary.



Not Activated – You do not have an active and usable version of Microsoft Office on your computer, proceed to uninstall and download instructions (starting on page 5).



Office 2013, 2016, 2019, & 365

Activated – You have an active and usable version of Microsoft Office on your computer, downloading Microsoft Office 365 is not necessary.



Not Activated – Sign in needed, see instructions below.



- 5. Signing into an inactivated Office 2013, 2016, 2019, or 365 program.
 - Click "Sign in."
 - Enter your UMA email, the username you use to log into the PumaDen.
 - Enter your password that you use to log into the PumaDen.
 - This should activate the program, and you will see "Product Activated" or "Subscription Product" where it used to say "Activation Required."
 - You have an active and usable version of Microsoft Office on your computer, a further download and install of Microsoft Office 365 is not necessary.

Uninstalling an inactive and unusable version of Microsoft Office on your computer

1. Open up the Control Panel on your Computer by searching "Control Panel."



Windows 8





Windows 10

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2. Select "Uninstall a Program."



3. Look for the program name with "Microsoft Office" in the title and click on it.

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		Microsoft Office	Advanced Micro Devices, Inc.	10/3/2019		20
		💷 reams Machine-Wide Installer	Microsoft Corporation	10/3/2019	77.3 MB	1.
		Microsoft OneDrive	Microsoft Corporation	10/22/2019	137 MB	19
		🗊 Microsoft Teams	Microsoft Corporation	10/3/2019	76.7 MB	1.
		Hicrosoft Visual C++ 2013 Redistributable (x64) - 12.0	Microsoft Corporation	10/3/2019	20.5 MB	12
		Wicrosoft Visual C++ 2013 Redistributable (x86) - 12.0	Microsoft Corporation	10/3/2019	17.1 MB	12
		🔀 Realtek High Definition Audio Driver	Realtek Semiconductor Corp.	10/3/2019		6.
		🔇 Remote Desktop	Microsoft Corporation	10/16/2019	31.9 MB	1.
		Synaptics Pointing Device Driver	Synaptics Incorporated	10/3/2019	46.4 MB	19
		Teams Machine-Wide Installer	Microsoft Corporation	10/3/2019	77.3 MB	1.

4. Click "Uninstall/Change."

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		Microsoft OneDrive	Microsoft Corporation	10/22/2019	137 M	B 1
		🗊 Microsoft Teams	Microsoft Corporation	10/3/2019	76.7 M	B 1
		Hicrosoft Visual C++ 2013 Redistributable (x64) - 12.0	Microsoft Corporation	10/3/2019	20.5 M	B 1
		Hicrosoft Visual C++ 2013 Redistributable (x86) - 12.0	Microsoft Corporation	10/3/2019	17.1 M	B 1
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		🕖 Synaptics Pointing Device Driver	Synaptics Incorporated	10/3/2019	46.4 M	B 1
		Teams Machine-Wide Installer	Microsoft Corporation	10/3/2019	77.3 M	B 1

5. Click "Yes" to allow changes and follow any other prompts to finish uninstalling the program.



Downloading and Installing Microsoft Office on your Computer

- 1. Navigate to the "My Apps" menu item in the PumaDen.
- 2. Click "Download Office 365."



3. Click on "Install Office."



4. Open/Save/Run the file for download.

Edge Browser



Google Chrome

	Open Always open ies of this type
	Show in folder
	Cancel
Setup.Def.en-us_Oexe	~

Internet Explorer

Do you want to run or save Setup.Def.en-us_0365ProPlusRetail_0481cebe-42b8-4595-a442-ad8b3d020437_TX_PRexe (5.11 MB) from c2rsetup.officeapps.live.com?						
🛞 This type of file could harm your computer.	Run Save Cancel					
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5. You will see the following screens as it installs, this may take up to five minutes.

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6. When you see this screen, click close.

Office	
	You're all set! Office is installed now Click Start to view your apps.

7. Open the start menu on your computer and search for "Office."



8. Click "Sign In."



9. Enter your UMA email, the username you use to log into the PumaDen.

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10. Enter your password that you use to log into the PumaDen. Click "Sign In."

UMA	ULTIMATE MEDICAL ACADEMY
\leftarrow	@ultimatemedical.edu
Enter p	assword
Password	
Forgot my pa	assword
	Sign in

11. Leave the option checked and hit "Yes."



12. To set up OneDrive, enter your UMA email, the username you use to log into the PumaDen, on this screen and click "Sign In."

Microsoft OneDrive	_	×
Set up OneDrive Put your files in OneDrive to get them from any d	evice.	
Enter your email address Sign	in	

13. Click "Next."

Microsoft OneDrive -		×
This is your OneDrive folder Add files here so you can access them from other devices and have them on this PC.	still	
Your OneDrive folder is here: C:\Users\xboxl\OneDrive Change location Next		

- 14. Click through the OneDrive tutorial then close the window.
- 15. You now have Office 365 activated and ready to use on your computer.