



SOUTHWESTERN
BAPTIST THEOLOGICAL SEMINARY

Microsoft Office 2013

Information Technologies at SWBTS

***Student Microsoft Office
Instructions***

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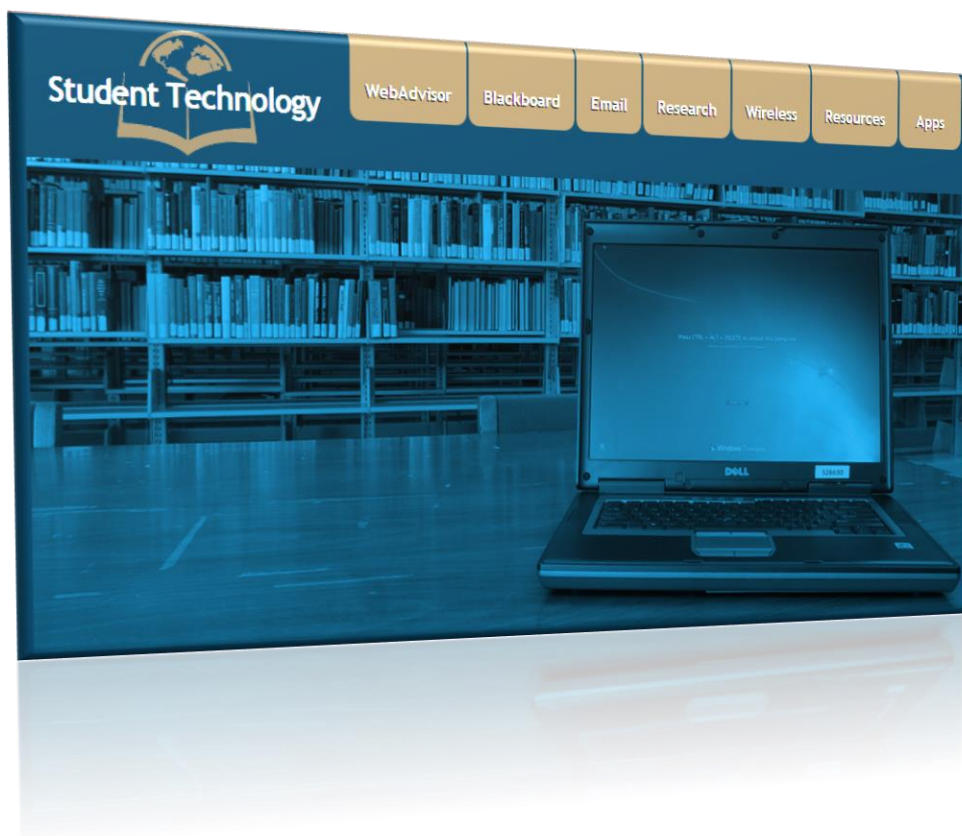
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1 INTRODUCTION

Here at Southwestern Baptist Theological Seminary, we are able to provide every active student with a copy of Microsoft Office 2013 through a seminary sponsored Office 365 online account

1.1 PURPOSE

The purpose of this document is to provide students with an introductory guide to installing your student version of Microsoft Office 2013. As long as students are enrolled in classes, they are eligible for an active license of Microsoft Office 2013. To install and begin using your copy of Microsoft Office 2013, follow the walkthrough step by step in section two for PC or section three for Mac.

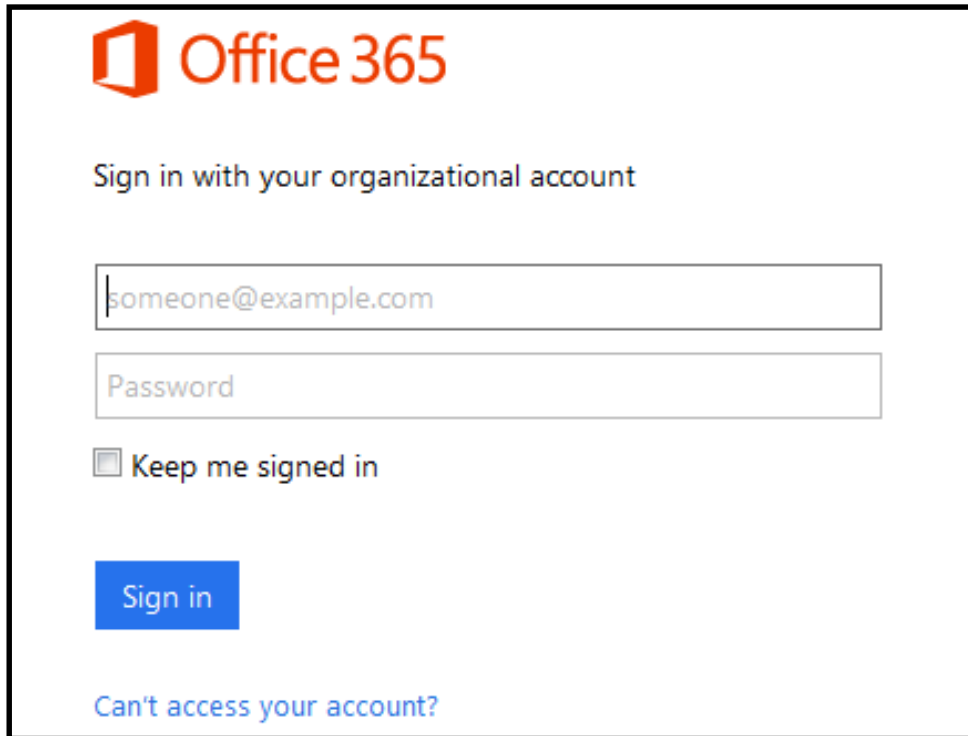


2 OFFICE 2013 PC INSTALLATION WALKTHROUGH

This section will guide you through the steps for downloading Microsoft Office 2013. After completing this walkthrough, you will have full access to your student version of Microsoft Office 2013.

2.1 STEP ONE

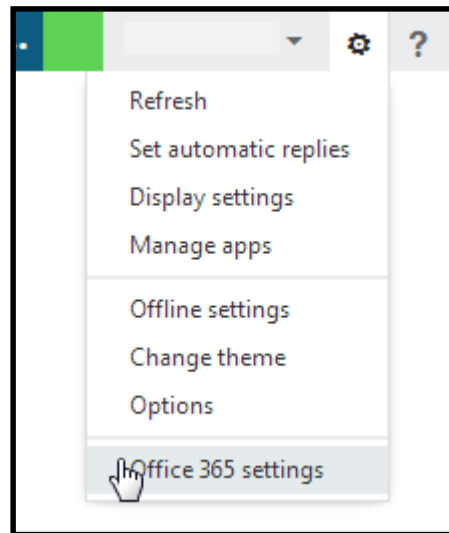
Open a web browser and type in <https://login.microsoftonline.com> into the address bar. Press enter to continue.



The screenshot shows the Office 365 sign-in interface. At the top left is the Office 365 logo. Below it, the text reads "Sign in with your organizational account". There are two input fields: the first contains the email address "someone@example.com" and the second is labeled "Password". Below the password field is a checkbox labeled "Keep me signed in". A blue "Sign in" button is positioned below the checkbox. At the bottom of the form, there is a link that says "Can't access your account?".

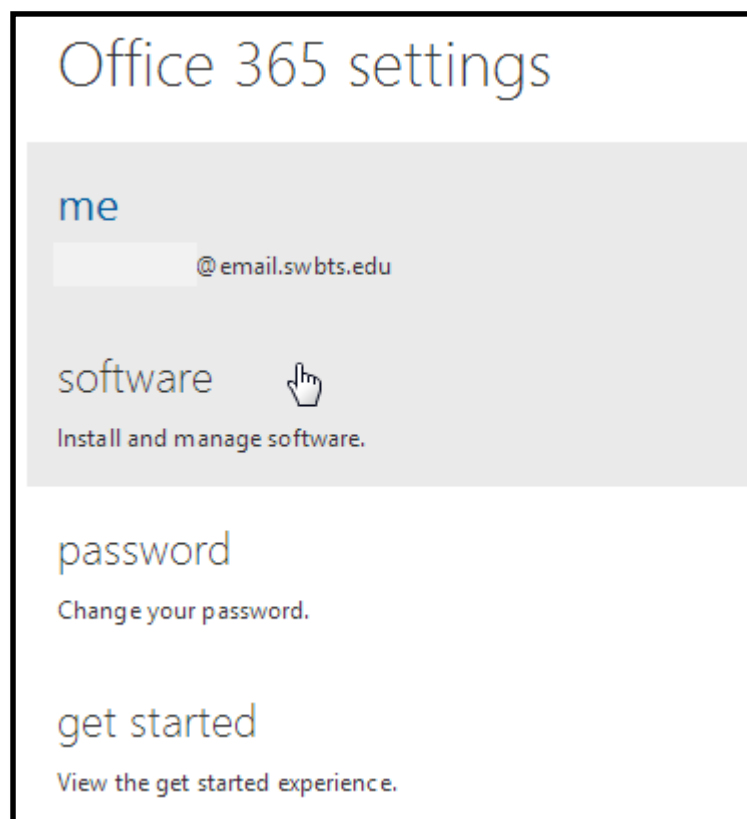
2.2 STEP TWO

Click the settings wheel is located in the top right portion of the screen to the right of the Personal Profile & IM menu. Then click the “Office 365 settings” option from the drop down window.



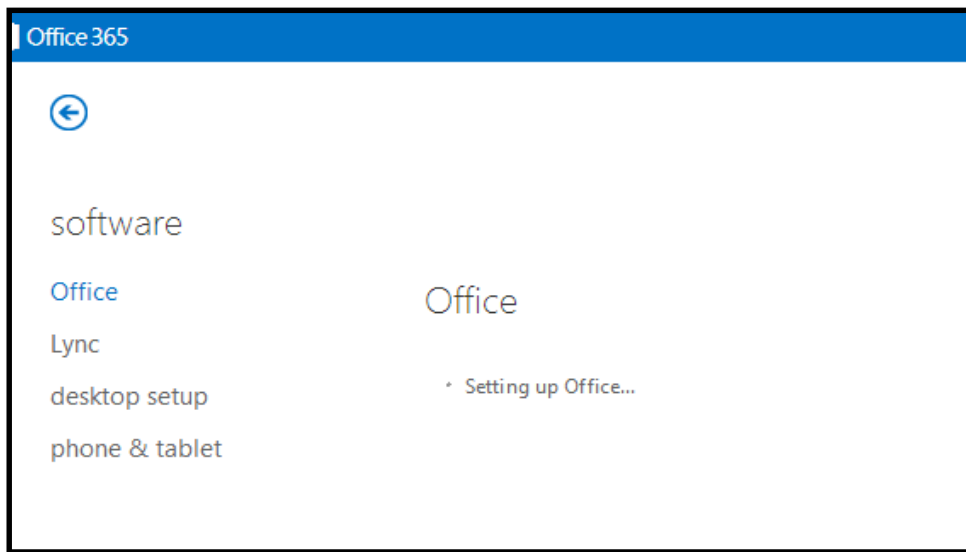
2.3 STEP THREE

Click the “Software” option to continue.



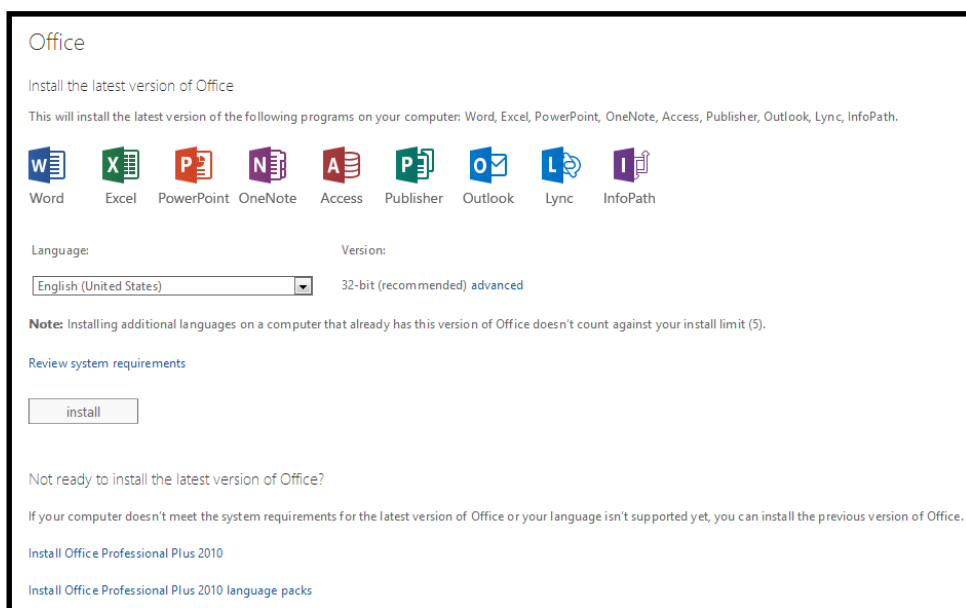
2.4 STEP FOUR

The next window will load the available software for download.



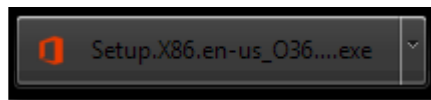
2.5 STEP FIVE

Select your preferred language and version. Once you have completed this, click the “Install” button.



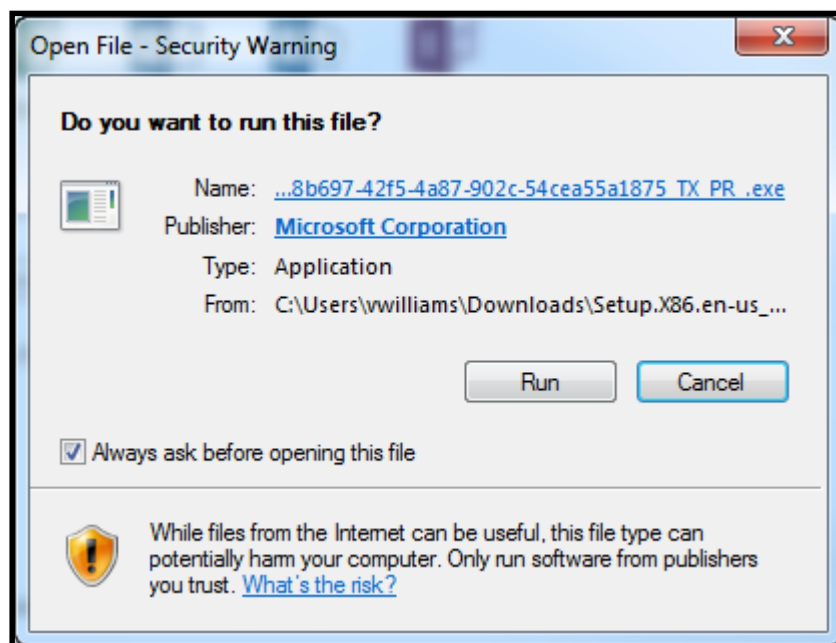
2.6 STEP SIX

Depending on your browser, a window or tab will appear indicating that a file named *Setup.X86.en-us_O365ProPlusRetail....exe* or *Setup.X64.en-us_O365ProPlusRetail....exe* is being downloaded. Once the file finishes downloading, click on the file to open it.



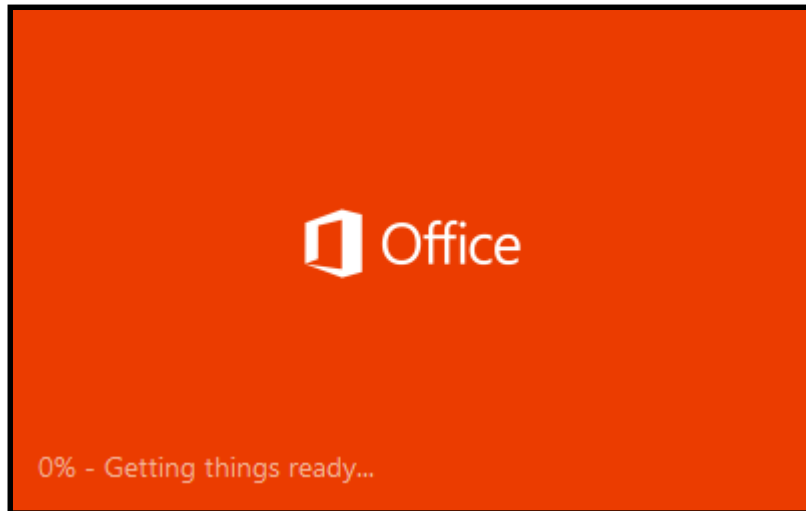
2.7 STEP SEVEN

After clicking the file, it will ask you if you would like to run the file. Click the “Run” button to continue.



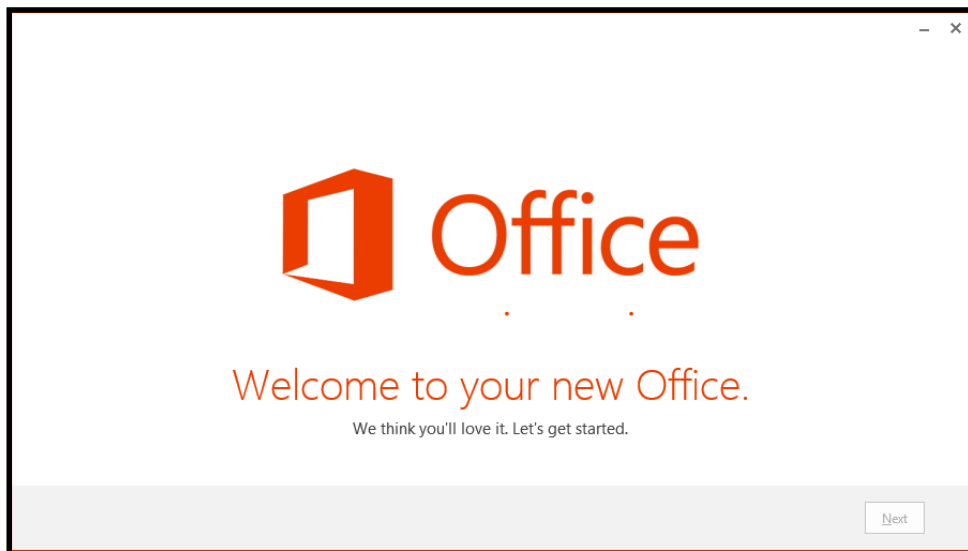
2.8 STEP EIGHT

The software will then begin to install the Microsoft Office suit onto your computer.



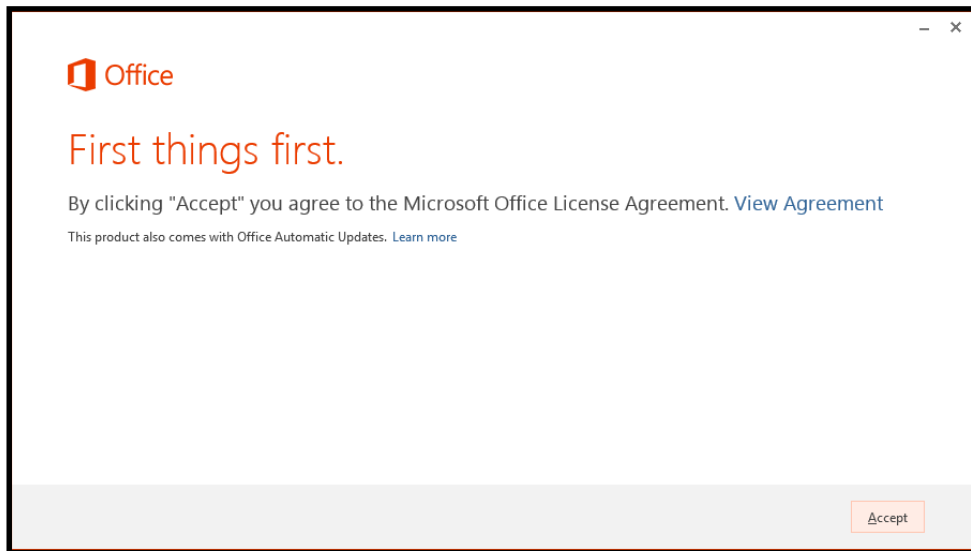
2.9 STEP NINE

At a certain point, the software will switch to a welcome screen. To continue, click the “next” button in the bottom right of the screen.



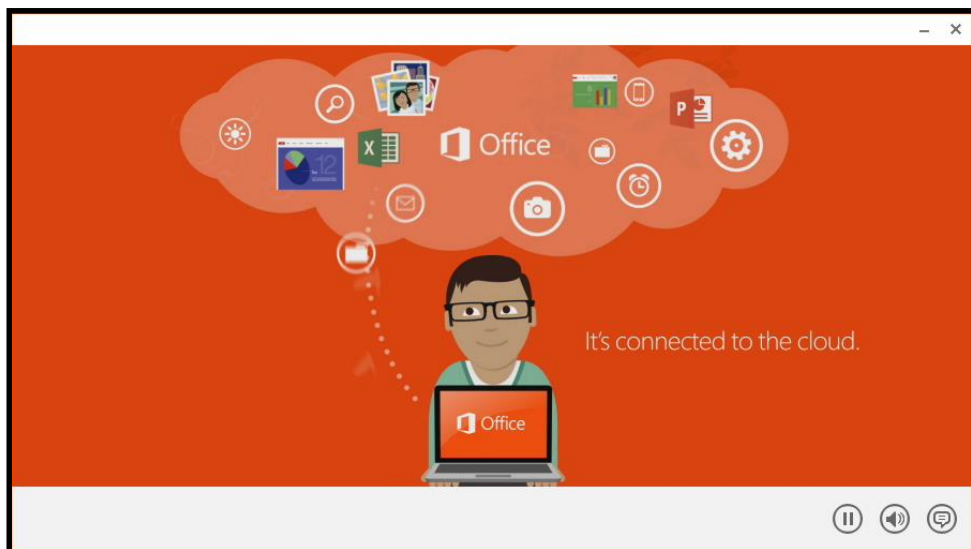
2.10 STEP TEN

The software will then present you with the Microsoft Office License Agreement. Please read over the license agreement and click the “Accept” button in the bottom right of the screen.



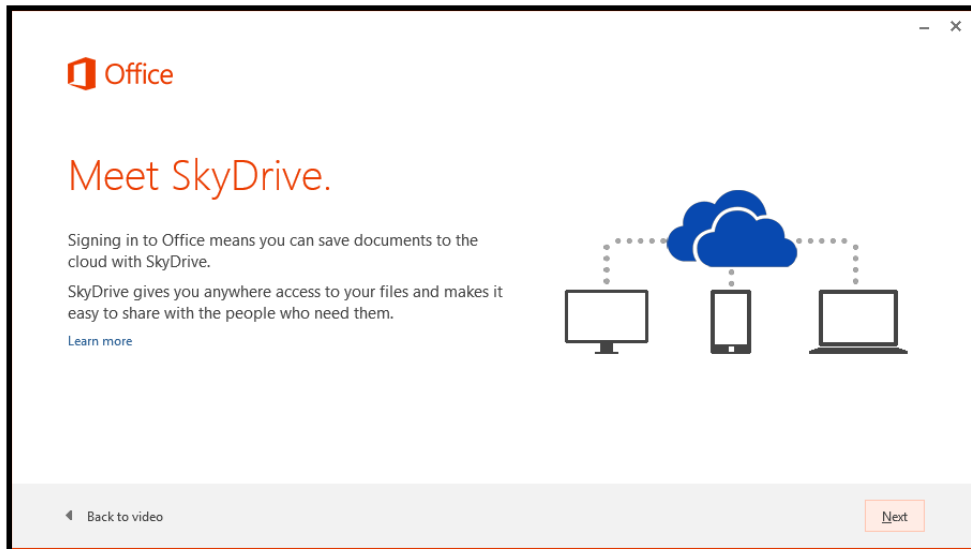
2.11 STEP ELEVEN

The next window will be a presentation of the new features and benefits of Microsoft Office.



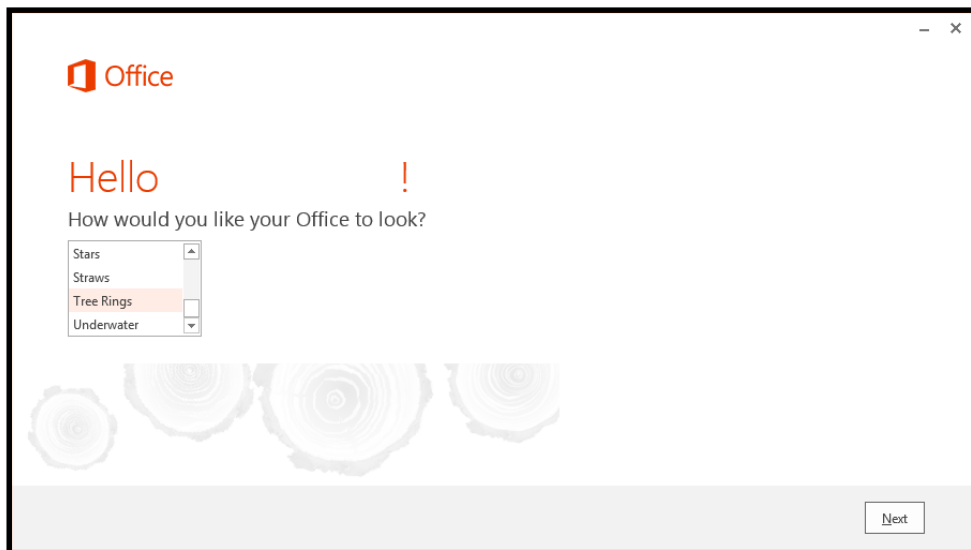
2.12 STEP TWELVE

The next window will be an introduction of SkyDrive. To continue, click the “Next” button in the bottom right of the screen.



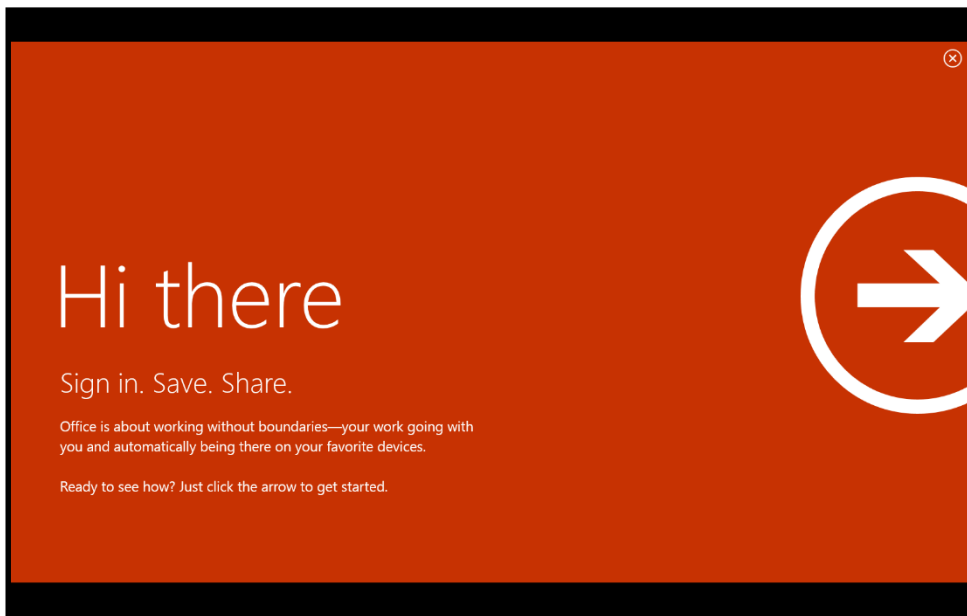
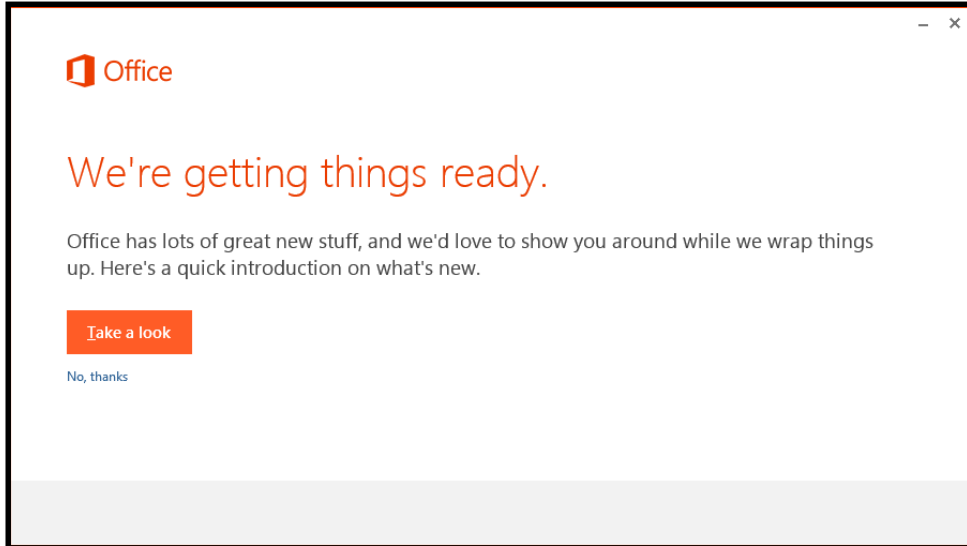
2.13 STEP THIRTEEN

The next window will walk you through customizing your Office.



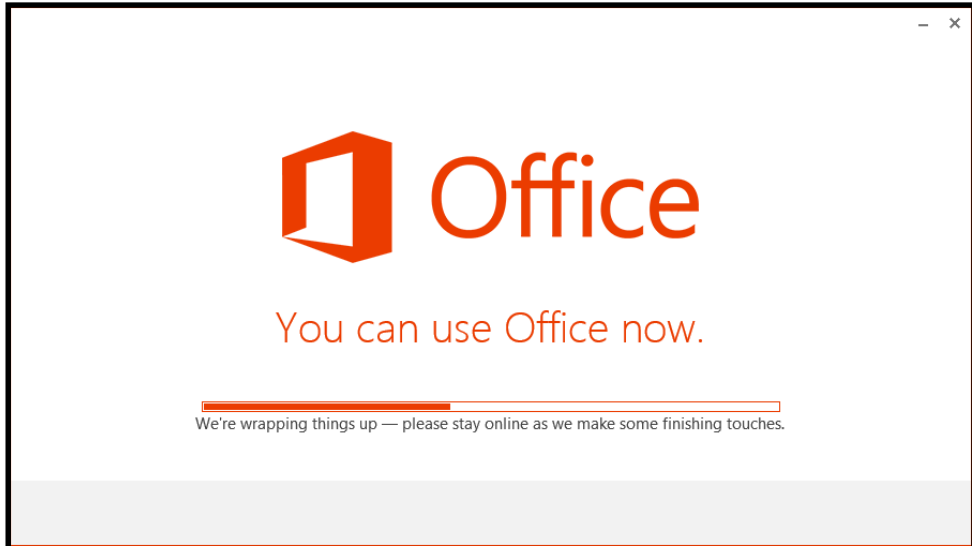
2.14 STEP FOURTEEN

The next window will be a tour while Office is getting set up.



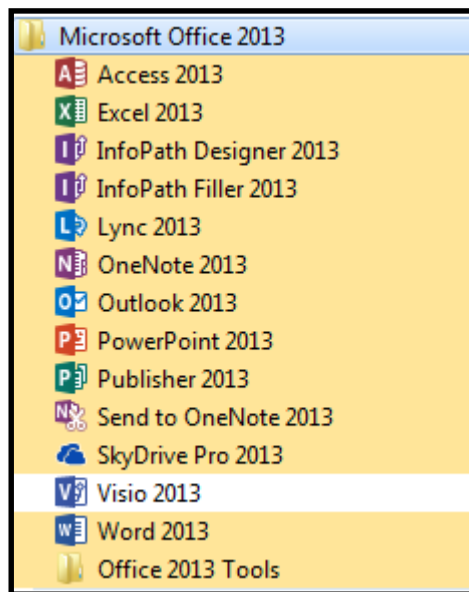
2.15 STEP FIFTEEN

After finishing the tour, you will be able to use Office. You will see the following screens:



2.16 STEP SIXTEEN

You can now open any of your office products by selecting them from the start menu.

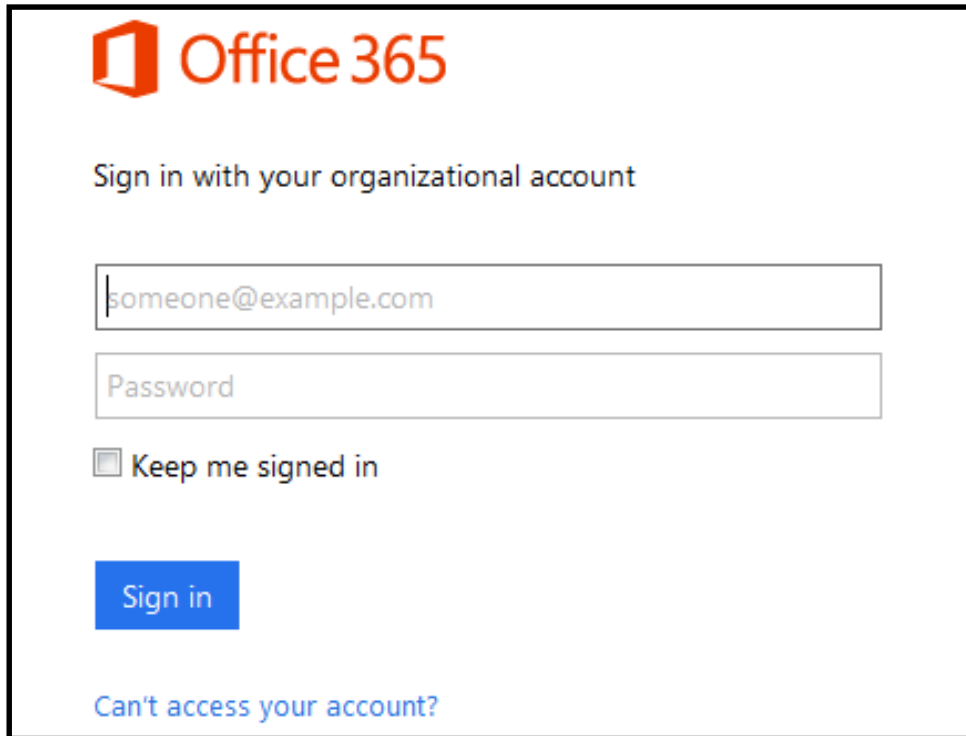


3 OFFICE 2013 MAC INSTALLATION WALKTHROUGH

This section will guide you through the steps for downloading Microsoft Office 2013. After completing this walkthrough, you will have full access to your student version of Microsoft Office 2013.

3.1 STEP ONE

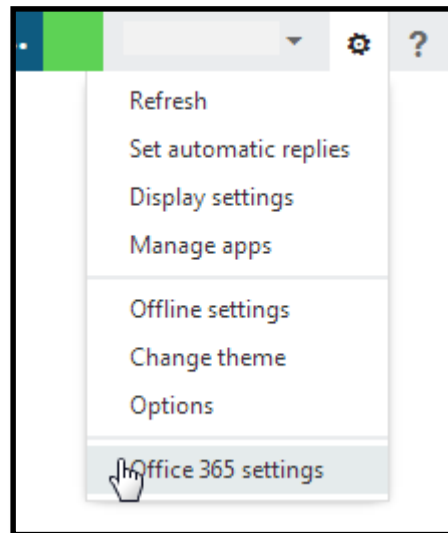
Open a web browser and type in <https://login.microsoftonline.com> into the address bar. Press enter to continue.



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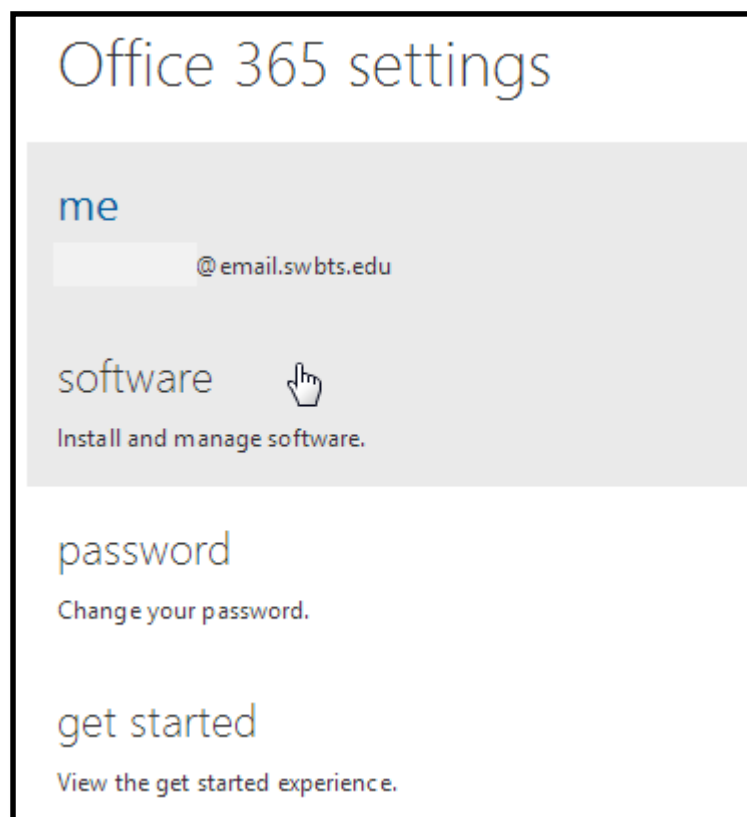
3.2 STEP TWO

Click the settings wheel is located in the top right portion of the screen to the right of the Personal Profile & IM menu. Then click the “Office 365 settings” option from the drop down window.



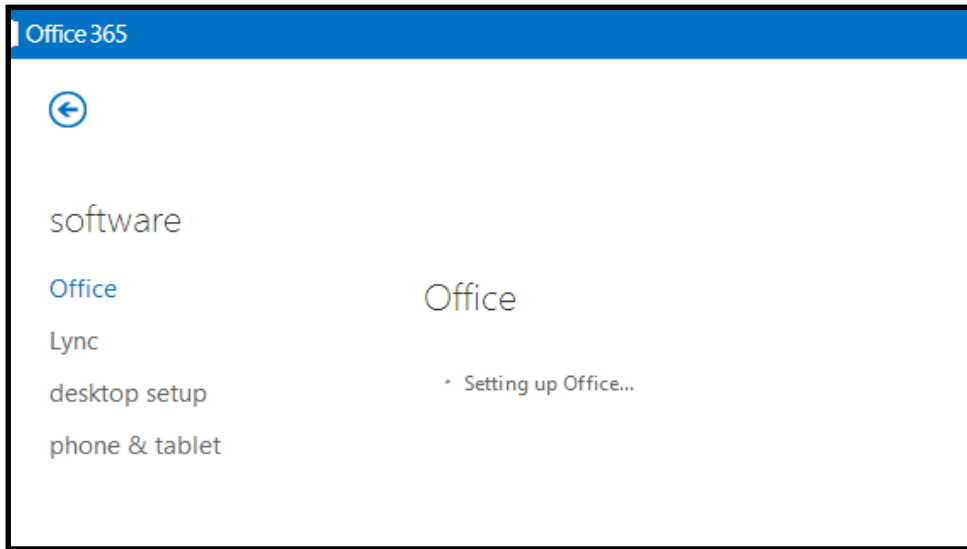
3.3 STEP THREE

Click the “Software” option to continue.



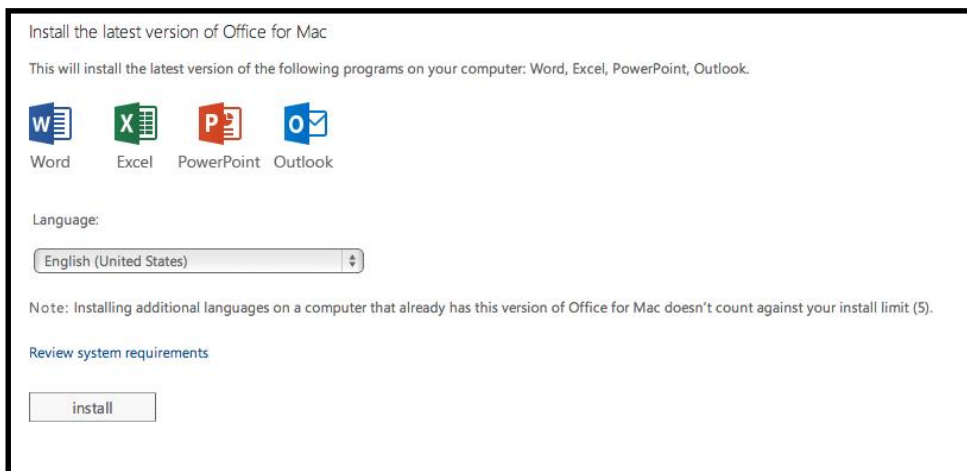
3.4 STEP FOUR

The next window will load the available software for download.



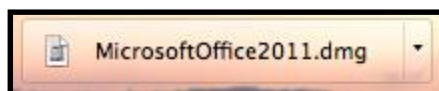
3.5 STEP FIVE

Select your preferred language and version. Once you have completed this, click the “Install” button.



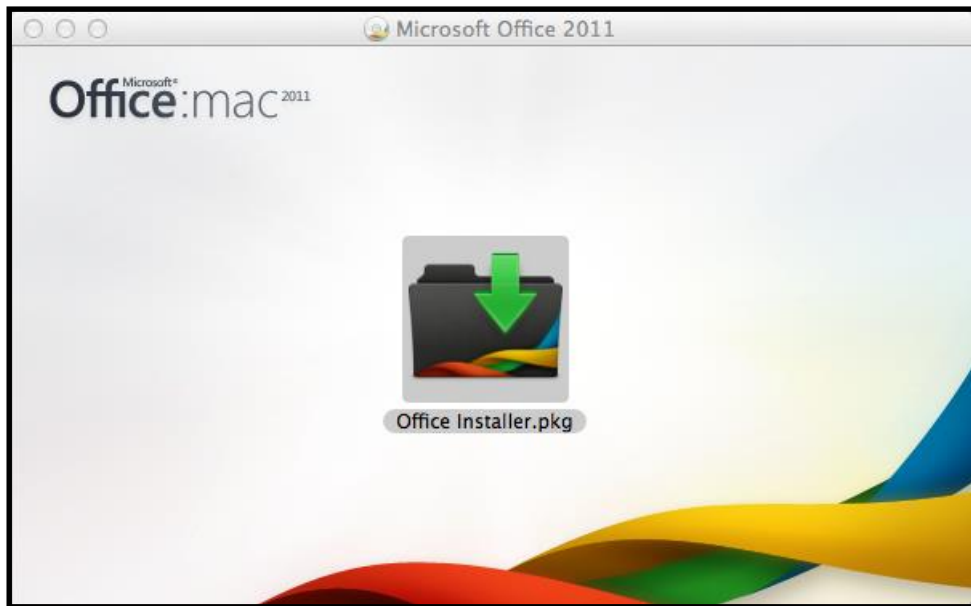
3.6 STEP SIX

Depending on your browser, a window or tab will appear indicating that a file named Setup.X86.en-us_O365ProPlusRetail....exe or Setup.X64.en-us_O365ProPlusRetailexe is being down loaded. Once the file finishes downloading, click on the file to open it.



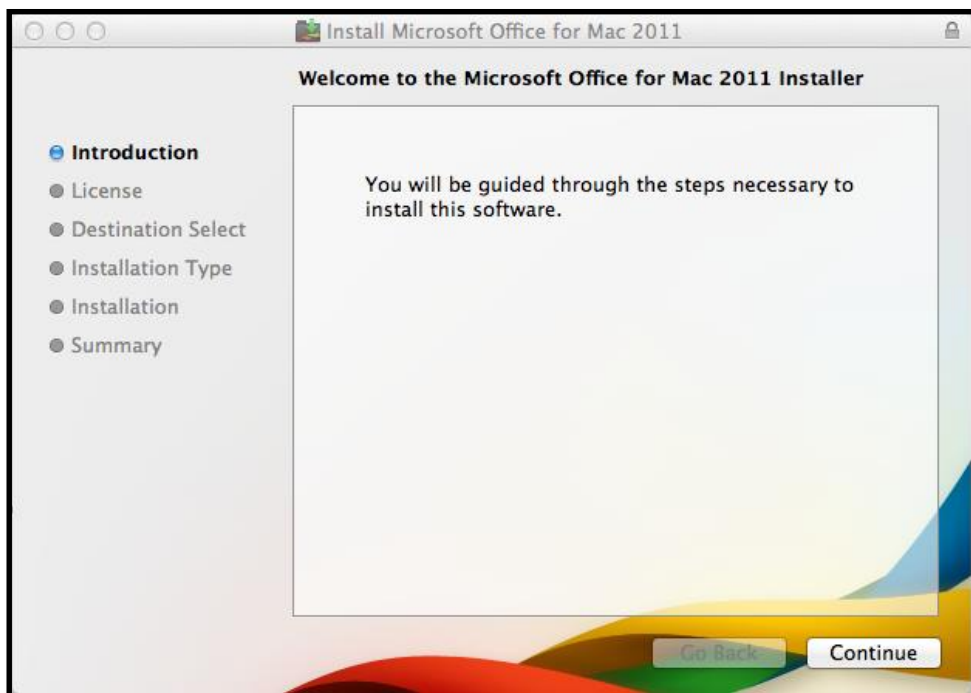
3.7 STEP SEVEN

After clicking the file, it will ask you if you would like to run the file. Click the “Run” button to continue.



3.8 STEP EIGHT

The installation screen will appear. Click the “Continue” button in the lower right corner.



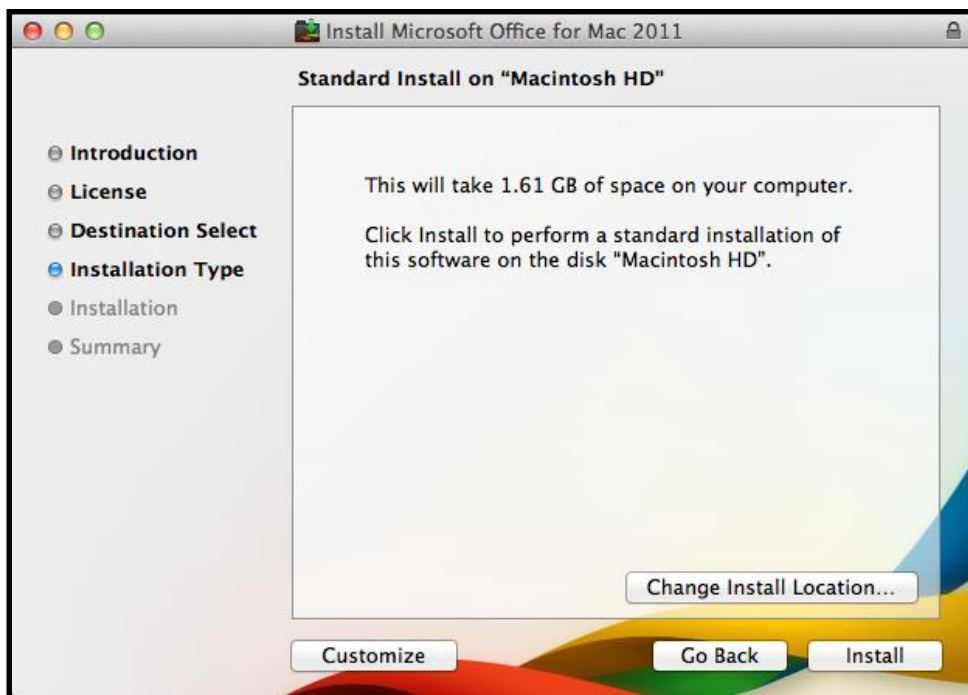
3.9 STEP NINE

You will then be taken to the license agreement page. Click “Continue” in the lower right hand corner.



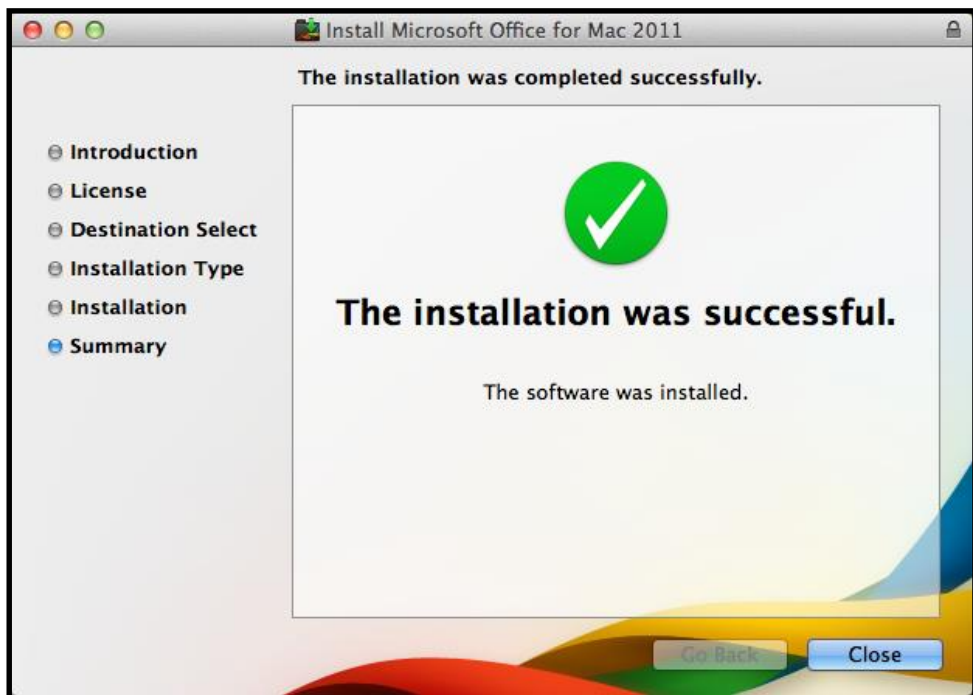
3.10 STEP TEN

You will click through the Destination Select screen and come to the Installation Type screen. Click “Install” in the lower right hand corner.



3.11 STEP ELEVEN

You will see it starting to install.



3.12 STEP TWELVE

You can now open any of your office products by selecting them from the list of Applications.



3.13 ADDITIONAL HELP FOR OFFICE 2013

Office 365 has set up a number of websites with helpful tutorials and additional documentation. These websites are listed below.

- *Office 365 learning center.*
<http://office.microsoft.com/en-us/office-home-for-office-365-FX102821134.aspx>
- *An introduction to Office 365.*
<http://office.microsoft.com/en-us/office365-suite-help/get-started-with-office-365-HA102818409.aspx>
- *An introduction to using Office and Office online.*
<http://office.microsoft.com/en-us/office365-suite-help/start-using-office-and-office-online-HA103106031.aspx>
- *Creating your first Word 2013 document*
<http://office.microsoft.com/en-us/support/create-your-first-word-2013-document-training-RZ102925121.aspx>
- *Creating your first Excell 2013 workbook*
<http://office.microsoft.com/en-us/support/create-your-first-excel-2013-workbook-RZ102925073.aspx>
- *Creating your first PowerPoint 2013 presentation*
<http://office.microsoft.com/en-us/support/create-your-first-powerpoint-2013-presentation-RZ102925085.aspx>
- *Creating your first OneNote 2013 notebook*
<http://office.microsoft.com/en-us/support/create-your-first-onenote-2013-notebook-RZ102925079.aspx>