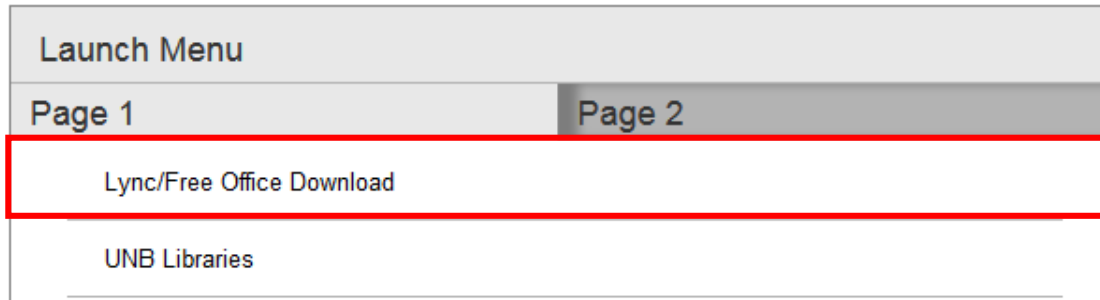


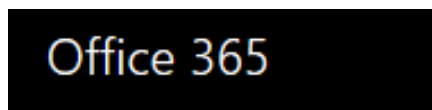
# Installing MS Office 2013 on Your Personal Windows Computer

**Note:** These instructions are for **personal computers only**. Please contact your Departmental Level 1 or the ITS Help Desk ([helpdesk@unb.ca](mailto:helpdesk@unb.ca)) for details on how to upgrade your UNB-owned computer to Office 2013.

1. Log in to your myUNB Portal (<http://my.unb.ca>).
2. Select **Lync/Free Office Download** from the Launch Menu.



3. In the window that appears, select **Office** from the left hand menu.



Software

Office

Lync

Phone & tablet

4. On the **Office** page, click **Install**.

## Office

Install the latest version of Office

This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.



Language:

English (United States) ▼

Version:

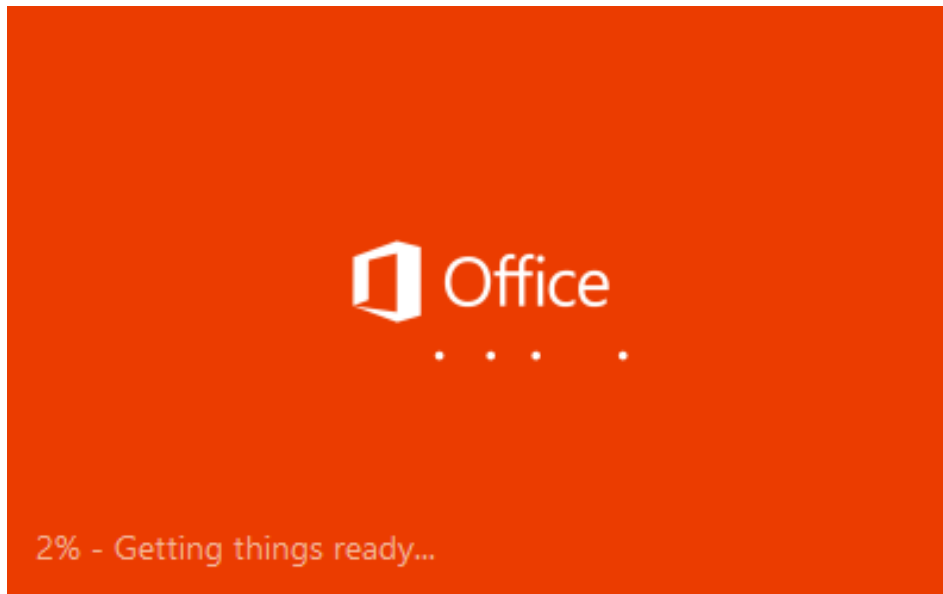
32-bit (recommended) [advanced](#)

**Note:** Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)

install

5. Click **Save** and then **Run** the setup file.
6. Office will begin to download and install. This will take several minutes and will require a network connection.



7. After the installation is complete, a Welcome window will appear. Click **Next**.



## Welcome to your new Office.

We think you'll love it. Let's get started.

Next

8. Decided whether or not to send information to improve Office, then click to **Accept** the License Agreement.



## First things first.

- Send us information to help improve Office
- No thanks

The information sent to Microsoft is to help us and is not used to identify or contact you.  
We take your privacy seriously. [Learn more](#)

This product also comes with Office Automatic Updates. [Learn more](#)

By clicking "Accept" you agree to the Microsoft Office License Agreement. [View Agreement](#)

Accept

9. You will then be asked to sign in. Click **Sign in**, then enter your '**UNB Login ID**'@unb.ca (ex. jdoe@unb.ca, e6p57@unb.ca) and 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).

Next

10. On the next page, select **Organizational account**.

## We Need a Little More Help

It looks like you use the same email address with more than one account. Please select the type of account which you would like to use to sign in.



### Microsoft account

Sign in with the account you use for SkyDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



### Organizational account

Sign in with the account provided by your work, school, or university.

When you sign in, your documents and settings are online

[Learn more](#) | [Privacy statement](#)

11. Enter your **UNB Password** and click **Sign in**.

## Sign In

User ID:

e6p46@unb.ca

Password:

\*\*\*\*\*

Keep me signed in

Sign in

Can't access your account?

12. Continue through the remaining prompts by clicking **Next**. The installation will then finish up. You may begin to use Office, but do not restart or remove your network connection.



You can use Office now.

 We're wrapping things up — please stay online as we make some finishing touches.

13. Once the installation is complete, click **All done!** to finish.



You're good to go.

We're all done, and you can now go offline if you need to. Enjoy!

All done!