

Microsoft Word Installation Guide

This guide explains how to download and install Microsoft Word (Microsoft 365 and Office) on window users.

Step 1. Open the shared drive and go to the MS Word folder

Go to Software > Update 2026 > BSc Computing > Year 1 > Windows > MS Word.

X 1 selected			
Name	Date modified	File size	Sort
WINDOWS Software Collection	2 Jun 2023 Prabin Sharma	—	
Update 2026	3 May Jenif Shrestha	—	
MAC Software Collection	7 Jan 2020 Prabin Sharma	—	
ISO	29 Jan 2023 Shubhashish Tamra	—	

Software > Update 2026 > BSc Networking			
X 1 selected			
Name	Date modified	File size	Sort
Year 3	23 Mar Jenif Shrestha	—	
Year 2	23 Mar Jenif Shrestha	—	
Year 1	23 Mar Jenif Shrestha	—	

Software > Update 2026			
X 1 selected			
Name	Date modified	File size	Sort
MScIT	10 Apr Jenif Shrestha	—	
MBA	24 Mar Jenif Shrestha	—	
BSc Networking	21 Apr Jenif Shrestha	—	
BSc Multimedia	21 Apr Jenif Shrestha	—	
BSc Computing	26 Mar Jenif Shrestha	—	
BBA/BAF	27 Mar Jenif Shrestha	—	

... > BSc Computing > Year 1

Type

People

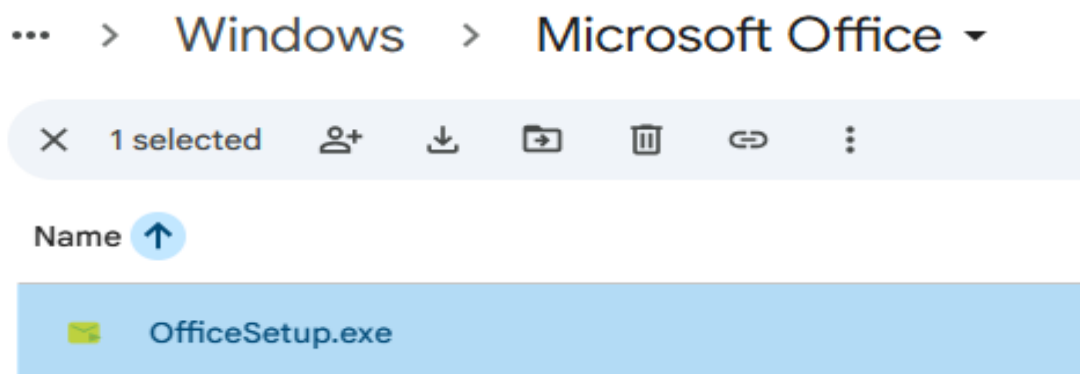
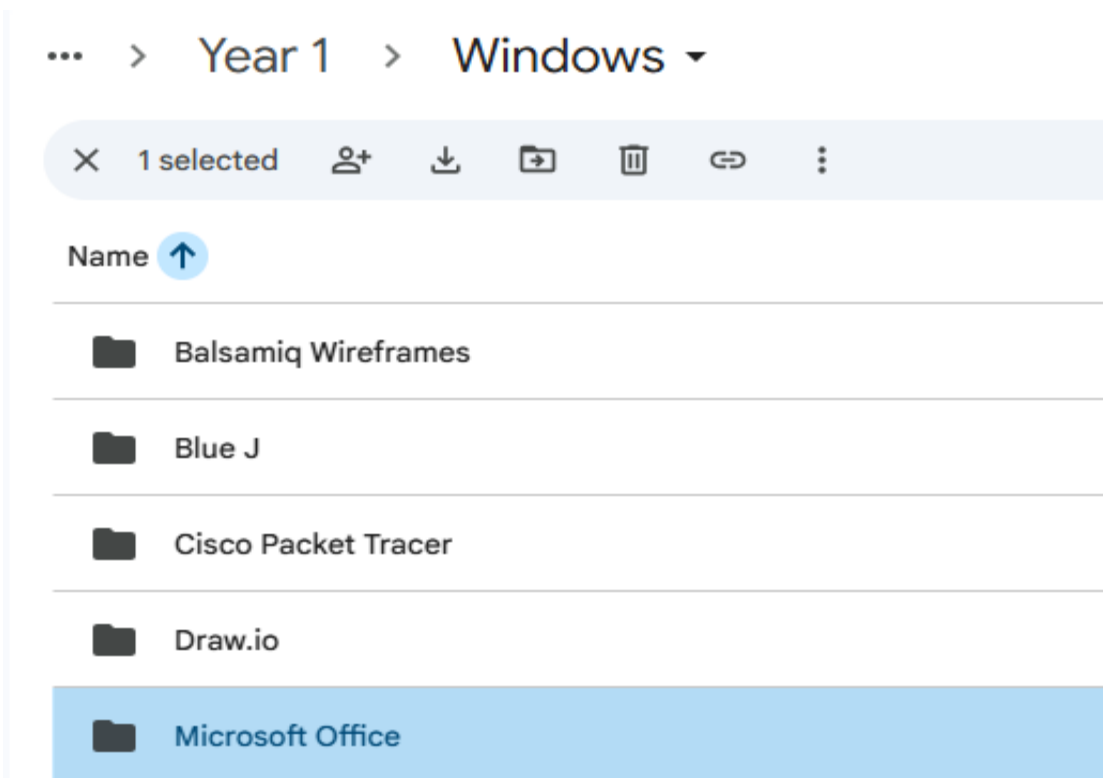
Modified

Source

Name

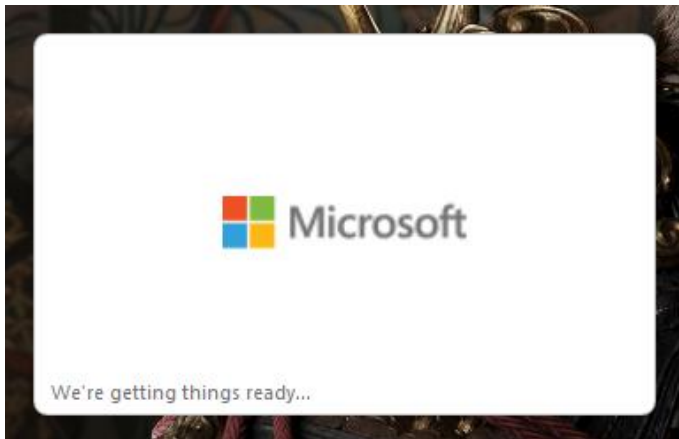
MacOS

Windows



Step 2: Run the installer

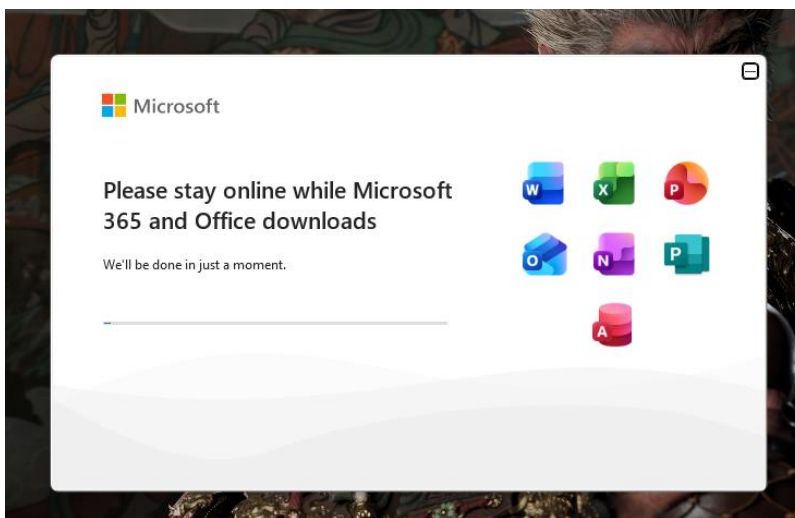
Open the downloaded installer file. A Microsoft window will appear while it prepares the setup process.



The installer is preparing to launch.

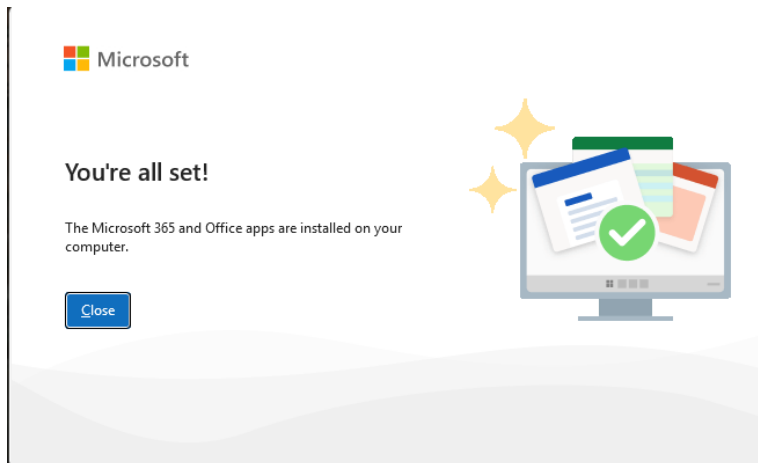
Step 3: Wait for the download and installation

Keep your computer connected to the internet while Microsoft 365 and Office download and install. A progress bar shows how far along the installation is. This step can take several minutes.



Microsoft 365 and Office apps downloading.

Note: Do not close this window or disconnect from the internet until the installation finishes.

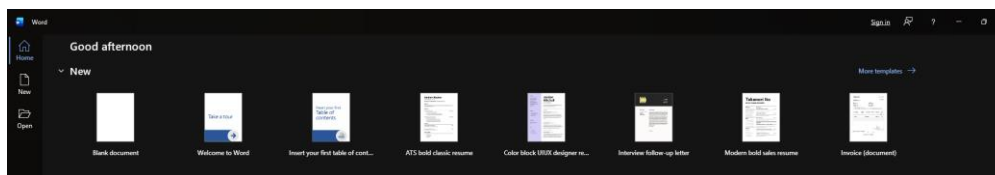


Setup complete — ready to use Word.

You're All Set

Step 4: Open Word for the first time

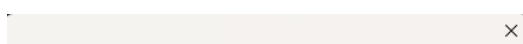
Once installation completes, open Word from the Start menu. You'll see the Word start screen with options to create a blank document or choose from templates.



The Word starts screen with templates.

Step 5: Sign in to your Microsoft account

Click "Sign in" and enter the email, phone number, or Skype ID associated with your Microsoft account, then click "Next" to continue. Signing in activates your Microsoft 365 subscription and enables cloud features like OneDrive saving.



Microsoft

Sign in

Email, phone, or Skype

No account? [Create one!](#)

Next

Signing in with your London Met Account.

Step 6: Finish setup

After signing in, you'll see a confirmation screen letting you know Microsoft 365 and the Office apps are installed on your computer. Click "Close" to finish.