

# How to install Microsoft Office.

# Do you have a LMU (London Met University) ID?

## If you have LMU ID, then follow the following steps:

**Step 1:** Go to <u>https://www.office.com</u> and sign in with your LMU ID and click on Install.

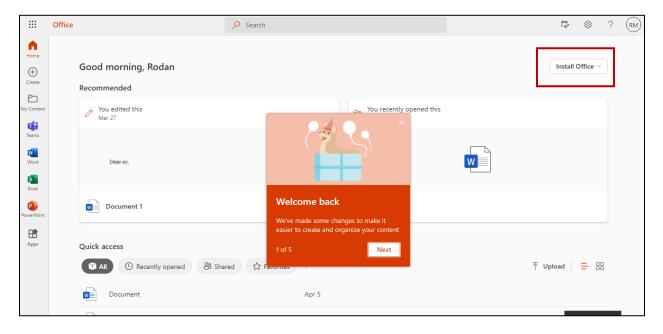


Figure 1: Selecting Install Office.

The setup file will be downloaded for you.

### If you don't have LMU ID, follow the following below steps:

#### FOR WINDOWS USERS

Step 1: Login to Gmail with your college ID.

Step 2: Open Drive of the following mail.

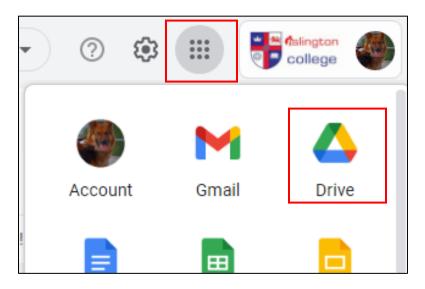


Figure 2: To open Drive

Step 3: Go to shared drives.

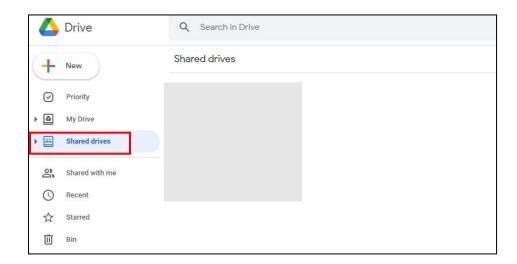


Figure 3: Selecting Shared Drives.

Step 4: Click on hidden shared drives.

Q Search in Drive	크는	? \$	
Shared drives		Hidden shared	drives

Figure 4: Selecting Hidden Shared Drives.

#### Step 5: Click on software.

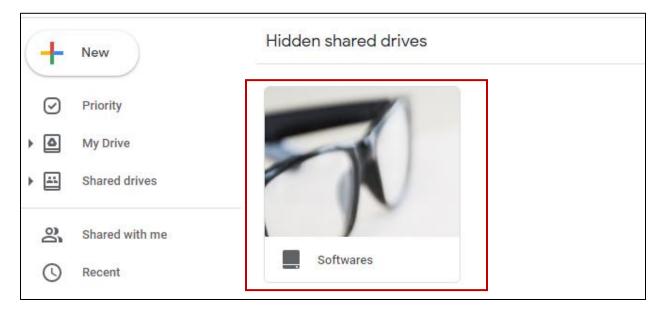


Figure 5: Selecting Software from Hidden Shared Drive.

Step 6: Click on Windows Software Collections inside Software.





Step 7: Click on Office inside Windows Software Collection.

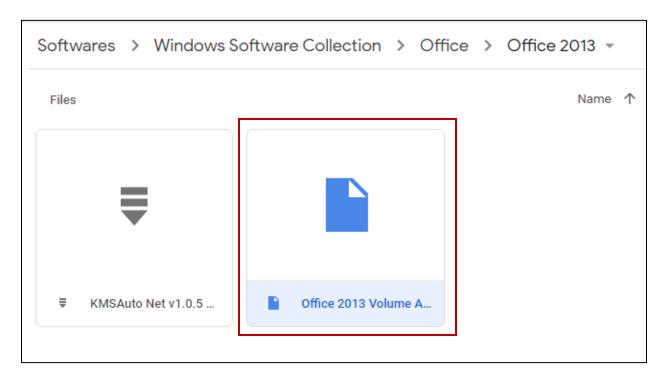
Softwares > Windows Software Collection -			
Folders		Name 个	
Database	Multimedia	Networking	
Office	PDF & Utilites	VM	
L	1		

Figure 7: Selecting Office from Windows Software Collection.

Step 8: Click on Office 2013 inside Office.

Softwares > Windows Software Collection > Office -
Folders
Office 2013
Files

Figure 8: Selecting Office 2013.



Step 9: Click on Office 2013 Volume All Edition.iso and Download it.

Figure 9: Selecting Office 2013 iso file.

Step 10: From the downloaded file install word on your device.

## FOR INTEL MAC USERS

Step 1: Login to Gmail with your college ID.

Step 2: Open Drive of the following mail.

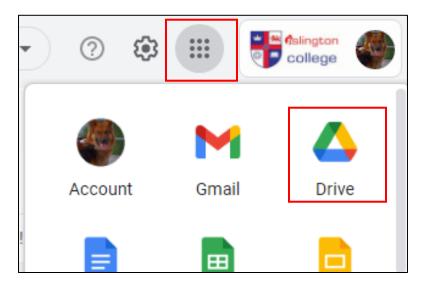


Figure 10: To open Drive

Step 3: Go to shared drives.

	Drive	Q Search in Drive
-	New	Shared drives
$\odot$	Priority	
• @	My Drive	
•	Shared drives	
20	Shared with me	
0	Recent	
$\overrightarrow{\mathbf{v}}$	Starred	
Ū	Bin	

Figure 11: Selecting Shared Drives.

Step 4: Click on hidden shared drives.

Q Search in Drive	?	÷	
Shared drives	Hidde	n shared o	drives



#### Step 5: Click on software.

+	New	Hidden shared drives
$\bigcirc$	Priority	
•	My Drive	
•	Shared drives	
<u>j</u> e	Shared with me	
0	Recent	Softwares

Figure 13: Selecting Software from Hidden Shared Drive.

### Step 6: Click on MAC Software Collections inside Software.

Folders Name 🔨				
Driver Pack	MAC Software Collection	OS & ISO	Windows Software Coll	

Figure 14: Selecting MAC Software collection.

Step 7: Click on Office inside MAC Software Collection.

Softwares > MAC Software Collection -				
Folders				
Multimedia	Office	Utilities		

Figure 15: Selecting Office from software collection.



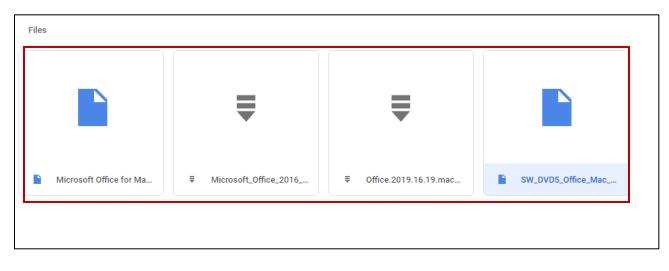


Figure 16: Selecting the desired office file.