



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 <https://www.office.com> and sign in with your LMU ID and click on Install.

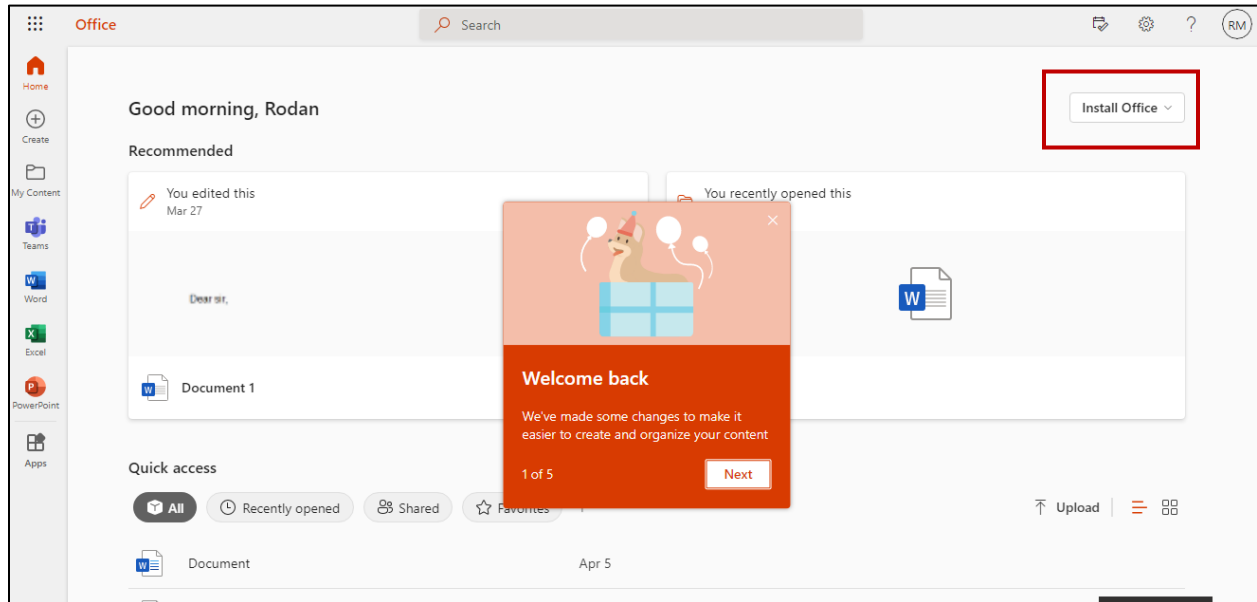


Figure 1: Selecting Install Office.

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.

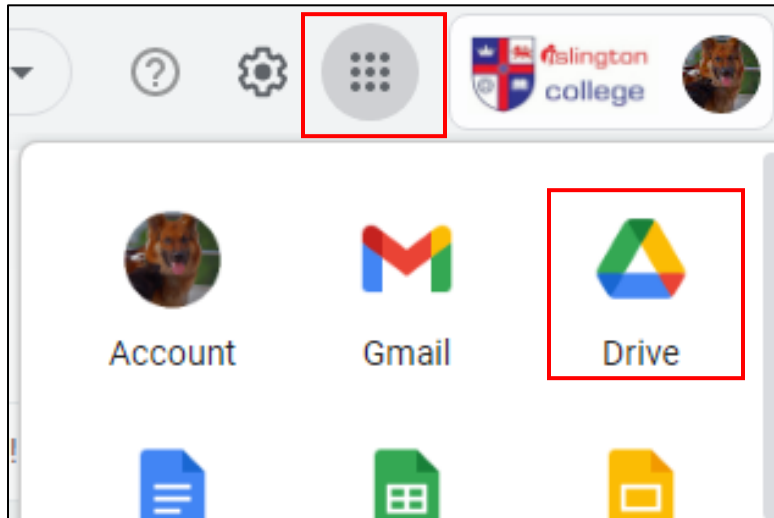


Figure 2: To open Drive

Step 3: Go to shared drives.

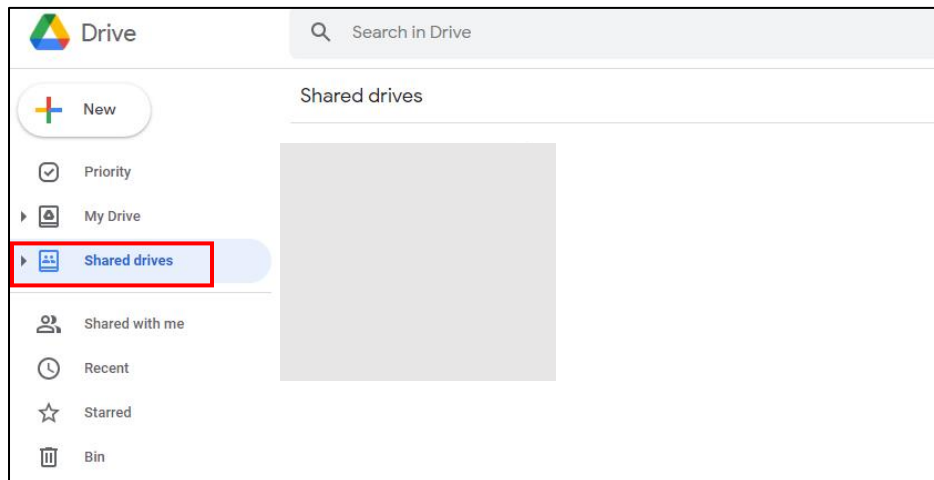


Figure 3: Selecting Shared Drives.

Step 4: Click on hidden shared drives.

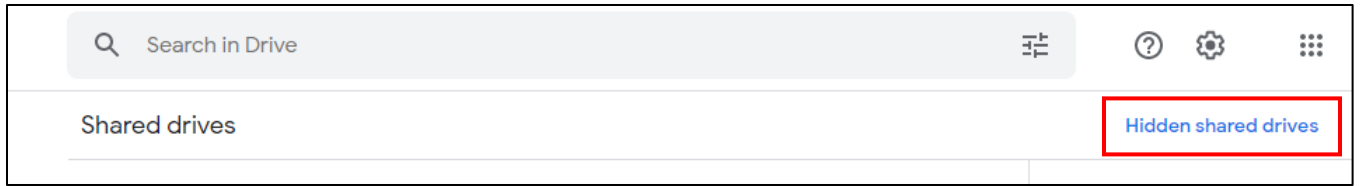


Figure 4: Selecting Hidden Shared Drives.

Step 5: Click on software.

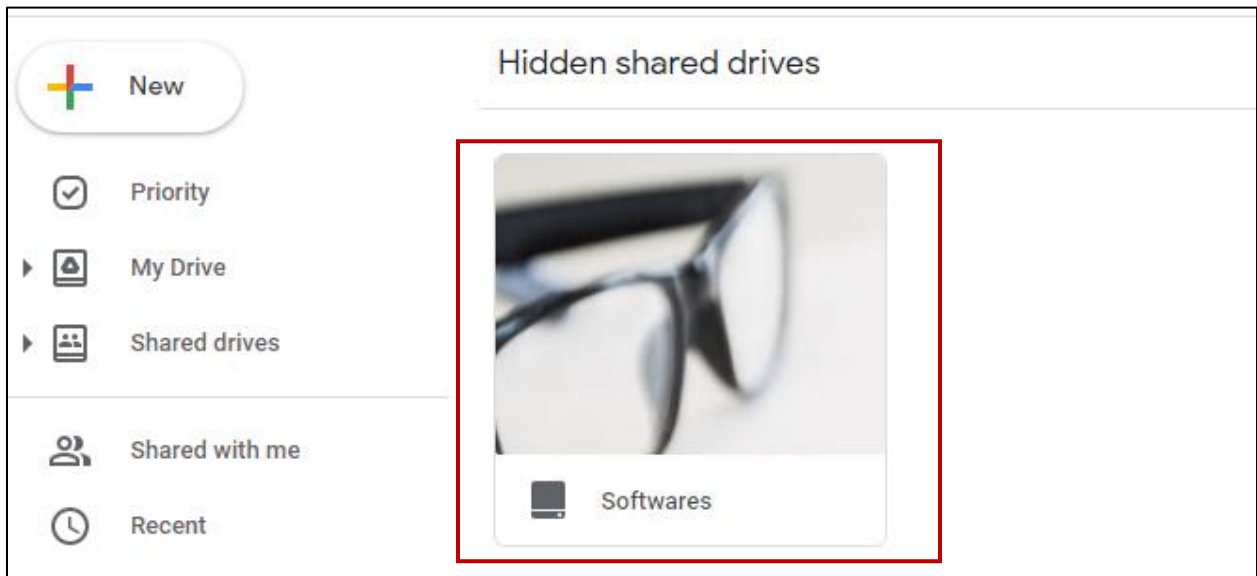


Figure 5: Selecting Software from Hidden Shared Drive.

Step 6: Click on Windows Software Collections inside Software.

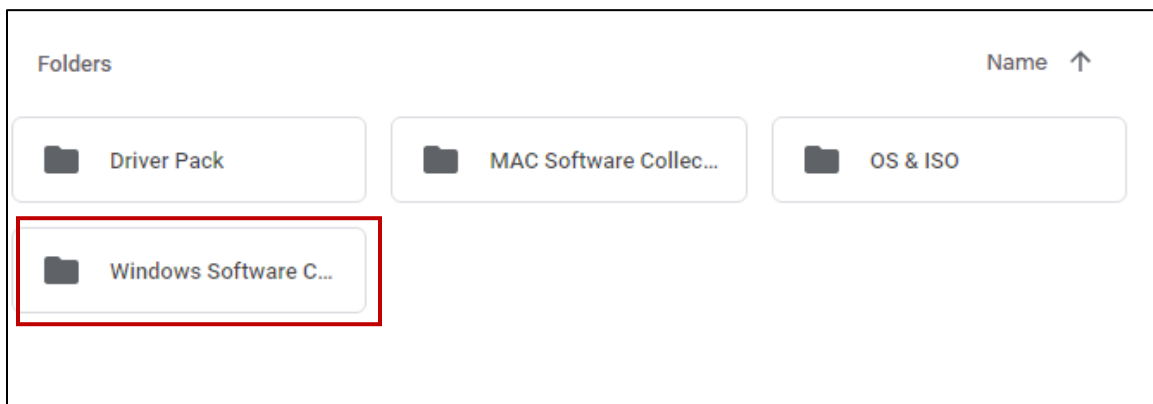


Figure 6: Selecting Windows Software Collections.

Step 7: Click on Office inside Windows Software Collection.

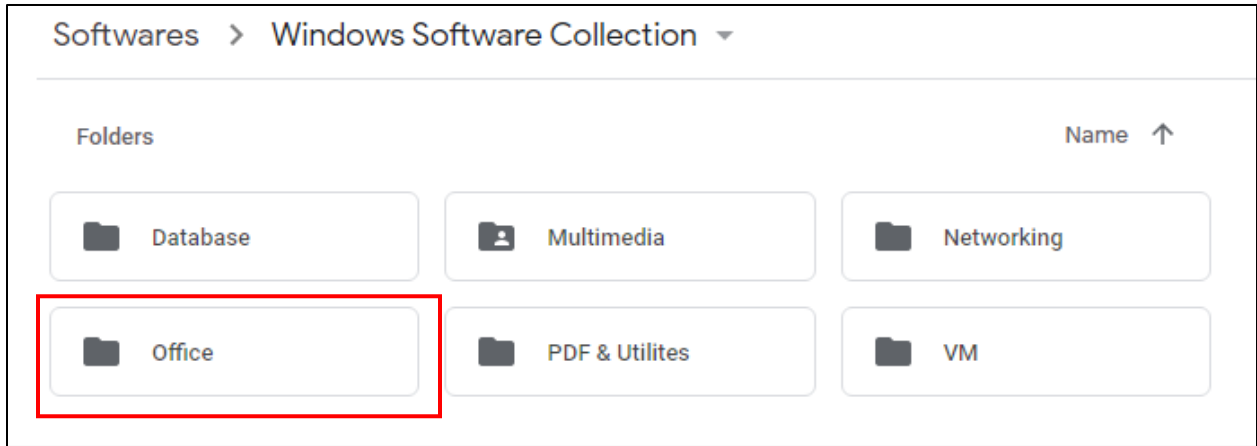


Figure 7: Selecting Office from Windows Software Collection.

Step 8: Click on Office 2013 inside Office.

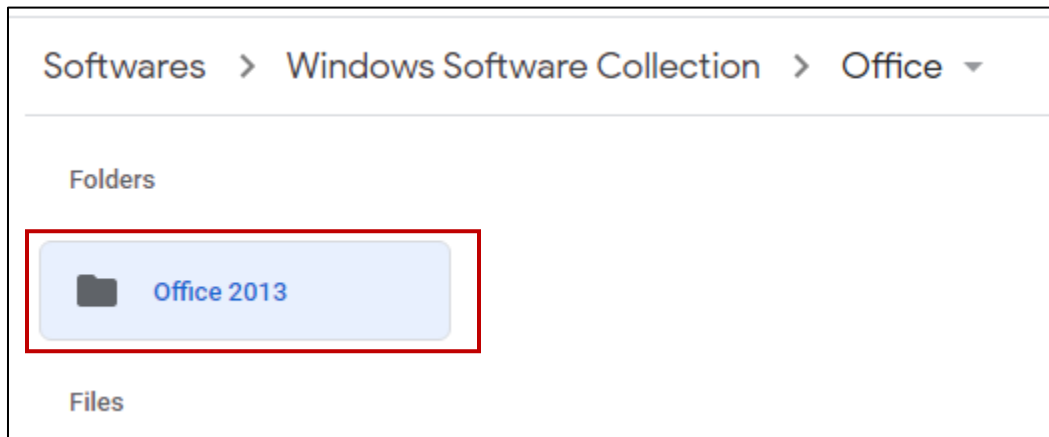


Figure 8: Selecting Office 2013.

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

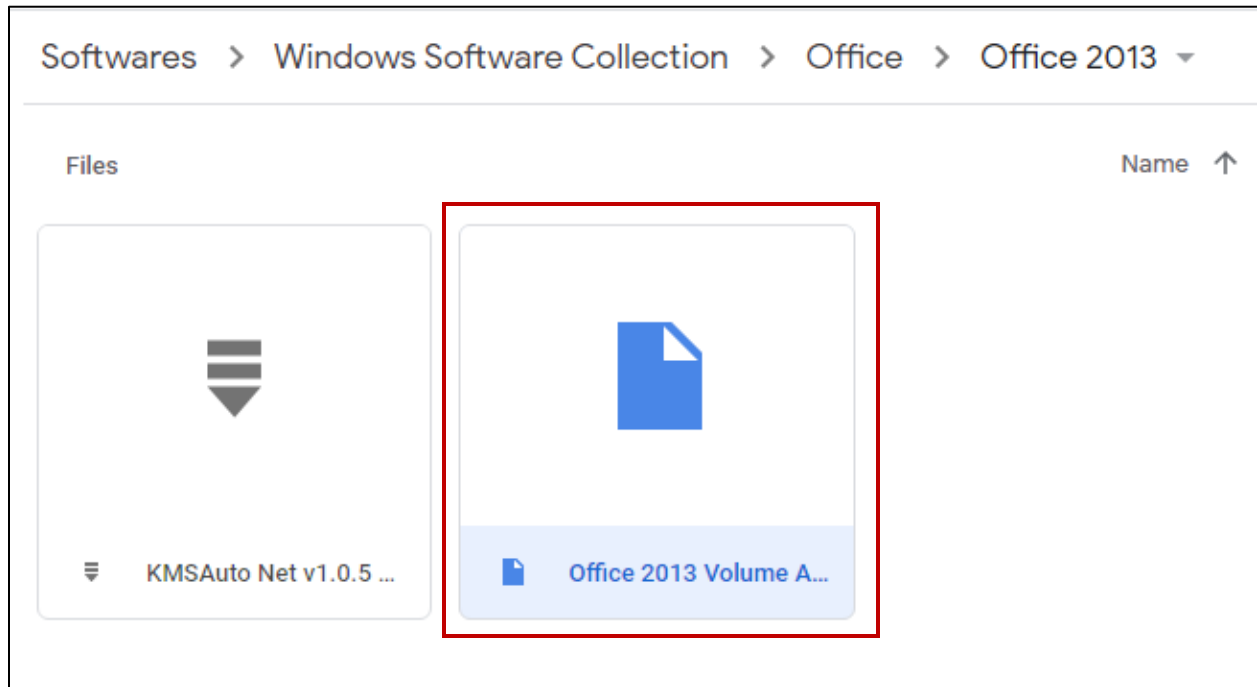


Figure 9: Selecting Office 2013 iso file.

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.

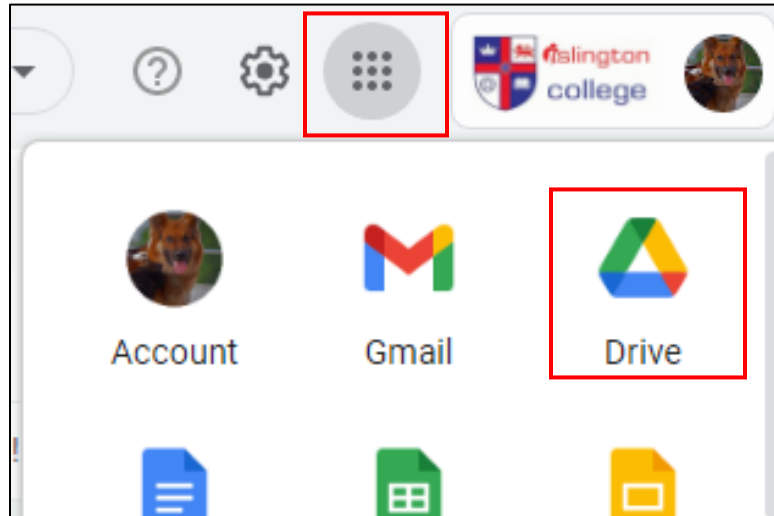


Figure 10: To open Drive

Step 3: Go to shared drives.

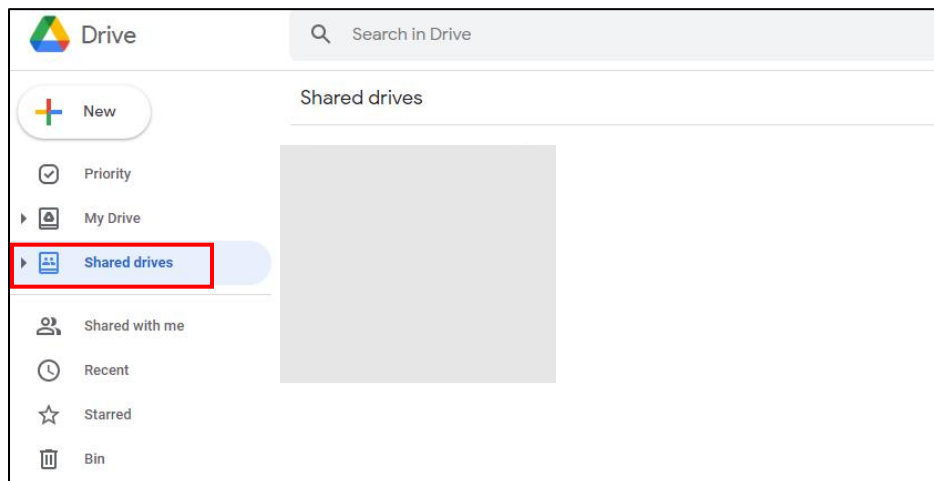


Figure 11: Selecting Shared Drives.

Step 4: Click on hidden shared drives.

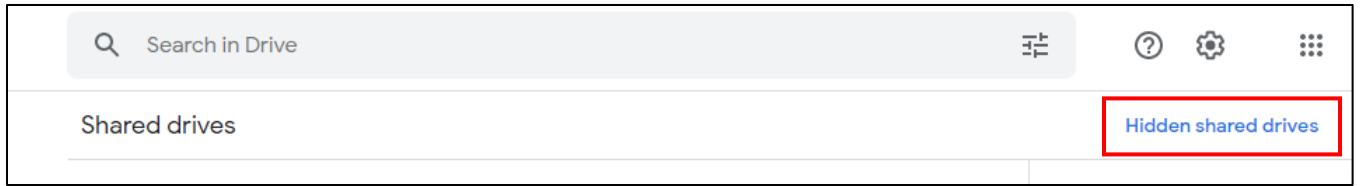


Figure 12: Selecting Hidden Shared Drives.

Step 5: Click on software.

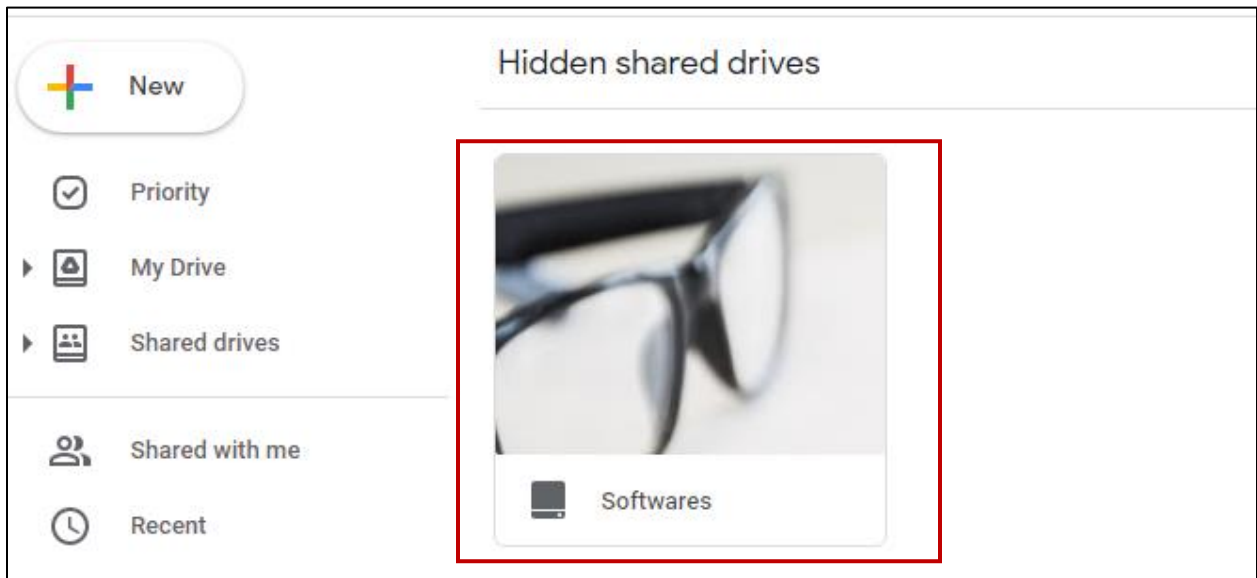


Figure 13: Selecting Software from Hidden Shared Drive.

Step 6: Click on MAC Software Collections inside Software.



Figure 14: Selecting MAC Software collection.

Step 7: Click on Office inside MAC Software Collection.



Figure 15: Selecting Office from software collection.

Step 8: Select and download the desired office file.

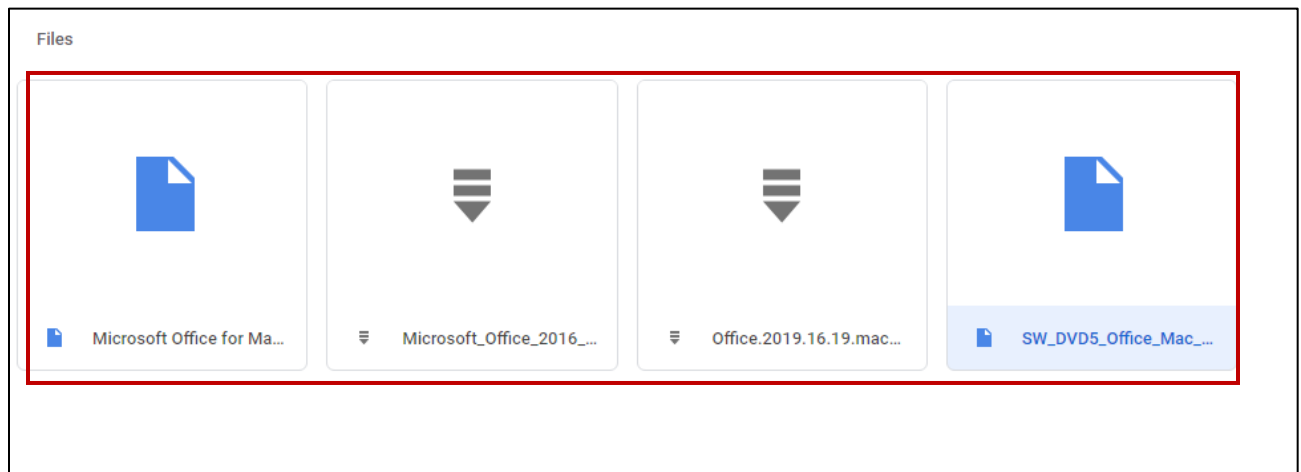


Figure 16: Selecting the desired office file.