

Office 365 Install Instructions

Student Affairs Information Technology

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For SAIT-issued laptop users to perform the Office 365 upgrade remotely.

**Please perform the install between
June 15 – 25, 2021**

Estimated time to complete: 30 minutes

INSTRUCTIONS

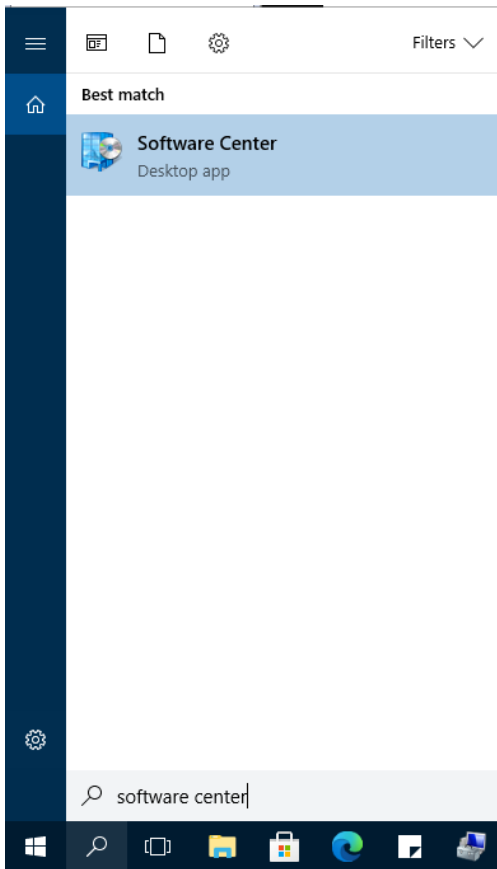
- 1. Before starting the installation procedure, please make sure you are connected to Pulse Secure VPN.**

For instructions on how to connect, please see this document:

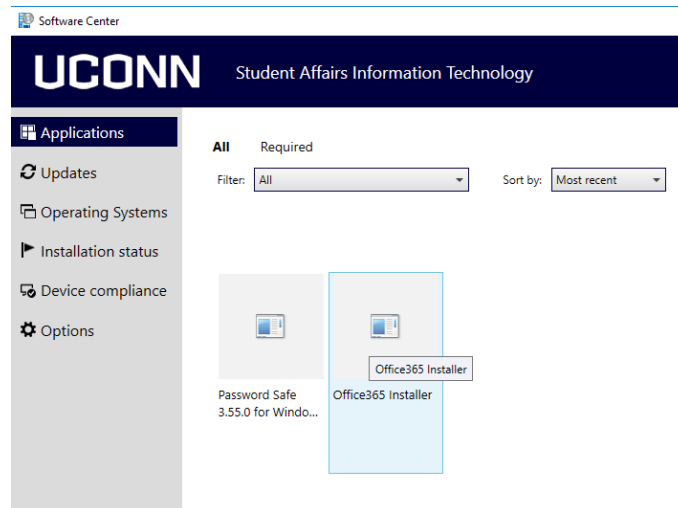
[Connect a Computer to the UConn Network \(VPN\)](#)

2. Click the Windows Search icon  and then type “**Software Center**”

3. Open up the Software Center application that appears:

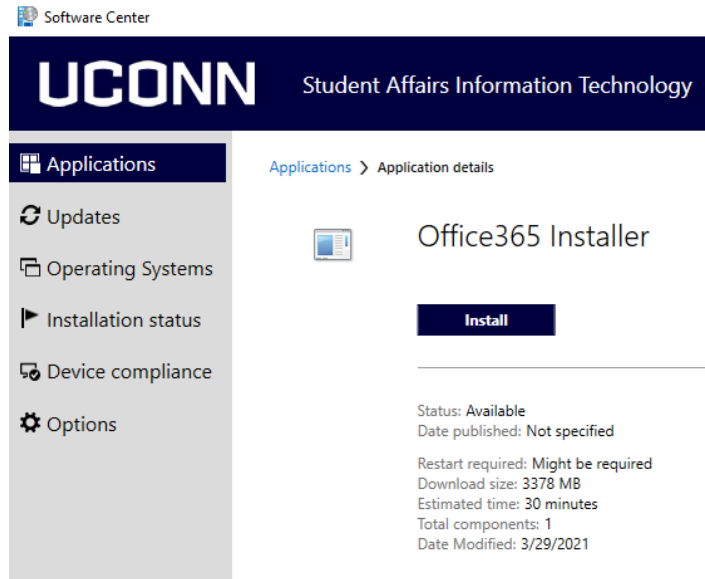


4. Under the Applications tab, you'll have an icon called Office365 Installer:

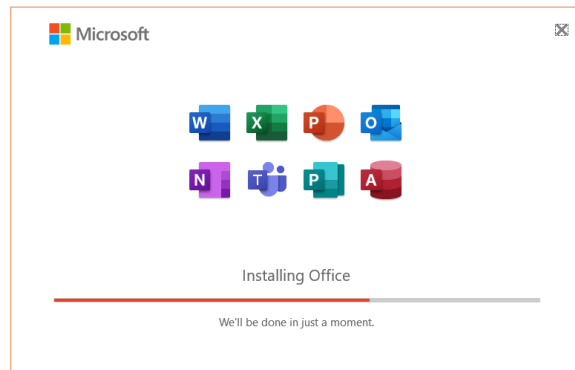
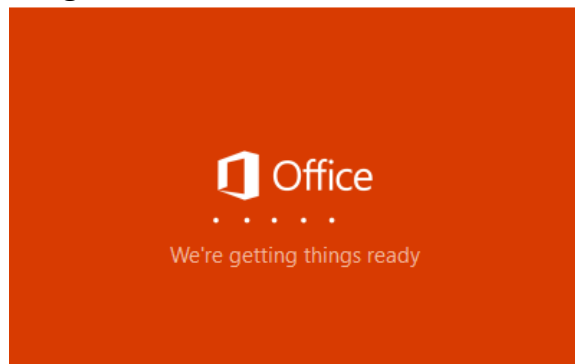


NOTE: If you have just connected to the VPN, it may take up to 5 minutes for the Office365 Installer to appear.

5. Click into this and then select Install:



6. The installation will begin and show the windows below:



7. You can still work while Office 365 installs, but you will not be able to use any Office applications while the installation is taking place.

It should take around 30 minutes to complete and **remember -- do not disconnect from Pulse Secure until the installation has completed.**

8. The following window will pop up when the installation has completed:

