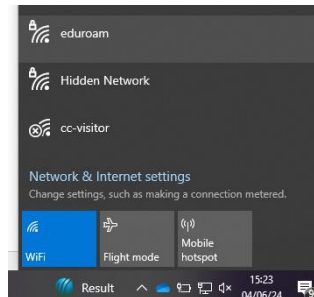


Install Office 365 onto a Personal Device (Windows)

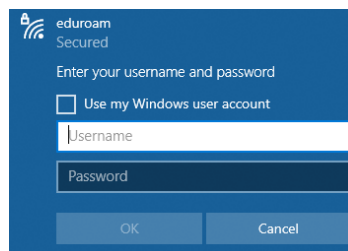
This guide will run through how to download, install and setup Microsoft 365 on your personal Windows device.

Firstly, make sure your device is connected to the internet. If you are on a Cornwall college campus you can connect to the eduroam Wi-Fi by performing the following:

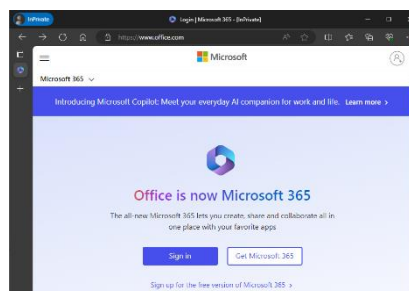
1. Open your Wi-Fi settings by clicking on the network in the bottom right of the screen, then click on the “eduroam” connection.



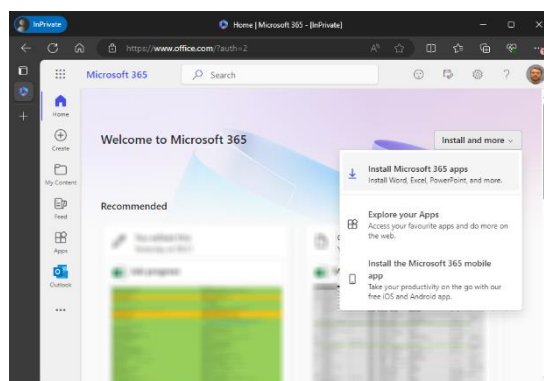
2. Enter your Cornwall college email address and password and click “OK”.



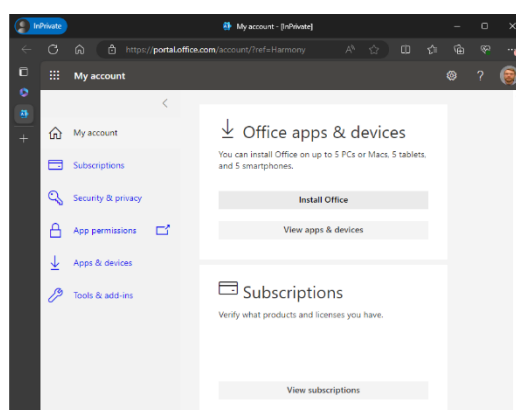
Once connected to the internet open your internet browser and navigate to www.office.com, click sign in and enter your college email then click “Next” and then enter your college password.



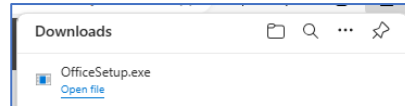
At the welcome screen click on the “Install and more” box and then click “Install Microsoft 365 apps”.



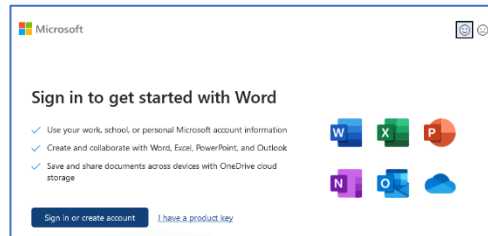
This will redirect to the Microsoft Portal. Click on the “Install Office” button to download the Office setup.



Once the Office setup file has downloaded, open the file, and run through the setup process.

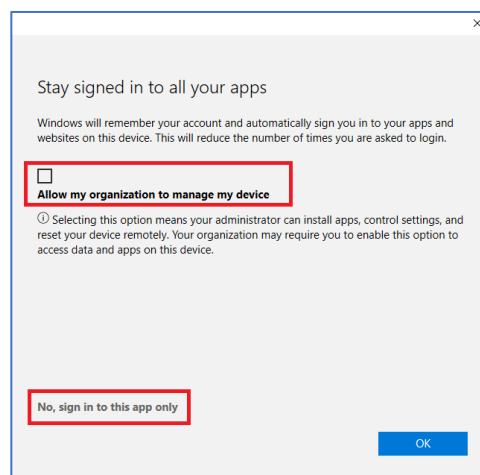


When Office is installed open the required Office application and click the “Sign in or create account” button and enter your Cornwall college email and password.



After you have entered your Cornwall college password and clicked “Sign in” you will be asked if you want to allow your organisation to manage your device.

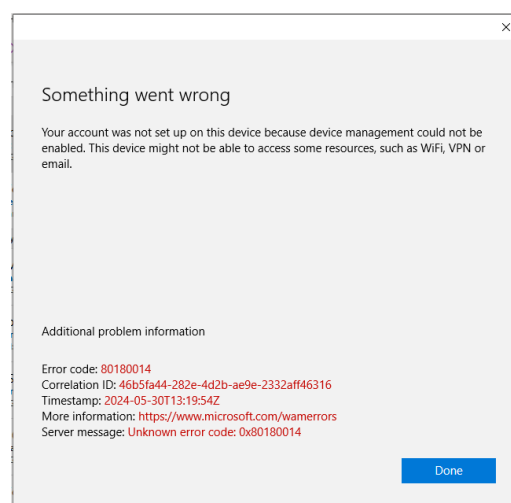
At this screen **unchecked** the “Allow my organisation to manage my device” and **click** the prompt **“No, sign in to this app only”** as shown.



Note

If you click ok on the above you will receive the following error message

If this occurs you should still be logged into O365 so no further action is necessary



Please contact the helpdesk either via email helpdesk@cornwall.ac.uk or call (01209) 616111 if you need any assistance.