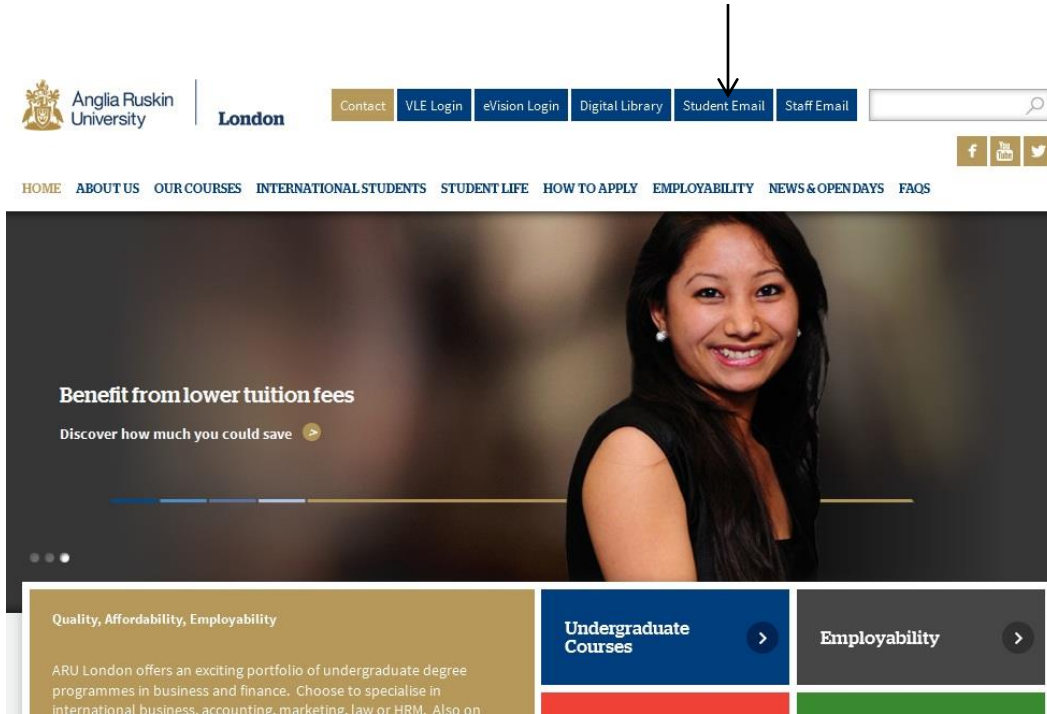


Downloading Microsoft Office

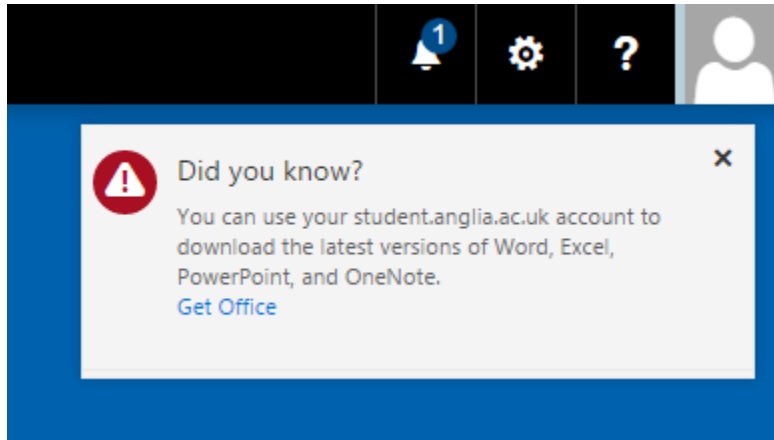
Step 1: Go to lca.anglia.ac.uk and click 'Student E-mail'



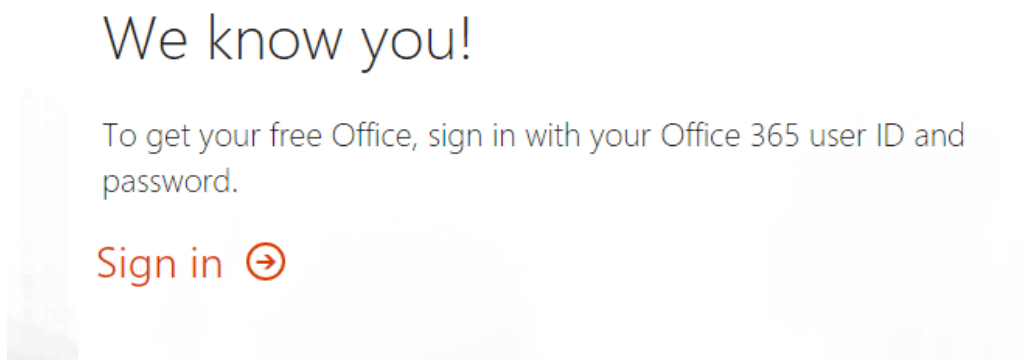
Step 2: Log-in to your Student E-mail using your e:Vision username e.g. abc123@student.anglia.ac.uk and your e:Vision password

The screenshot shows the 'Sign In to Student Email' login form. The form has a title 'Sign In to Student Email' and a note: 'Note: you must enter your Full Username. This may be unfamiliar to you, so please see the example below or expand the Help section for more information.' The form contains two input fields: 'Full Username' and 'Password'. Below the 'Full Username' field is an example: 'E.g. abc123@student.anglia.ac.uk'. Below the 'Password' field is the text: 'Your standard Anglia Ruskin password'. There is a 'Sign In' button and a 'Need help?' link.

Step 3: Once signed in, you should be able to see this notification. If so, click ‘Get Office.’ If you cannot see this, please skip to Step 7



Step 4: On the following page, click Sign In.



Step 5: You should now see the following message. Read the terms and conditions and Microsoft Privacy Policy and click Start.

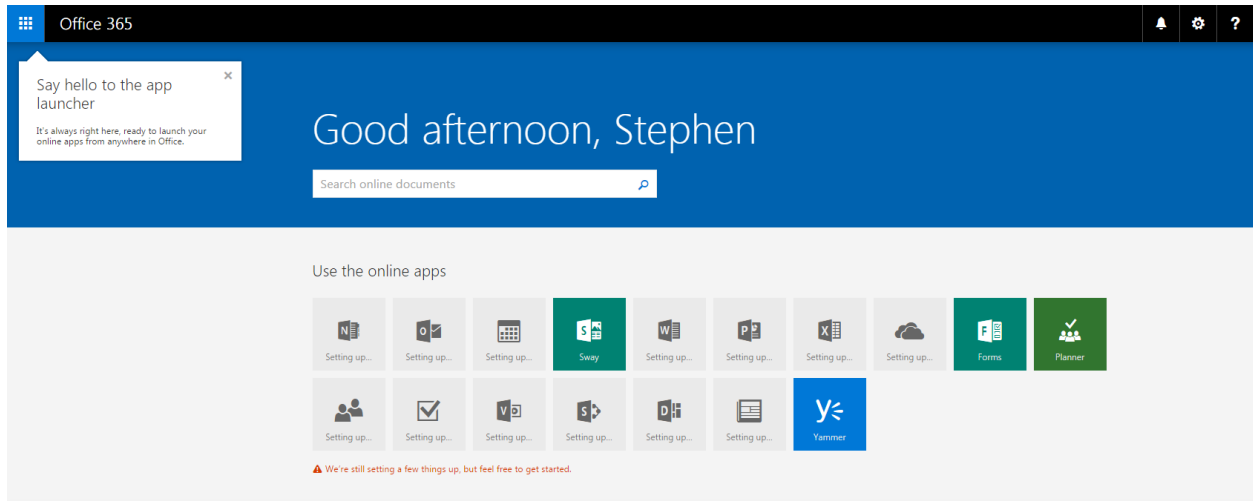
Almost there

You're signed in as XX125@student.anglia.ac.uk

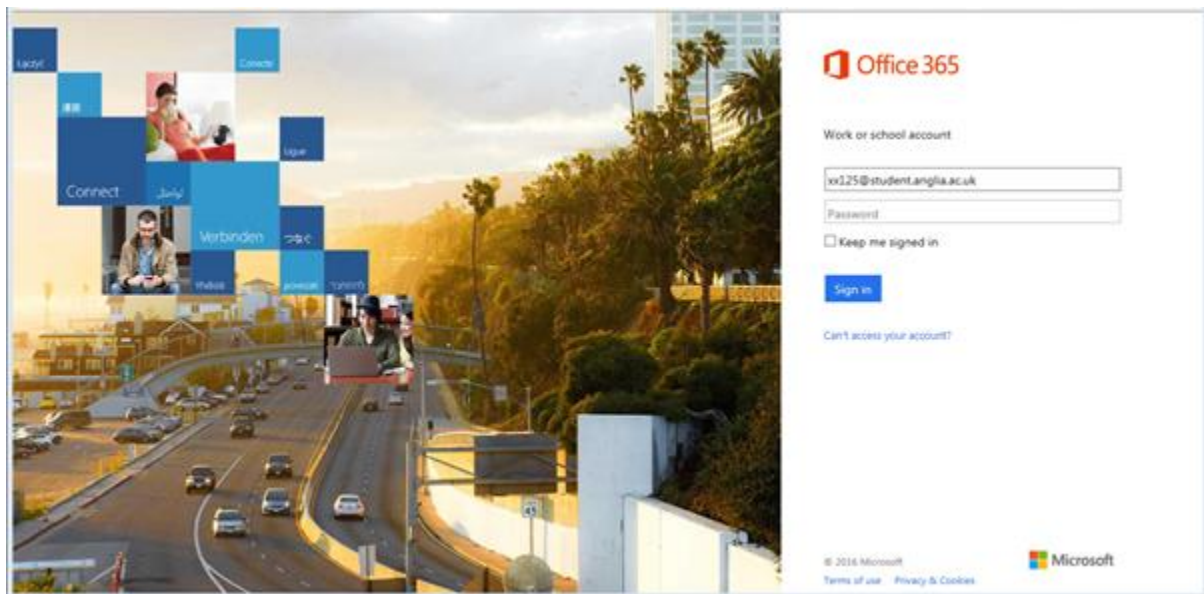
By choosing **Start**, you agree to our [terms and conditions](#) and understand that your name and email address will be visible to other people in your institution. [Microsoft Privacy Policy](#)

Start →

Step 6: Your Office web apps will now be activated and you should see that they are being set up in your account.



Step 7: If you did not see the notification, please go to <https://portal.office.com/>. Log-in using your e:Vision username e.g. abc123@student.anglia.ac.uk and your e:Vision password



Step 8: You will be automatically redirected to the Anglia Ruskin log in page. Once the Anglia Ruskin log in page has loaded, enter your Username (abc123@student.anglia.ac.uk) and Password again and click Sign In.

Sign In to Student Email

Note: you must enter your Full Username. This may be unfamiliar to you, so please see the example below or expand the Help section for more information.

xx125@student.anglia.ac.uk

E.g. ab123@student.anglia.ac.uk

.....

Your standard Anglia Ruskin password

Sign In

[Need help?](#)

Step 9: You should now see the following message. Read the terms and conditions and Microsoft Privacy Policy and click Start.

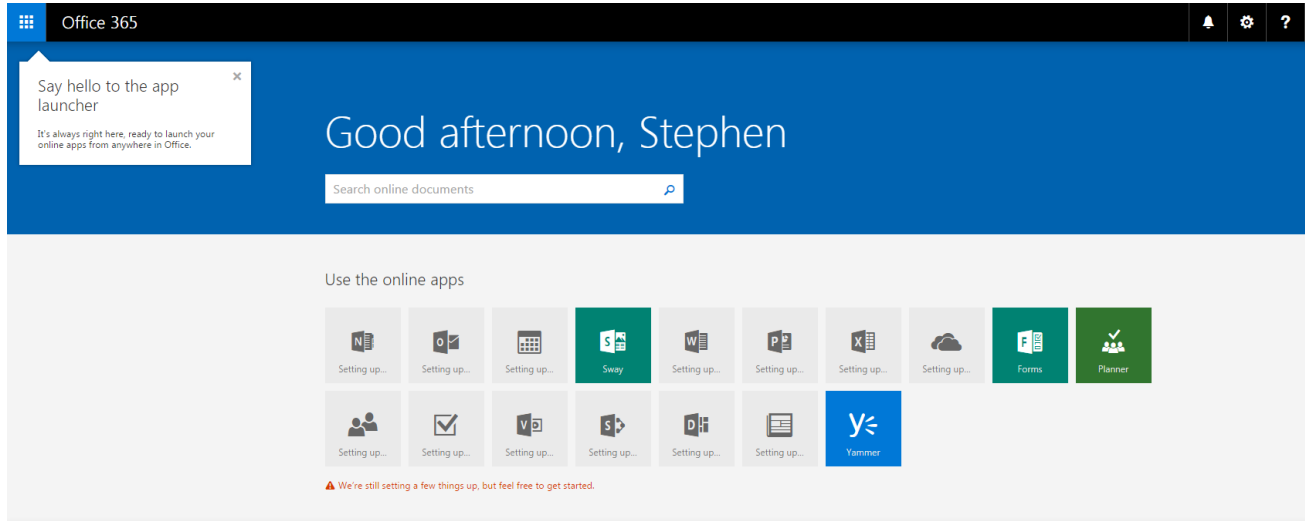
Almost there

You're signed in as XX125@student.anglia.ac.uk

By choosing **Start**, you agree to our [terms and conditions](#) and understand that your name and email address will be visible to other people in your institution. [Microsoft Privacy Policy](#)

Start ➔

Step 10: Your Office web apps will now be activated and you should see that they are being set up in your account.



Step 11: Click on the tile icon at the top left of the screen. Your new web applications will be displayed here for use through your Student email account.

