

## Microsoft 365 Office Windows Upgrade Guide

## Minimum system requirements:

- Processor: 1.6 GHz and up.
- Operating system: Windows 10 and up.
- RAM: 4 GBs of free memory.
- Storage: 10 GBs of available hard drive space.

Installation of Microsoft 365 on Windows computers using the SCCM Software Center

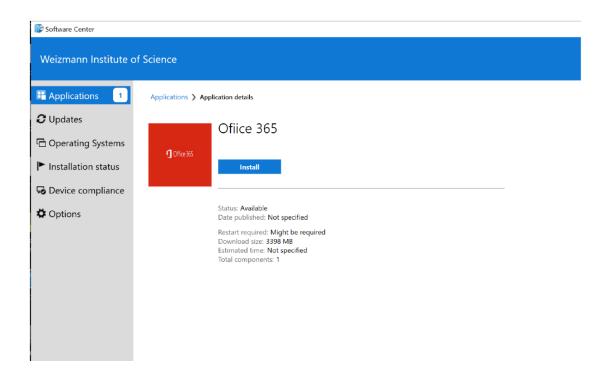
To install Microsoft 365 via SCCM, perform the following:

1. Launch the Software Center, and click the Office 365 icon.

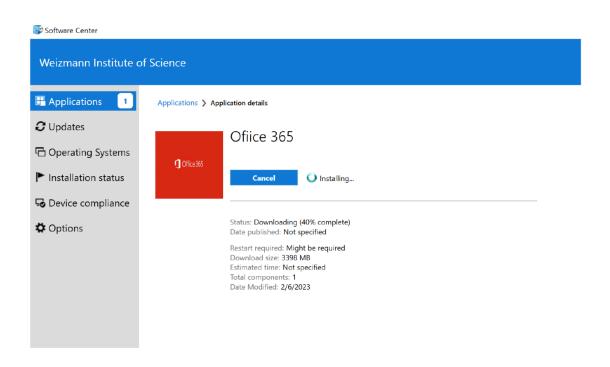
Software Center													- 🗆 ×
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	Adobe Acrobat Reader DC Addres 2009 Addres 2009 Addres 2009	7.20 300 Pantav 1900	Circo labber Circo labber Circo v12:91	Office Professional Plus Microsoft 2016									



2. Click Install to initiate installation.



Wait (approximately 20 minutes) for installation to complete, as installation progress is displayed.





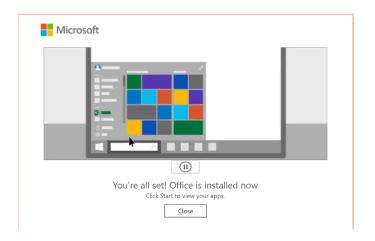
The installation process will remove the previously installed version of Microsoft Office.



Microsoft 365 will then be installed.



Once notified of the installation having completed, the new Office application versions will appear on the Windows Start menu, and you may continue to work as usual. OneDrive may require Microsoft Office sign in to perform synchronization.





3. On launching an Office application (Microsoft Word, as shown in the example below), go to your **Account** settings, then click **Fix me**.

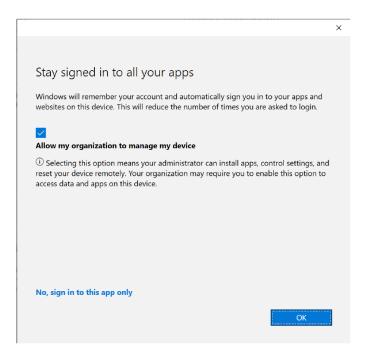
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New	Fix me Fix me Gur Duvilanski Gur Duvilanski@weizmann.ac.il Sign out Switch account Account Privacy Manage Settings Office Background: Clouds	Subscription Product Microsoft 365 Apps for enterprise Belongs to: Gur.Duvilenski@Weizmenn.ac.il This product contains Change License Manage Account Change License Change License Update Office Updates Updates are managed by your system administrator.							
	Office Theme: Colorful   Connected Services: CANT DISPLAY ONLINE SERVICES Sorry: we had a server issue and can't display your connected services: Please by again. Try again Add a service	About       About Word         Learn more about Word, Support, Product ID, and Copyright information.         Version 2208 (Build 15601.20456 Click-to-Run)         Semi-Annual Enterprise Channel         What's New         See the most recently installed updates.							
Account									
Feedback Options									

4. Enter your primary Institute e-mail and password in the Microsoft login window that appears, and click **Sign in**.

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	Sign in with your organizational account	
	Gur.Duvilanski@weizmann.ac.il	
	Gur.Duvilanski@weizmann.ac.ii	
10 C	Password	
	Sign in	
	© 2018 Microsoft https://preset.weizmann.ac.il	



5. On the next window to appear, click **No, sign in to this app only**.



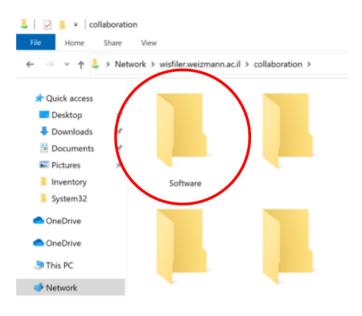
From this point on, you'll be able to access your OneDrive-synchronized files via all Microsoft 365 Office applications.



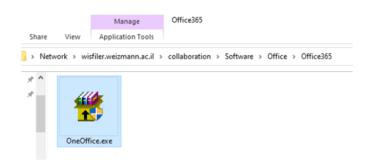
## Manual Installation of Microsoft 365 on Windows computers

To manually install Microsoft 365, perform the following:

Connect to the shared Software folder, and to the Office 365 folder within it, by pressing Windows+R to invoke the Windows Run command, entering
 <u>\wisfiler</u>.weizmann.ac.il\collaboration and clicking OK on the window that appears, then entering your Institute user ID and password. Click to navigate into the Software folder on the window that appears, then into the Office and Office 365 folders.

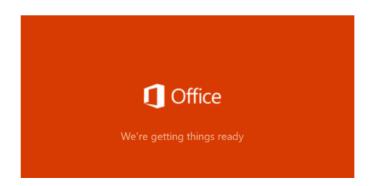


2. Launch **OneOffice.exe** and click **Install** to proceed with installation (which requires approximately 20 minutes).

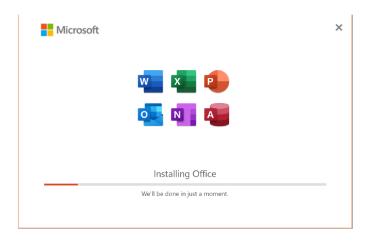




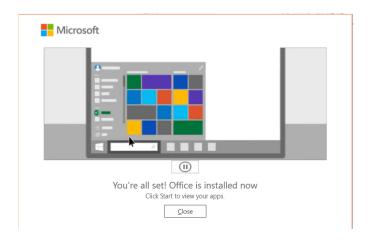
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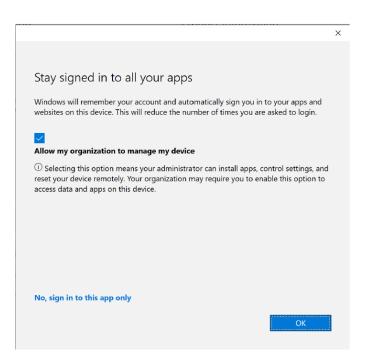
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3. On launching an Office application, sign in to Office with your Institute e-mail address and password on the Microsoft login window that appears, to fully activate it.

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ann.ac.il
reset.weizmann.ac.il

4. On the next window to appear, click **No, sign in to this app only**.



Once signed in, you'll be able to access all Office applications as usual.