

## Microsoft 365 Office Windows Upgrade Guide

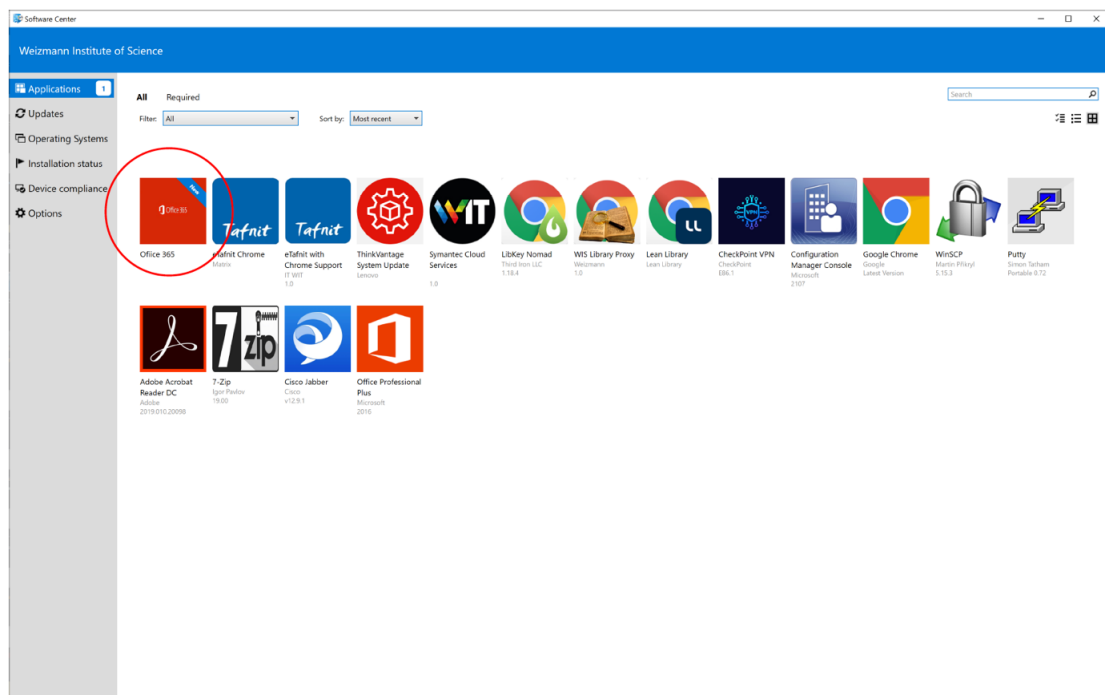
### Minimum system requirements:

- 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

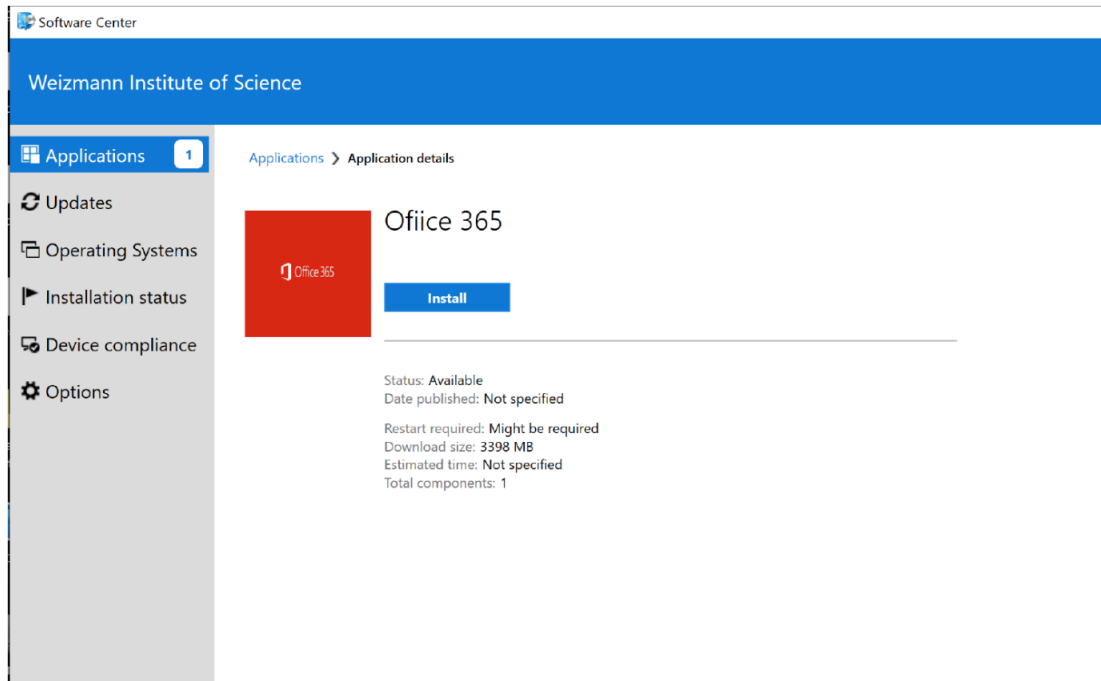
To install Microsoft 365 via SCCM, perform the following:

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

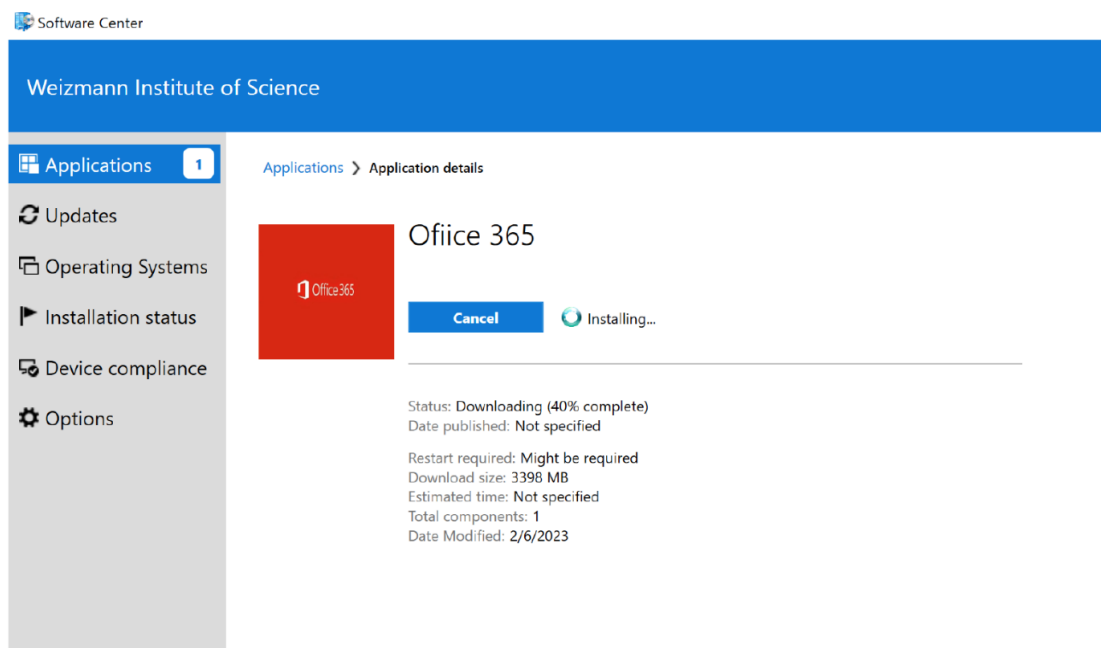




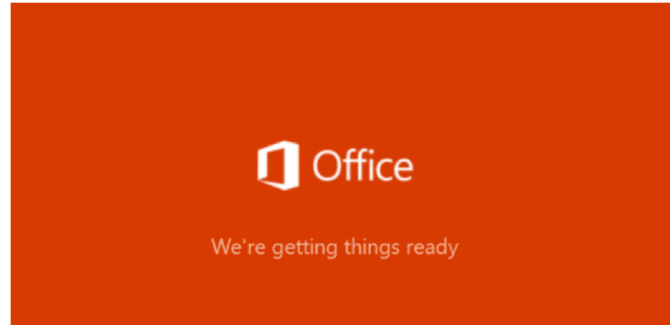
2. Click **Install** to initiate installation.



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



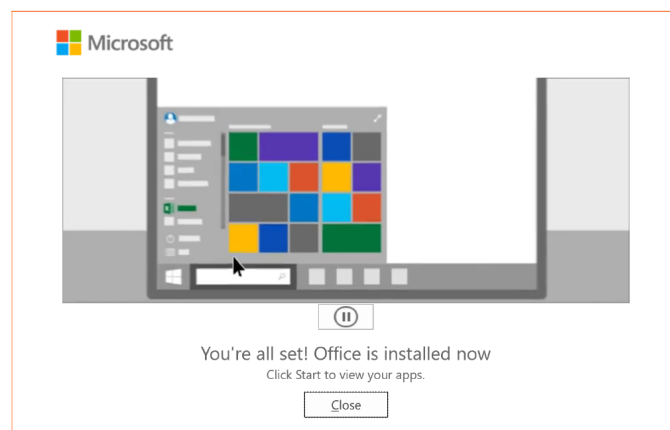
The installation process will remove the previously installed version of Microsoft Office.



Microsoft 365 will then be installed.

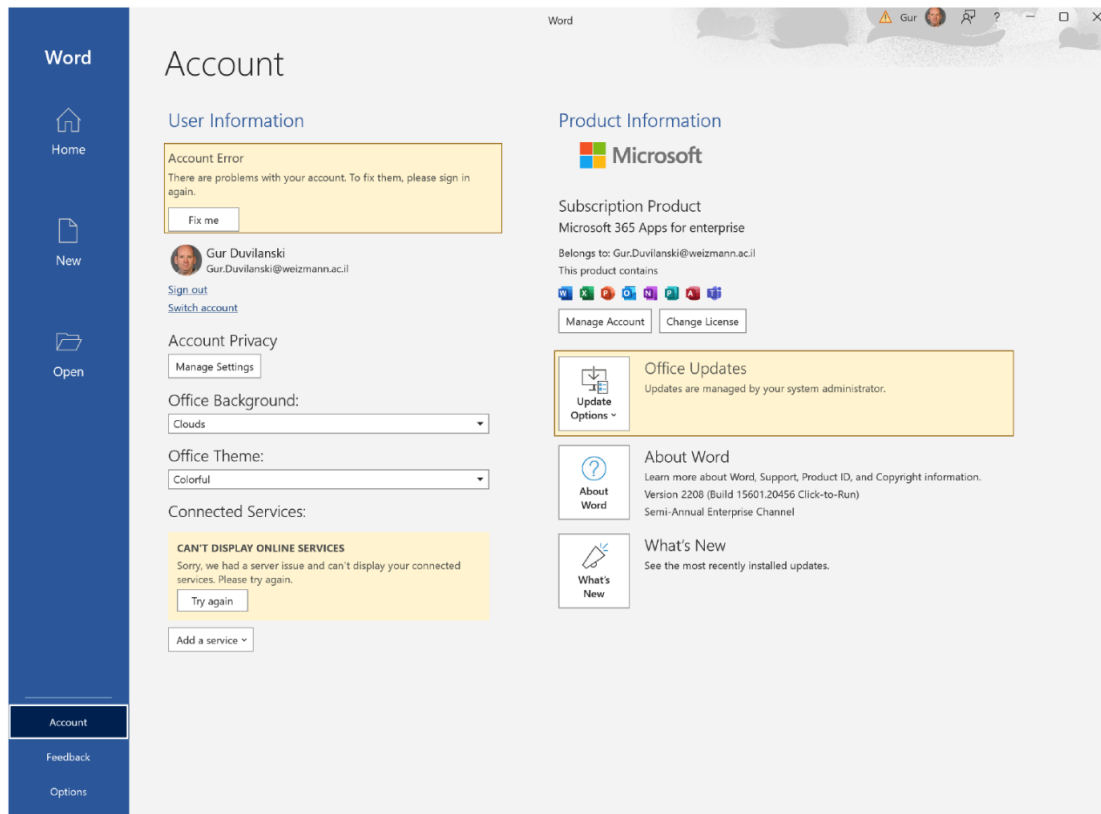


Once notified of the installation having completed, the new Office application versions will appear on the Windows Start menu, and you may continue to work as usual. OneDrive may require Microsoft Office sign in to perform synchronization.

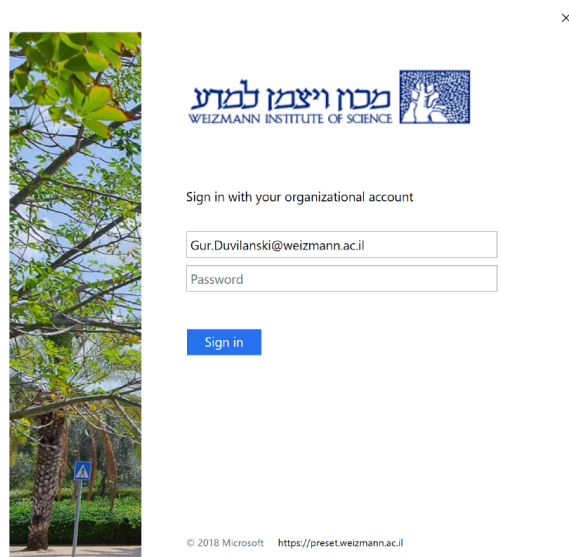




3. On launching an Office application (Microsoft Word, as shown in the example below), go to your **Account** settings, then click **Fix me**.

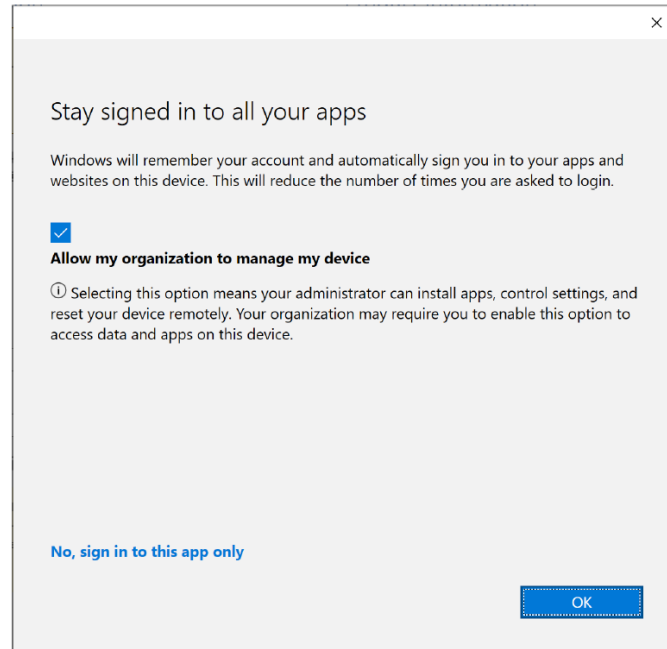


4. Enter your primary Institute e-mail and password in the Microsoft login window that appears, and click **Sign in**.





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

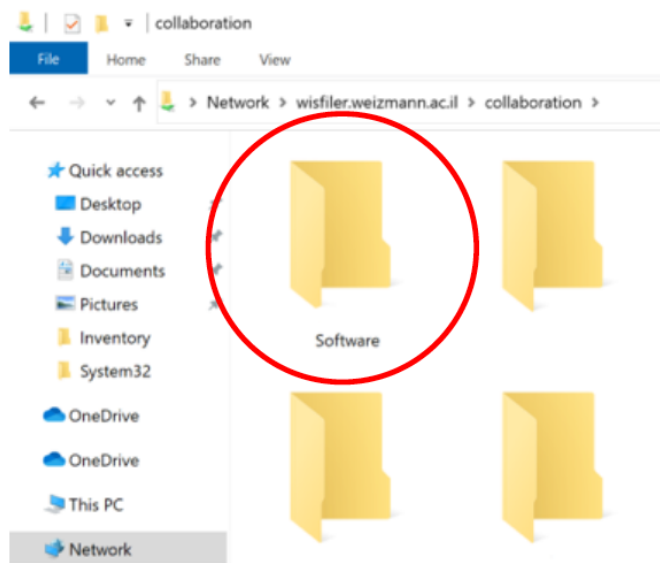


From this point on, you'll be able to access your OneDrive-synchronized files via all Microsoft 365 Office applications.

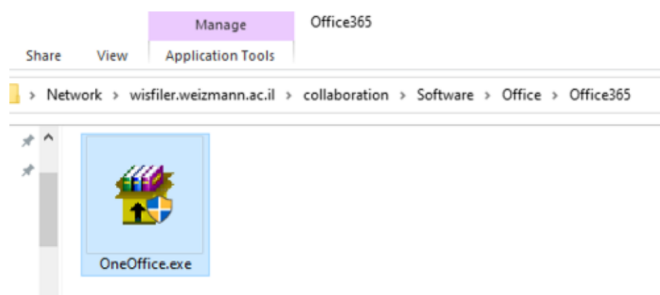
## Manual Installation of Microsoft 365 on Windows computers

To manually install Microsoft 365, perform the following:

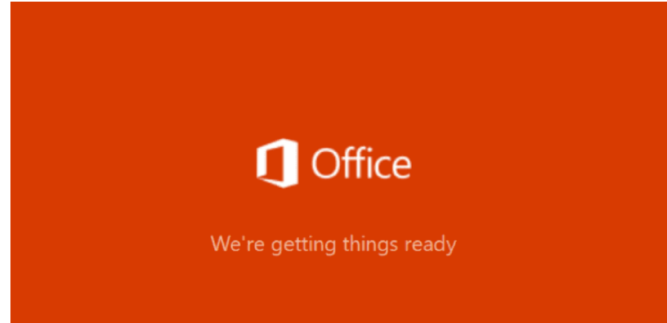
1. Connect to the shared Software folder, and to the Office 365 folder within it, by pressing **Windows+R** to invoke the Windows **Run** command, entering <\\wisfiler.weizmann.ac.il\collaboration> and clicking **OK** on the window that appears, then entering your Institute user ID and password. Click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



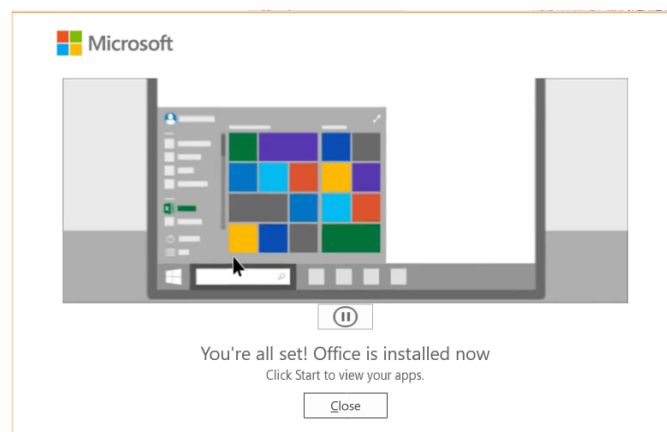
The installation process will remove the previously installed version of Microsoft Office.



Microsoft 365 will then be installed.

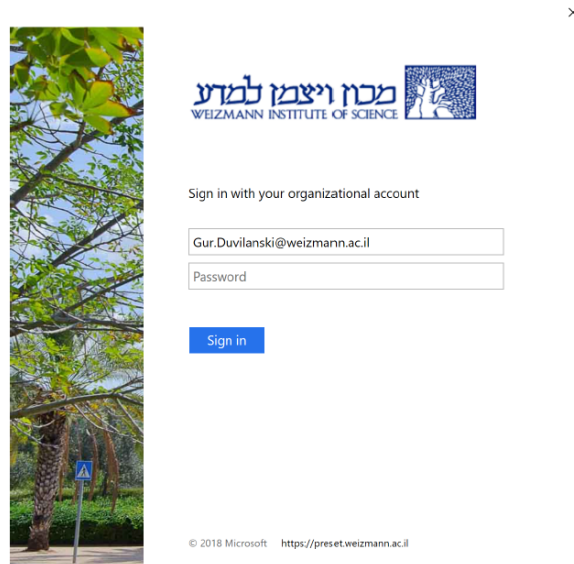


Once notified of the installation having completed, the new Office application versions will appear on the Windows Start menu.

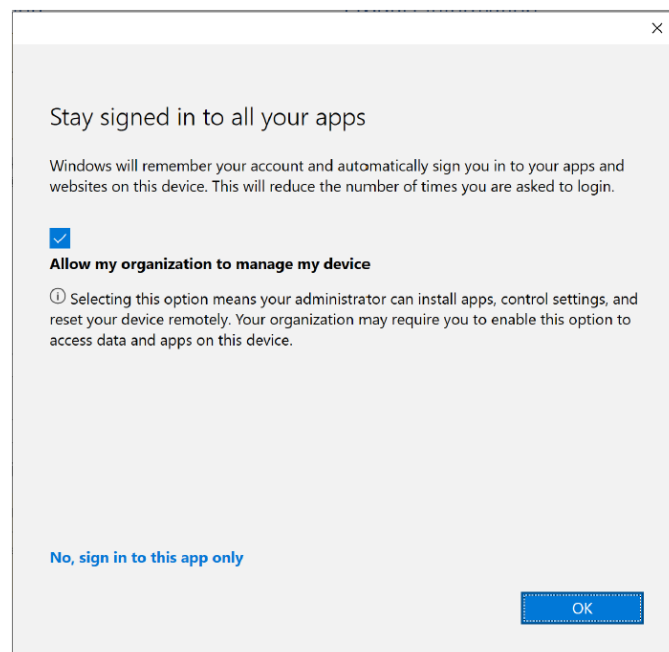




3. On launching an Office application, sign in to Office with your Institute e-mail address and password on the Microsoft login window that appears, to fully activate it.



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.