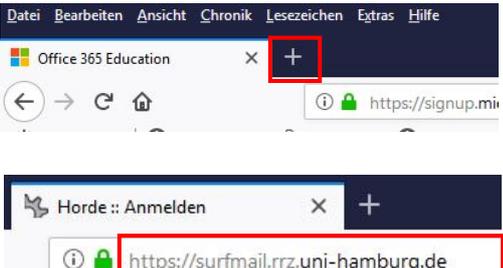


Requirements

- Valid user ID and password

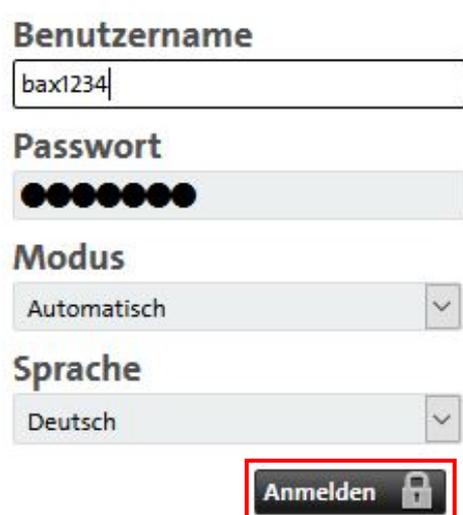
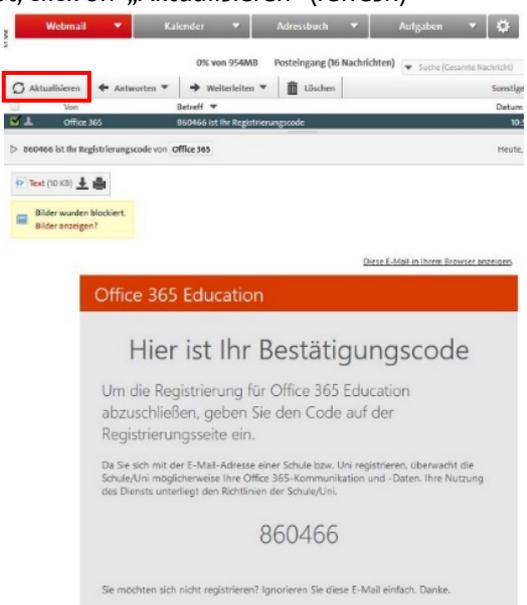
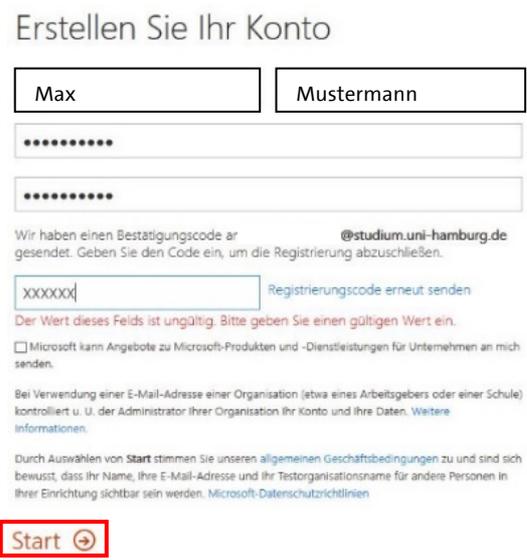
In the case you don't have an user ID or you can't remember your password, please contact the team of the ServiceDesk of the Computer Center (RRZ) from the University of Hamburg.

<p>1. Open your web browser and enter the following URL or click on this link.</p> <p>https://products.office.com/de-DE/student</p> 	<p>2. Enter your student e-mail address. And click „First Steps“</p> <p>For example: max.mustermann@studium.uni-hamburg.de <u>Only your Uni mail address @studium... is valid</u> <u>(not @uke.. or @inf..)</u></p> 
<p>3. Make a choice for student or teacher.</p> <p>Sind Sie Schüler oder Lehrer?</p> <p>Wir stellen die Office 365-Tools in der Klasse und online bereit, die Sie benötigen. Wenn Sie IT-Administrator sind, registrieren Sie Ihre Schule.</p> <p> Ich bin Schüler/Student. ➔ Ich bin Lehrer. ➔ </p> <p>(I am a student) (I am a teacher)</p>	<p>4. Create a Microsoft account. Your first name and last name is required. Choose a password for your Microsoft account.</p> <p>Erstellen Sie Ihr Konto</p> <p>Max Mustermann</p> <p>.....</p> <p>.....</p> <p>Wir haben einen Bestätigungscode an jens.kreuschmer@studium.uni-hamburg.de gesendet. Geben Sie den Code ein, um die Registrierung abzuschließen.</p> <p>Bestätigungscode Registrierungscode erneut senden</p> <p><small>Dies ist erforderlich.</small></p> <p><input type="checkbox"/> Microsoft kann Angebote zu Microsoft-Produkten und -Dienstleistungen für Unternehmen an mich senden.</p> <p><small>Bei Verwendung einer E-Mail-Adresse einer Organisation (etwa eines Arbeitgebers oder einer Schule) kontrolliert u. U. der Administrator Ihrer Organisation Ihr Konto und Ihre Daten. Weitere Informationen.</small></p> <p><small>Durch Auswählen von Start stimmen Sie unseren allgemeinen Geschäftsbedingungen zu und sind sich bewusst, dass Ihr Name, ihre E-Mail-Adresse und Ihr Testorganisationsname für andere Personen in Ihrer Einrichtung sichtbar sein werden. Microsoft-Datenschutzrichtlinien</small></p> <p>Start ➔</p>
<p>5. The confirmation code was sent to your student e-mail address. Open a new tab in your web browser („+“) and click this link. https://surfmail.rrz.uni-hamburg.de</p>	

Requirements

- Valid user ID and password

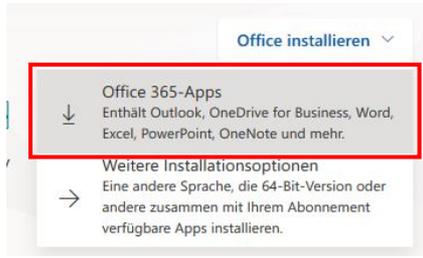
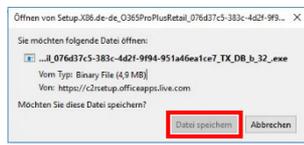
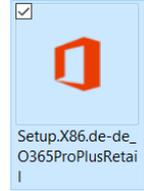
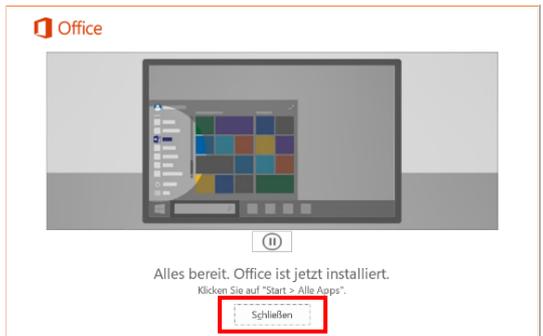
In the case you don't have an user ID or you can't remember your password, please contact the team of the ServiceDesk of the Computer Center (RRZ) from the University of Hamburg.

<p>6.</p> <p>Enter your user ID (for students since 2018) OR enter your UHH-ID (for students before 2017) and your password. Then click on "Anmelden" (login)</p> 	<p>7.</p> <p>You should receive an e-mail from Microsoft. If not, click on „Aktualisieren“ (refresh)</p> 										
<p>8.</p> <p>Open your first browser tab again and transfer the confirmation code and click "start".</p> 	<p>9.</p> <p>Make a choice (optional). Then click „Überspringen“ (skip). (it is an option to invite more students from the UHH to use Office 365, which is not really necessary)</p> <p>Weitere Personen einladen</p> <p>Teilen Sie die Vorteile von Office 365, und arbeiten Sie gemeinsam an Schulprojekten. Es ist kostenlos. Wen möchten Sie einladen?</p> <table border="0"> <tr> <td><input type="text" value="Benutzername"/></td> <td>@studium.uni-hamburg.de</td> </tr> </table> <p>Einladungen senden ➔</p> <p>Überspringen</p>	<input type="text" value="Benutzername"/>	@studium.uni-hamburg.de								
<input type="text" value="Benutzername"/>	@studium.uni-hamburg.de										
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Requirements

- Valid user ID and password

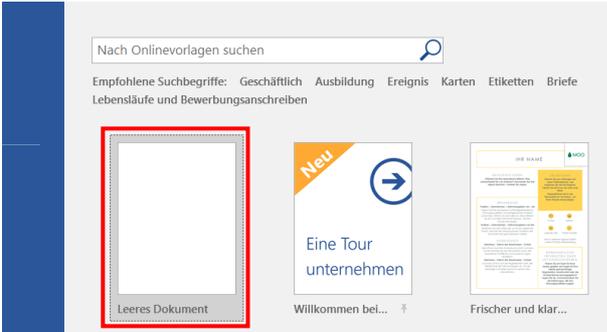
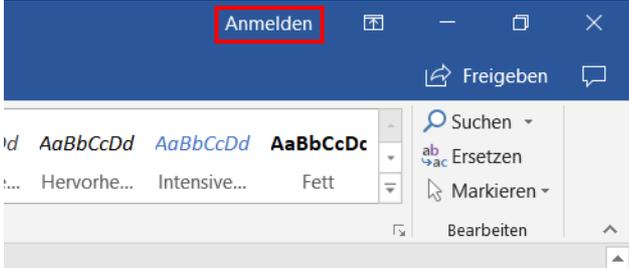
In the case you don't have an user ID or you can't remember your password, please contact the team of the ServiceDesk of the Computer Center (RRZ) from the University of Hamburg.

<p>10.</p> <p>Enter your age.</p> <p>Überprüfen Ihrer Berechtigung für Office 365 Education</p> <p>Ihr Geburtsdatum ?</p> <p>Monat Tag Jahr</p> <p>Alter bestätigen</p>	<p>11.</p> <p>You should be automatically logged into your Microsoft account.</p> <p>Click on „Office installieren“ (install Office)</p>  <p>If Office has already been installed on your PC, it only has to be activated (continue with step 16).</p>
<p>12.</p> <p>Click on „Office 365-Apps“</p> 	<p>13.</p> <p>Save and run the file.</p>  
<p>14.</p> <p>Wait until the installation is done.</p> 	<p>15.</p> <p>To finish the installation click on „Schließen“ (close)</p> 

Requirements

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In the case you don't have an user ID or you can't remember your password, please contact the team of the ServiceDesk of the Computer Center (RRZ) from the University of Hamburg.

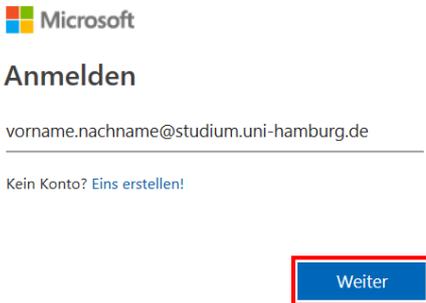
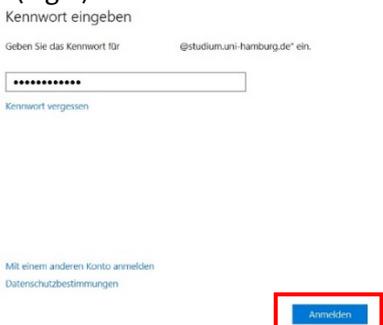
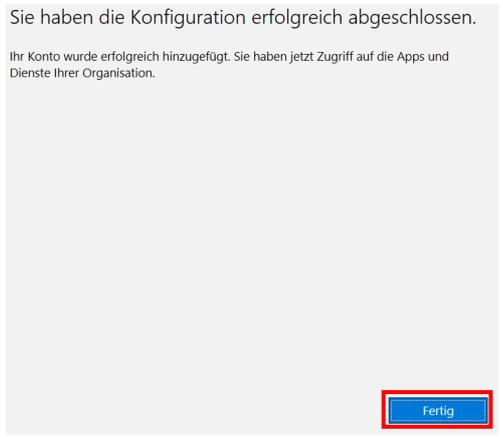
<p>16.</p> <p>Open Word.</p> 	<p>17.</p> <p>Accept the licence agreement.</p> 
<p>18.</p> <p>Choose „Office Open XML –Formate“ as standard format and click on „OK“.</p>	
<p>19.</p> <p>Open an empty document.</p> 	<p>20.</p> <p>Click on the top to the right “Anmelden” (login).</p> 



Requirements

- Valid user ID and password

In the case you don't have an user ID or you can't remember your password, please contact the team of the ServiceDesk of the Computer Center (RRZ) from the University of Hamburg.

<p>21.</p> <p>Log into your Microsoft account using your student e-mail address and click on „Weiter“ (continue)</p>  <p>The screenshot shows the Microsoft login page with the text 'Anmelden' and a text input field containing 'vorname.nachname@studium.uni-hamburg.de'. A blue button labeled 'Weiter' is highlighted with a red box.</p>	<p>22.</p> <p>Enter the password of your Microsoft account and click „Anmelden“ (login)</p>  <p>The screenshot shows the password entry page with the text 'Kennwort eingeben' and a password input field. A blue button labeled 'Anmelden' is highlighted with a red box.</p>
<p>23.</p> <p>Click on „Ja“ (yes)</p>  <p>The screenshot shows a permissions page with the text 'Verwenden Sie dieses Konto überall auf Ihrem Gerät' and a checkbox 'Verwaltung meines Geräts durch meine Organisation zulassen' which is checked. A blue button labeled 'Ja' is highlighted with a red box.</p>	<p>24.</p> <p>Click on „Fertig“ (Finished)</p>  <p>The screenshot shows a completion page with the text 'Sie haben die Konfiguration erfolgreich abgeschlossen.' and 'Ihr Konto wurde erfolgreich hinzugefügt.' A blue button labeled 'Fertig' is highlighted with a red box.</p>
<p>Your Microsoft Office Application has been successfully installed now.</p> <p>In the case of questions or installation problems contact:</p> <p>RRZ ServiceDesk, Schlüterstraße 70, 20146 Hamburg</p>	