Microsoft Office 365 Installation Instructions

INSIGNIA

Wi-Fi Windows 8" Tablet

NS-15MS08

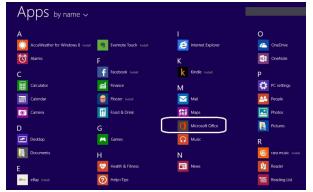


Before you start

Your tablet comes with a one-year subscription to Office 365. To activate it, go through the Office 365 install application process preloaded on your tablet (see <u>"Install Office 365" (below)</u>). If Office does not complete the installation (stops around 70% to 90%), see <u>"Uninstall Office 365" (on page 6)</u>, then <u>"Reinstall Office 365" (on page 9)</u> to recover Office 365 after a failed installation.

Install Office 365

1. In Apps, touch Microsoft Office. The Office 365 Wizard opens.



2. Touch Activate to begin your one-year subscription.



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3. Log in to the Microsoft account you used to set up your tablet.



4. Select your *Country/Region* and *Language* from the drop-down menus, then touch **Continue**.

🚺 Office			Welce
		Home	My Account
	Office		
	Please verify your country/region and language in the selection boxes below.		
	United States V Explicit V If your country/region or language is not listed, please review the FAQ for further explanation. V V		
	Microsoft Office will be contacting you with surveys, promotions, tips and advice for using our products and services, unsubscribe at any time. For more information on our communications options, please see our Privacy and Cookies N	You can otice.	
	Your subscription period will begin when you click Continue.	C	ontinue

5. Under *Office 365 Personal*, touch **Install**. Your tablet downloads the *Office 365 Setup* file and a prompt appears at the bottom of your browser.

/ly Account Welcome to your account page. To get started with 0	Office choose Install.		×
Office 365 Personal For 1 PC or Mac and 1 Tablet			
Install Information			
PC, Mac, and Windows Tablet Installs You haven't used any installs. Press Install to get started	Office for Windows Language: English Language and install options	Install Need help installing?	
Other Devices			
iPad Ə iPhone Ə Android Phone Ə Windows Phone ()		

Do you want to run or save Setup.X86.en-US_0365HomePremRetail_210cb948-6cb2-4dfa-a098-713009b1a890_T	.exe (1.00 MB) from c2r	etup.offic	eapps.	live.com? ×
It is type of file could harm your computer.	Run	Save	•	Cancel

6.

7. Touch Continue. Your tablet begins installing Office 365.



8. Under First things first, select No thanks, then touch Accept.

1 Office	- ×	
First things first.		
 Use recommended settings The information earls to Record includes into about how you use Office and allows us to identify and contact you in order to help you get the most them your (files expension.) 		
• No thanks		
View Privacy Statement		
This product also comes with automatic updates. Learn more		
By clicking 'Accept' you agree to the Microsoft Office License Agreement. View Agreement	×	
		, ,
	r programs	he background (39%) ³⁴ now, but please don't go offline

9. Touch Next.

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Coffice	- X	
	I Deat	
	Office is installing in the background (56%) You can us your programs now, but please don't go offline or restert your computer.	

10. Touch Next.

1 Office	- ×
Meet OneDrive. Signing in to Office means you can save documents to the cloud with OberDM. OreDire gives you anywhere access to your files and makes it easy to share with the people who need them. Learn more	
 Bock to video 	Net Office is installing in the background (52%) X Yes can us avor program now, but yiess don't pedifice

11. Touch Next.

1 Office	- ×	
Hello How would you like your Office to look?		
No Background Caligraphy Crices and Stripes Cricet T		
	Diese	
	Office is installing in the background (76%) You can use your programs now, but please don't go offlin or restart your computer.	

12. Touch No, thanks.

1 Office	- ×
We're getting things ready. Office has lots of great new stuff, and we'd love to show you around while we w up. Here's a quick introduction on what's new. Zere a look Ke that	rrap things
	Office is installing in the background (76%) × You can use you program now, but please don't go office a retaint you compute.

13. If the installation does not finish (stops at 70% to 90%), close all installation windows, then restart your tablet.



14. See <u>"Uninstall Office 365" (below)</u> for instructions on how to remove Office 365 and reinstall it on your tablet.

Uninstall Office 365

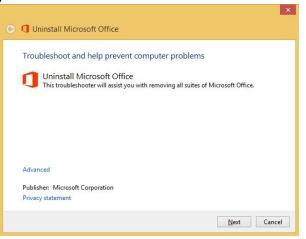
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Note: Restart your tablet before following the steps below.

- 1. Go to http://go.microsoft.com/?linkid=9815935. Your tablet downloads a file.
- 2. Touch **Open**. The Uninstall Microsoft Office wizard opens.

Do you want to open or save O15CTRRemove.diagcab (281 M8) from download.microsoft.com) Open Save 🔻 Cancel 🗴

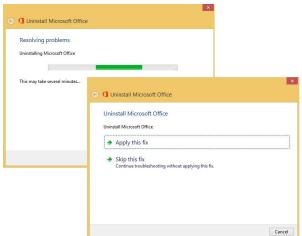
3. Touch **Next** to begin the wizard. The wizard looks for a solution to the problem.



4. When the wizard finishes, touch **Apply this fix**. The wizard begins uninstalling Office 365.

📀 🖪 Uninstall Microsoft O	fice	
Detecting problems		
	📀 🚺 Uninstall Microsoft Office	×
	Uninstall Microsoft Office Uninstall Microsoft Office	
	→ Apply this fix	
	Skip this fix Continue troubleshooting without applying this fix.	
		Cancel

5. Touch **Apply this fix** again. The wizard continues uninstalling Office 365.



6. When the wizard is finished, touch Next.

📀 🐧 Uninstall Microsoft Office	· · · · · · · · · · · · · · · · · · ·
Resolving problems Uninstalling Microsoft Office	
This may take several minutes	Uninstall Microsoft Office Uninstall Microsoft Office The troubleshoeter has successfully uninstalled Microsoft Office
	Net Cancel

7. Touch Close.

Troubleshooting has completed		
The troubleshooter made some changes to your system. Try to do before.	r attempting the task yo	u were tryir
Problems found		
Microsoft Office Click-To-Run Suite is installed	Fixed	0
Microsoft Office MSI Suite is installed	Fixed	۷
Close the troubleshooter		
Explore additional options		
View detailed information		

- 8. Restart your tablet.
- 9. See "Reinstall Office 365" (below) for further instructions.

Reinstall Office 365

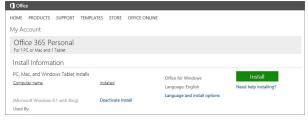
Note: Restart your tablet before following the steps below.

- 1. Go to http://office.com/myaccount
- 2. Log in to your Microsoft account (if you are not already).



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3. Under Office 365 Personal, touch Install. A prompt opens.



4. Touch Run.

Do you want to run or save Setup.X86.en-US_0365HomePremRetail_210cb948-6cb2-4dfa-a098-713009b1a890	Texe (1.00 MB) from c2r	etup.offic	eapps.	live.com?
It is type of file could harm your computer.	Run	Save	-	Cancel

5. Touch Accept. Office 365 begins installing.



6. Touch Next.

C Office	- x
	(I) 🕢 🕲 🔤
	Office is installing in the background (56%) × You can use your programs now, but please don't go offline or restart your computer.

7. Touch Next.

1 Office		- ×	
Meet OneDrive.			
Signing in to Office means you can save documents to the cloud with OneDrive.			
OneDrive gives you anywhere access to your files and makes it easy to share with the people who need them.	$\dot{\Box}$		
Learn more			
4 Back to video		Next	
			1
		Office is installing in the You can use your programs or restart your computer.	ne background (62%) now, but please don't go offline

8. Touch Next.

1 Office	- ×	
How would you like your Office to look?		
	ljud	
	Office is installing in the background (76%) You can use your program new, but plass don't go or retart your compute:	

9. Touch No, thanks.

1 Office	- ×
We're getting things ready. Office has lots of great new stuff, and we'd love to show you around while we up. Here's a quick introduction on what's new. Mare a low Re two	wrap things
	Office is installing in the background (76%) × You can us your program now, but pleas don't go effine

10. When the installation is finished, touch All done!



11. In Apps, you will see the following Office apps.

Apps			
	Access 2013 NEW	Calculator	Windows Journal
	X I Excel 2013 NEW	Character Map	Vindows Media Player
	Office 2013 Language Preferences	Math Input Panel	📃 WordPad
	Office 2013 Upload Center	Notepad	XPS Viewer
	OneNote 2013 NEW	🧭 Paint	
	Outlook 2013 NEW	Remote Desktop Connection	Magnifier
	P PowerPoint 2013 NEW	Snipping Tool	Sarrator
	P Publisher 2013 NEW	Sound Recorder	🧐 On-Screen Keyboard
	Send to OneNote 2013	Steps Recorder	Undows Speech Recognition
	Word 2013 NEW	Sticky Notes	
		Windows Fax and Scan	Command Prompt

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