You have now obtained Office through Office365. Your account will be created in the Office365 portal shortly. You can then obtain the software as described below.

NOTE: Your account will be activated in the StudiSoft portal in approx. 15 minutes after ordering. Please wait that long to log in to the Office365 portal! As soon as the account is available, you will receive the following e-mail:

Illustration - Email Office365 Processing

You can also find the login details for Office365 in the order tracking in the StudiSoft portal under your existing order
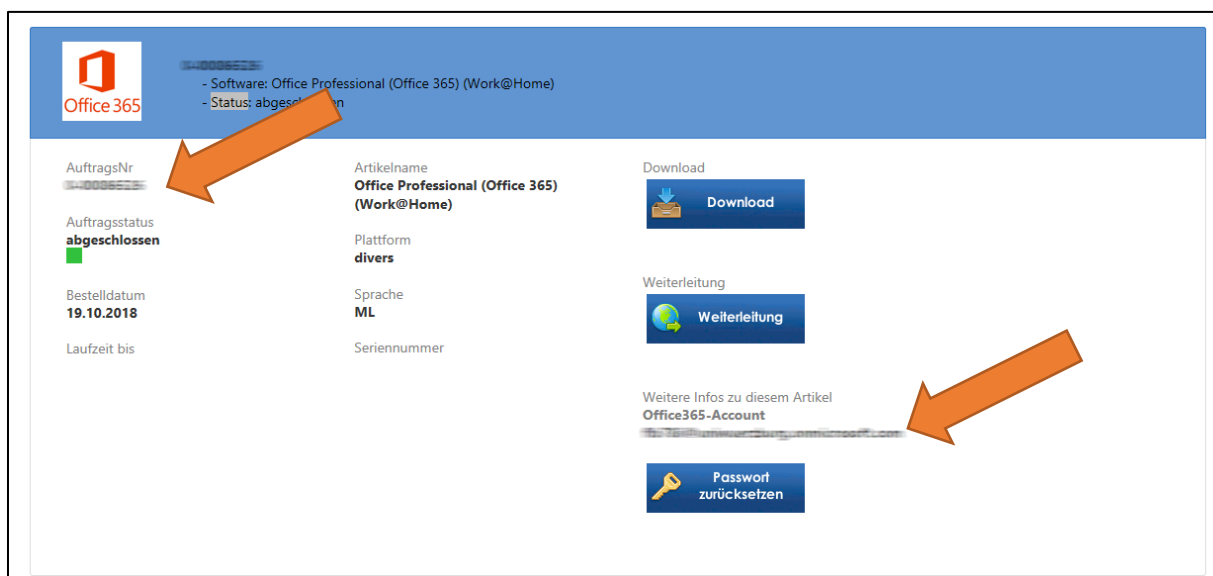

Illustration - Office365 Initial Credentials

Updated: 23.10.2018

1. Step: Login

After the period or when you have received the E-mail listed above, you can log in to the Office 365 portal (https://portal.office.com) using the data from the email. In addition, you will also find the initial login data in your order tracking in StudiSoft under your existing Office365 order. The password for the initial login is the Office365 order number from the StudiSoft portal.
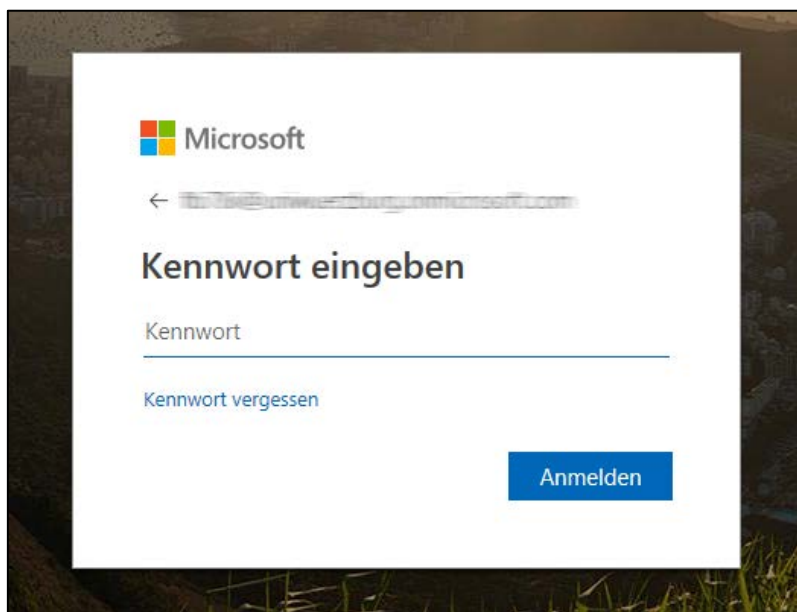
Please enter your Office365 account here:

User: HSACCOUNT@oth-aw.de   HSACCOUNT = OES User ID, NOT! Email !!!

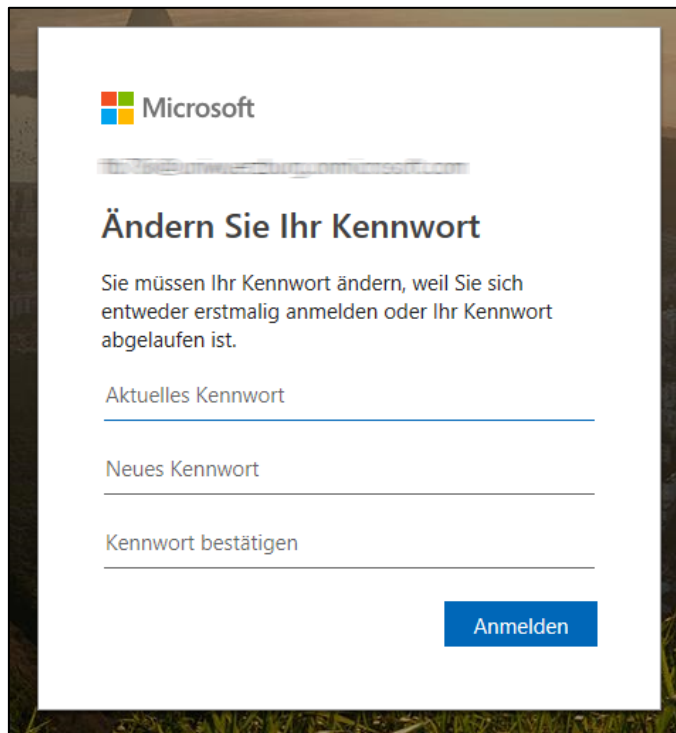   *(HSACCOUNT = four digit user id)*

Illustration – enter password

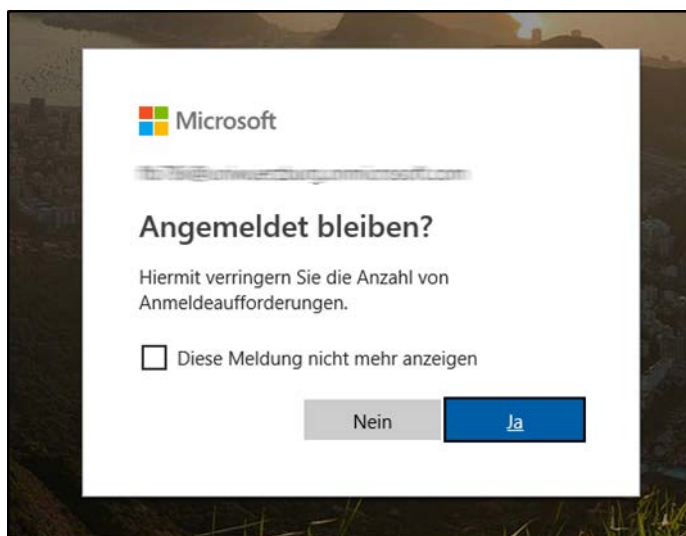Updated: 23.10.2018

2. Step: Change password

After logging in, you must now change your password. Enter your order number again at "Old password".

NOTE: Please note down the new password!

Illustration - change password

You can skip the following message with "Nein"

Illustration - Message „Angemeldet bleiben"

Updated: 23.10.2018

3. Step: install software

Now you will be automatically redirected to the page where you can download Office. Please
select the following option in the interface.

Illustration – download Office

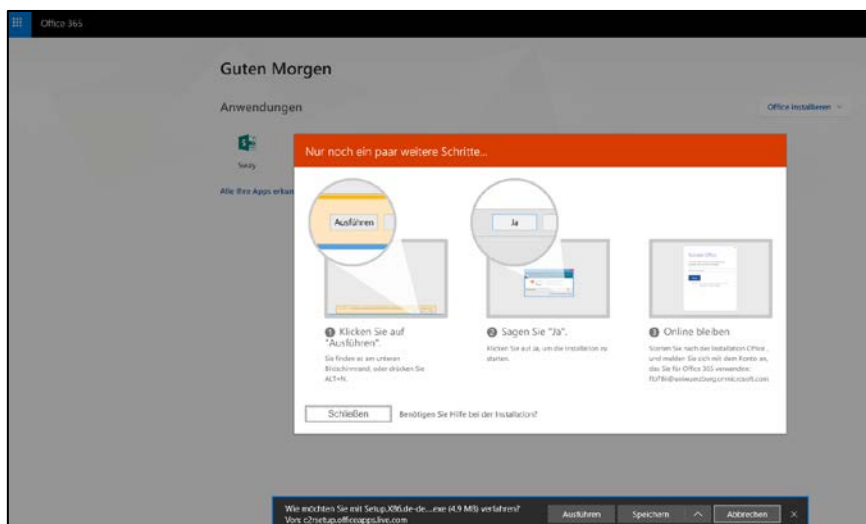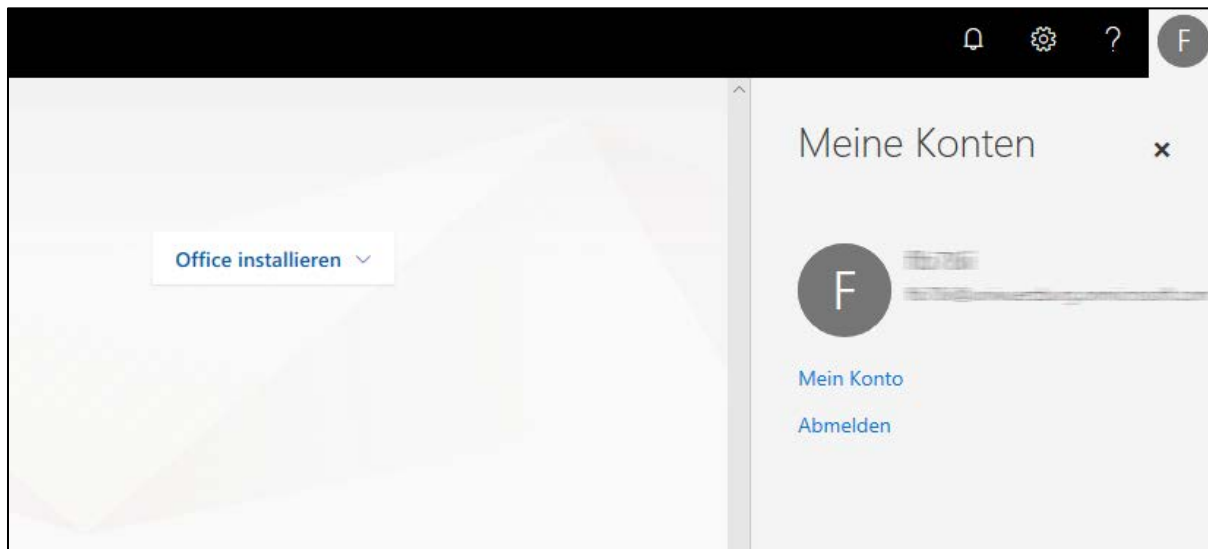Now the installer for your PC will be downloaded. Save it or run it directly.

Illustration – save / execute Office

3.1 Step- install software (alternative)

Please go to the top of your account icon and select "My Account".

Illustration– View my account

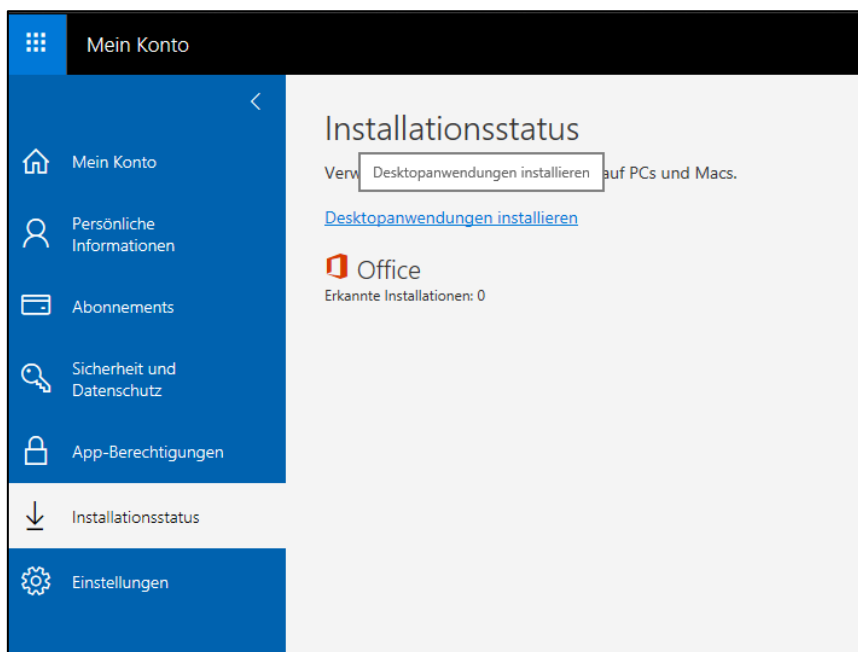Now go to "Installation status" and select "Install desktop applications" there

Illustration – My Account/ Installation state

Updated: 23.10.2018

Now you can select and install the desired language and version if necessary

Note: For Windows it is recommended to use the 32Bit version even with a 64Bit Windows! With the operating system Windows Vista it can come with the installation to problems. Please check whether your system is suitable for the software by clicking on "Check system requirements" (see figure 3). Errors can also occur during installation if an Office (e.g. 2010) is already installed on the PC.
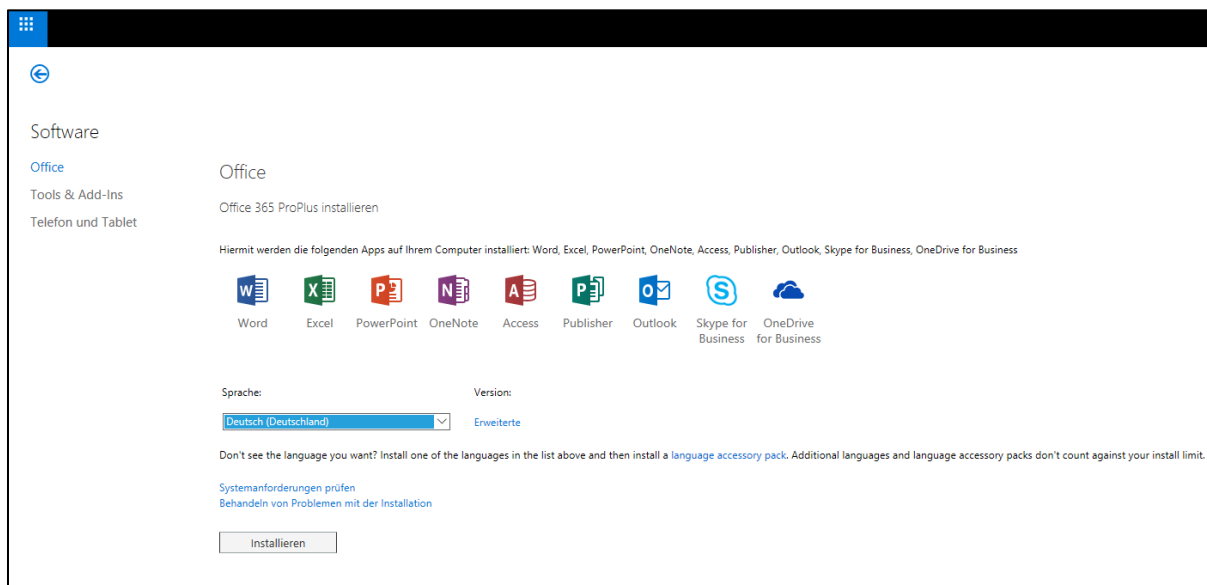
Illustration – install software / Selection

Now the installer for your PC will be downloaded. Save it or run it directly.

Illustration – save / execute Office

Updated: 23.10.2018
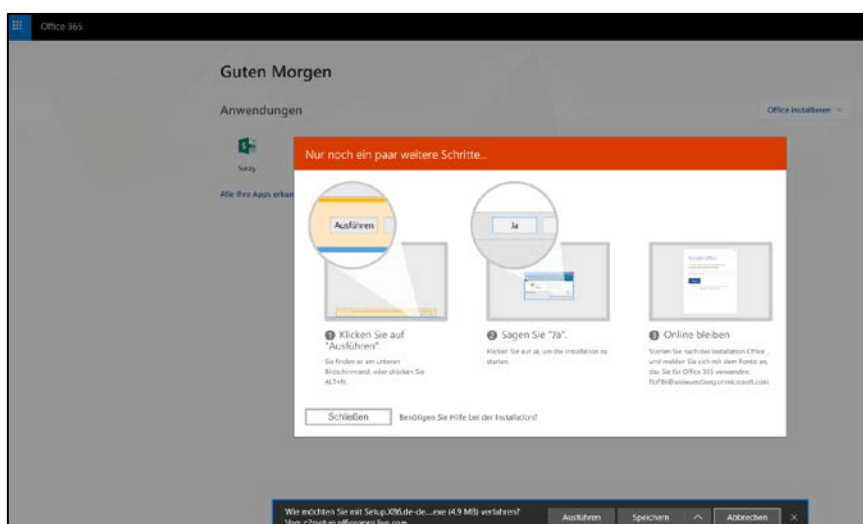
4.Step: activate software

4.1 MAC

Note: When installing the software on a MAC, it may happen that you are asked for a KEY during the installation (example see figure - MAC 2011 installation). In this case, you must select "Sign in with an existing Office 365 subscription". You will then need to use the following credentials:

Account: see "1. step - registration
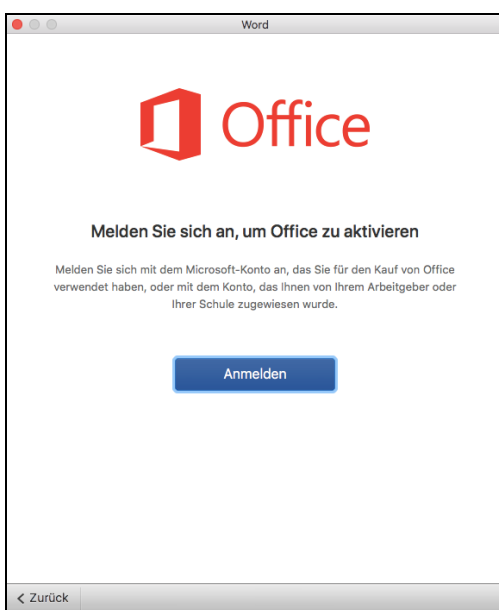Password: the password you have assigned. See "Step 2 - Change password"
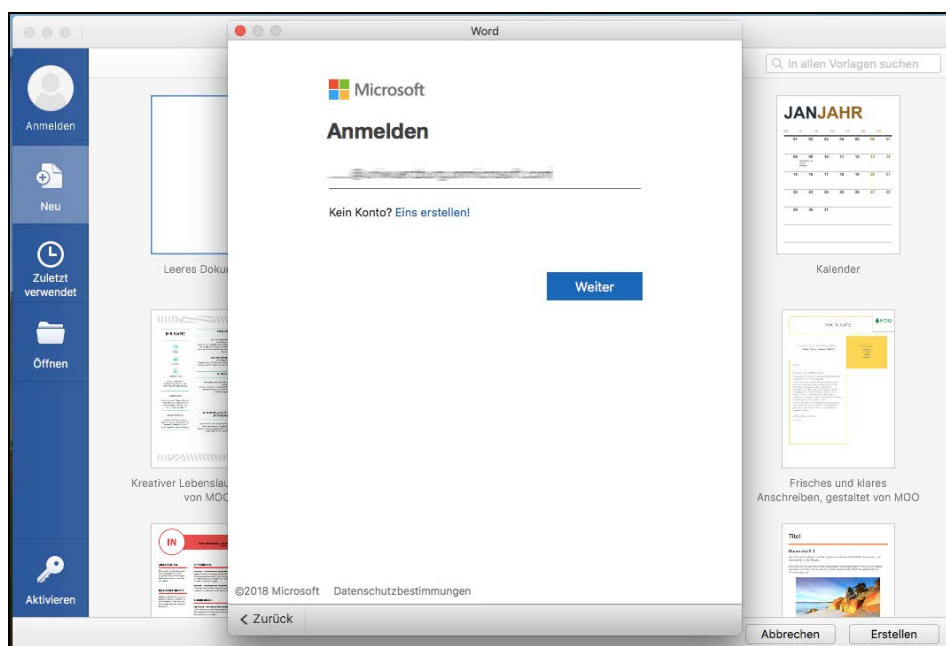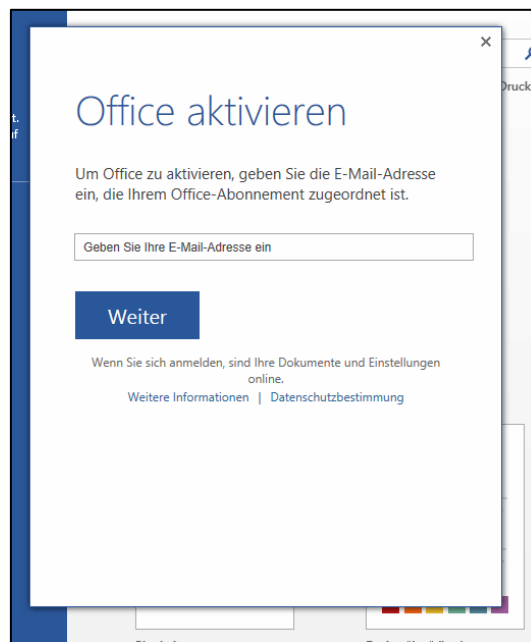

Illustration – Mac Activation

Illustration – Mac Activation Office Account

Updated: 23.10.2018

4.2 WINDOWS

Note: When installing the software on Windows, you may be asked for a KEY/account during installation. In this case, you must use the following credentials:

Account: see "1st step - registration"
Passwort: the password you have assigned. See "Step 2 - change password"

Illustration – Windows Activation

5. Password reset

It is now possible for you to reset your password yourself. To do this, please go to Order tracking in the StudiSoft portal. There you will see a button for the corresponding order, which you have to click on.
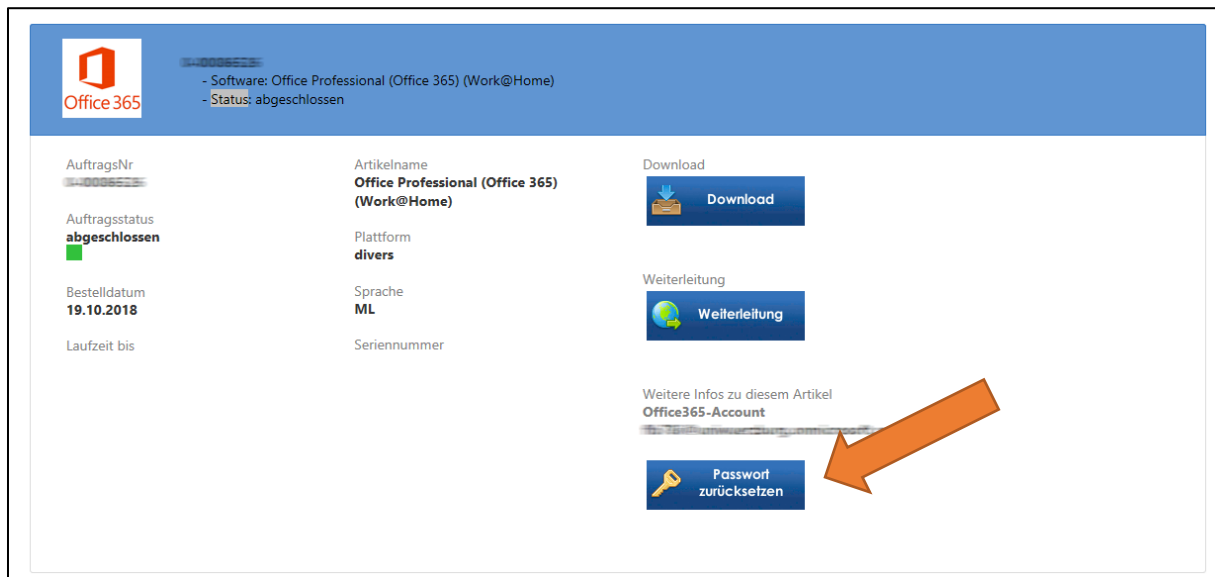

Illustration – Order Tracking Reset Password

After about 15 minutes, the change will be applied and you can log in to the portal again, as listed in steps 1 and 2, and assign a new password. NEW: You will also receive an e-mail when resetting your password.
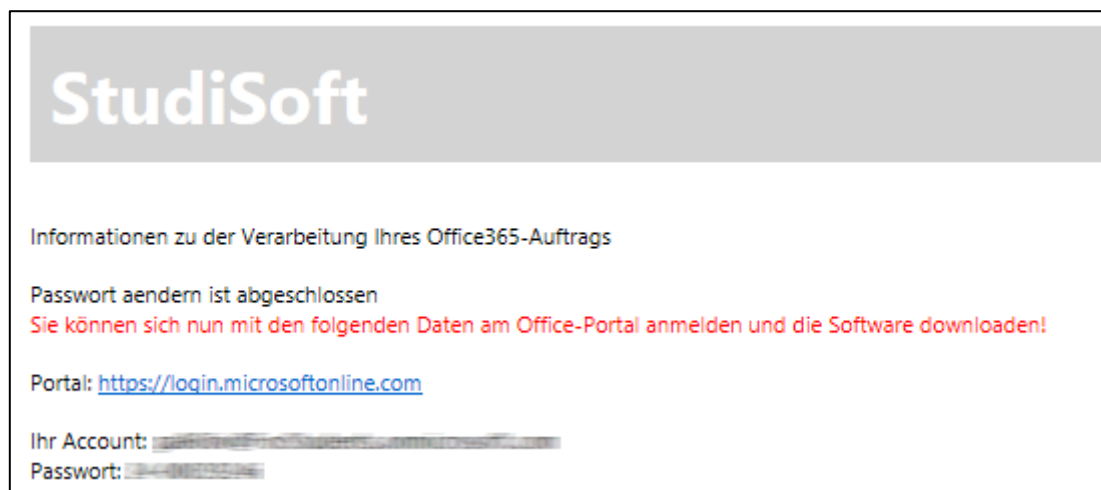

Illustration – Reset E-mail password

Updated: 23.10.2018