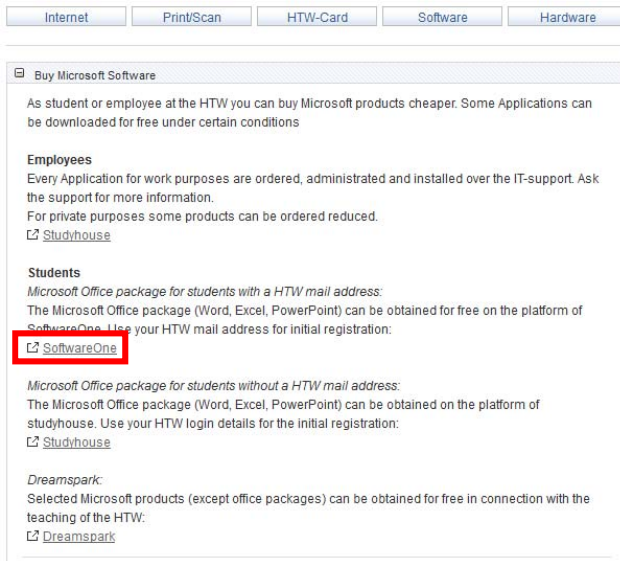


## Obtain the Microsoft Office over the HTW Chur (students)

### Obtaining of the Microsoft Office

1. Open the Intranet ([my.fh-htwchur.ch](http://my.fh-htwchur.ch)) of the HTW Chur and click on Microsoft Office.
2. Click on the link "SoftwareOne" below (link to the online shop).



Internet | Print/Scan | HTW-Card | Software | Hardware

**Buy Microsoft Software**

As student or employee at the HTW you can buy Microsoft products cheaper. Some Applications can be downloaded for free under certain conditions

**Employees**  
Every Application for work purposes are ordered, administrated and installed over the IT-support. Ask the support for more information.  
For private purposes some products can be ordered reduced.  
[Studyhouse](#)

**Students**  
*Microsoft Office package for students with a HTW mail address:*  
The Microsoft Office package (Word, Excel, PowerPoint) can be obtained for free on the platform of SoftwareOne. Use your HTW mail address for initial registration:  
[SoftwareOne](#)

*Microsoft Office package for students without a HTW mail address:*  
The Microsoft Office package (Word, Excel, PowerPoint) can be obtained on the platform of studyhouse. Use your HTW login details for the initial registration:  
[Studyhouse](#)

**Dreamspark:**  
Selected Microsoft products (except office packages) can be obtained for free in connection with the teaching of the HTW:  
[Dreamspark](#)

3. Click top left on "Login"

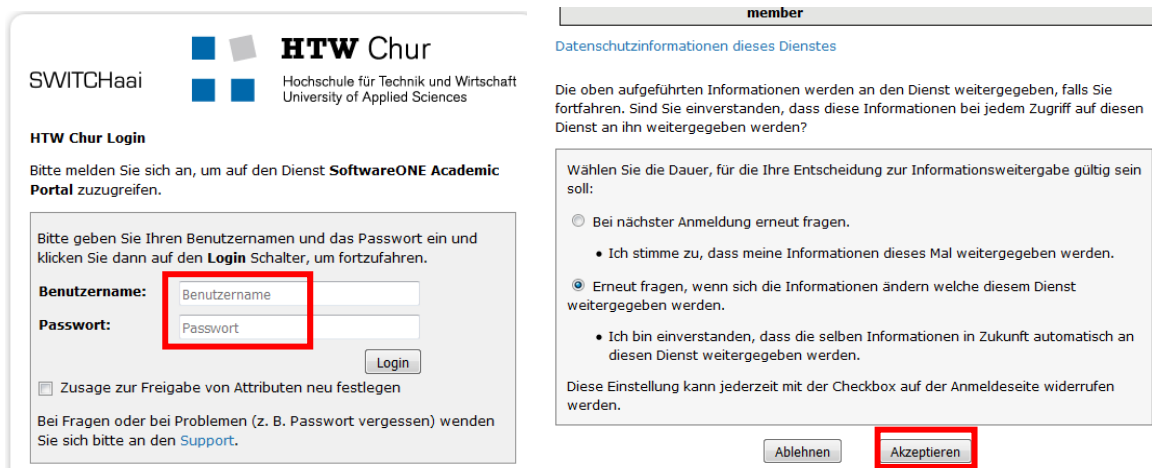



softwareONE ACADEMIC preview

[Login](#) English

Products | Search for a product | 

4. Register with your HTW username and password and click on "Akzeptieren" in the second page.



**SWITCHaai**  **HTW Chur**  
Hochschule für Technik und Wirtschaft  
University of Applied Sciences

**HTW Chur Login**

Bitte melden Sie sich an, um auf den Dienst **SoftwareONE Academic Portal** zuzugreifen.

Bitte geben Sie Ihren Benutzernamen und das Passwort ein und klicken Sie dann auf den **Login** Schalter, um fortzufahren.

**Benutzername:**

**Passwort:**

Zusage zur Freigabe von Attributen neu festlegen

Bei Fragen oder bei Problemen (z. B. Passwort vergessen) wenden Sie sich bitte an den [Support](#).

**member**

[Datenschutzinformationen dieses Dienstes](#)

Die oben aufgeführten Informationen werden an den Dienst weitergegeben, falls Sie fortfahren. Sind Sie einverstanden, dass diese Informationen bei jedem Zugriff auf diesen Dienst an ihn weitergegeben werden?

Wählen Sie die Dauer, für die Ihre Entscheidung zur Informationsweitergabe gültig sein soll:

Bei nächster Anmeldung erneut fragen.

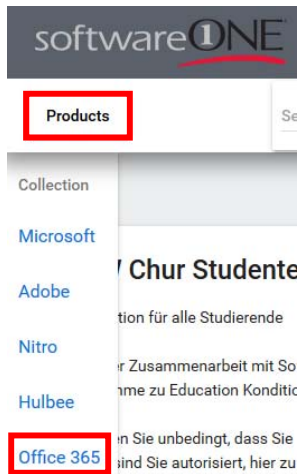
- Ich stimme zu, dass meine Informationen dieses Mal weitergegeben werden.

Erneut fragen, wenn sich die Informationen ändern welche diesem Dienst weitergegeben werden.

- Ich bin einverstanden, dass die selben Informationen in Zukunft automatisch an diesen Dienst weitergegeben werden.

Diese Einstellung kann jederzeit mit der Checkbox auf der Anmeldeseite widerrufen werden.

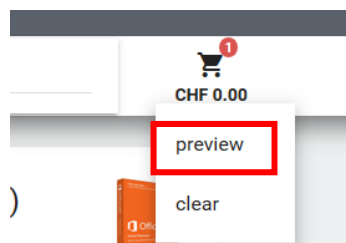
- Left side below "Products" click on "Office 365".



- Choose the program „Office 365 Student (1 year subscription)“ and add it to your Cart

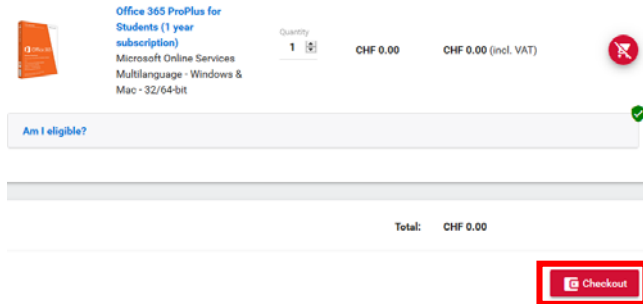


- Click on the Cart and choose „preview“

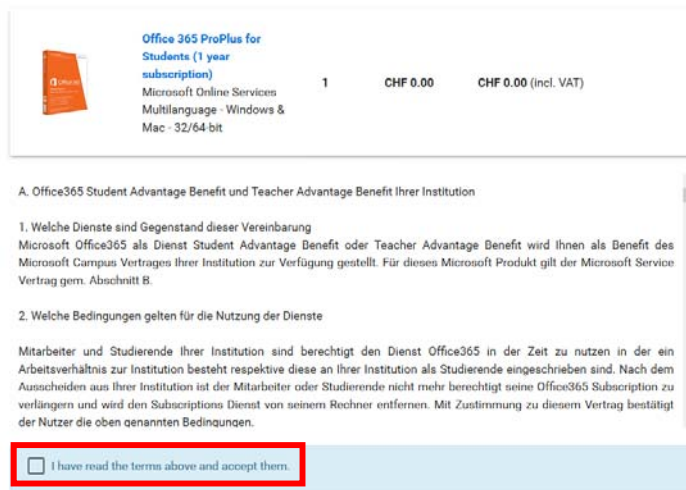




## 8. Click „Checkout“



## 9. The order can be finished with the followed pictures. If there is no picture, just click on next.

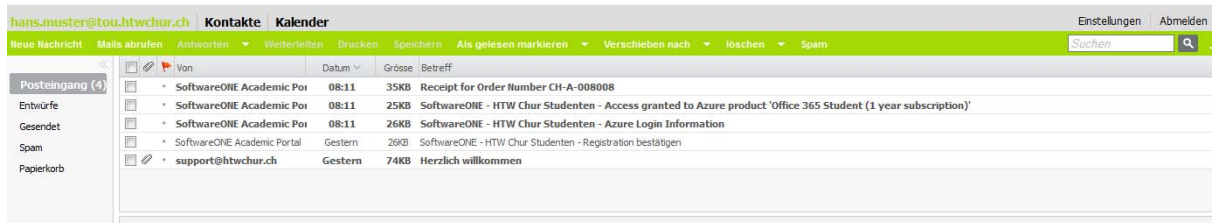


If required, fill in your address.

Verification	Disclaimers	<b>Billing</b>	Payment	Review
<b>First Name</b> <small>First name is required (minimum 3 characters).</small>		<b>Last name</b> <small>Last name is required (minimum 3 characters).</small>		
Address 1 <small>Address 1 is required</small>		Address 2		
Address 3				
Post Code <small>Post Code is required</small>		City <small>City is required</small>		
Country <small>Country is required</small>		State/Province		
County				
<b>Previous</b>		<b>Next</b>		

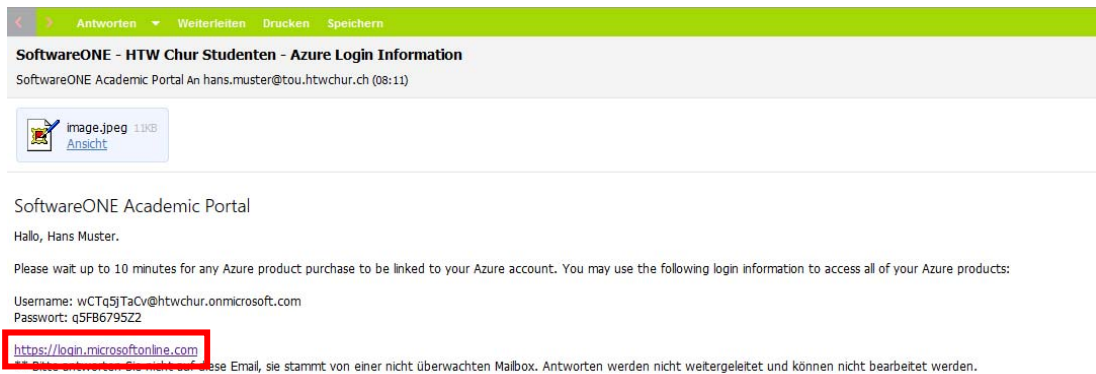
## Installation

1. Log into Exigo with your user data.  
The following e-mails should be in your Inbox.



„Receipt for Order Number“ -> Summary of the order  
 „Access granted to Azure...“ -> Confirmation that your login for the download of the Office is active now  
 „Azure Login Information“ -> Login information for the download of the Office

2. Click on the link in the first mail (“Azure Login Information”).



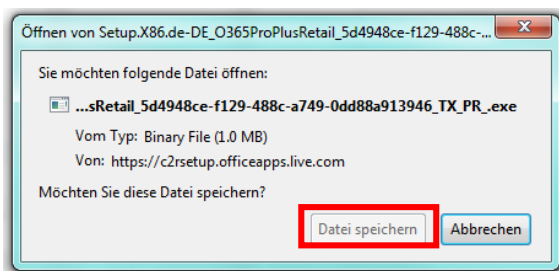
3. Log in with your login information you got in one of the three mails.



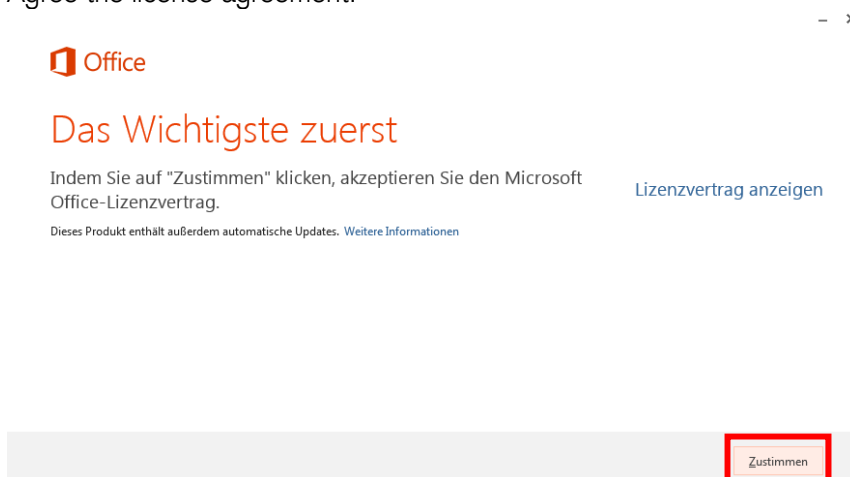
4. Click on "Install now".



5. Save the file.



6. Execute the saved file with a double click.  
7. Agree the license agreement.



8. Now the Microsoft Office will install itself in the background.