UoB
Student Email &
Microsoft Ofice
Guide

Outline

Accessing UoB Student Email

Go to https://learnuobm.uk/ and log-in with your **username** and **password**. Your Username is seven-digit Student Code e.g. **6XXXXXX** and the Password is your six-digit Date of Birth e.g. **DDMMYY**.
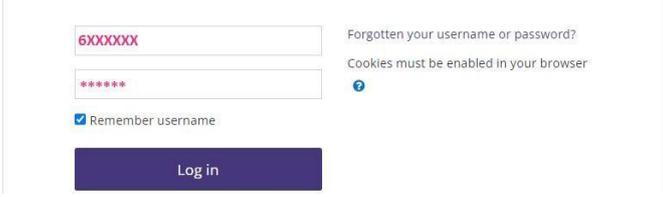
Once you logged in to your VLE account, scroll down the page until you will see on the right side of your screen the section **'Student Portal'**. Click on **'Email'** icon to access your Student Email.

Then you will be directed to log-in with your University of Bolton **Student Email address** and **password**.

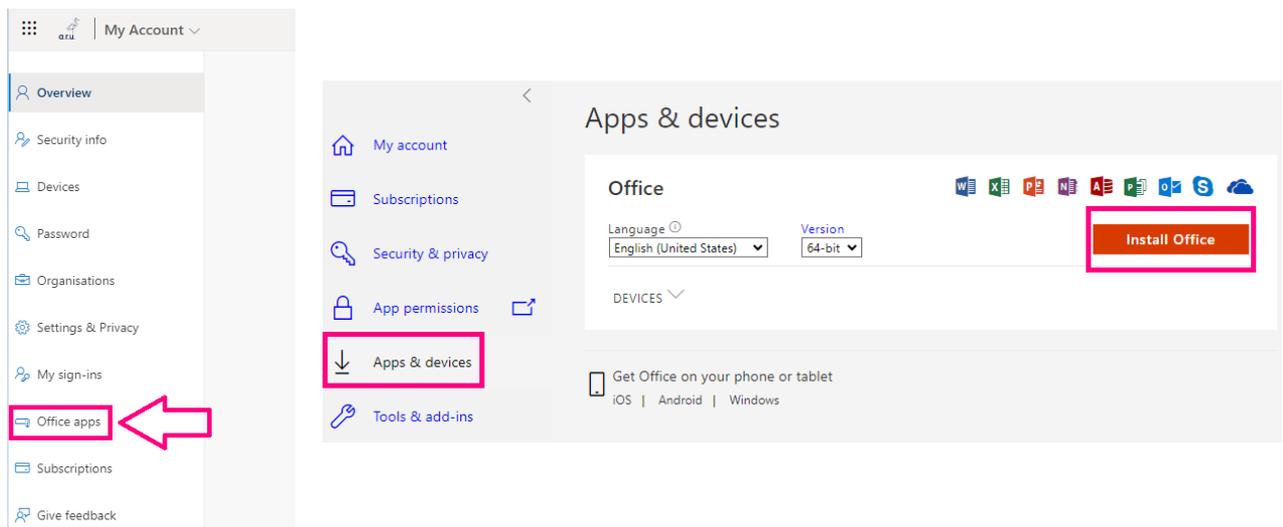# Downloading Microsoft 365 from your Student Email

STEP 1:

Once signed in, in the top-right corner of the screen click on your Surname and Name initials, e.g. **'AB'** and choose an option **'View account'**.
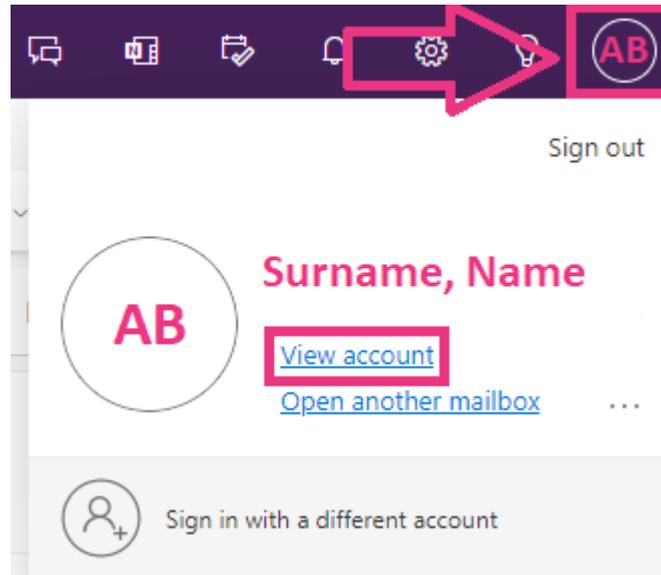
STEP 2:

In the **'My Account'** section, select **'Office apps'** and click on **'Install Office'**.
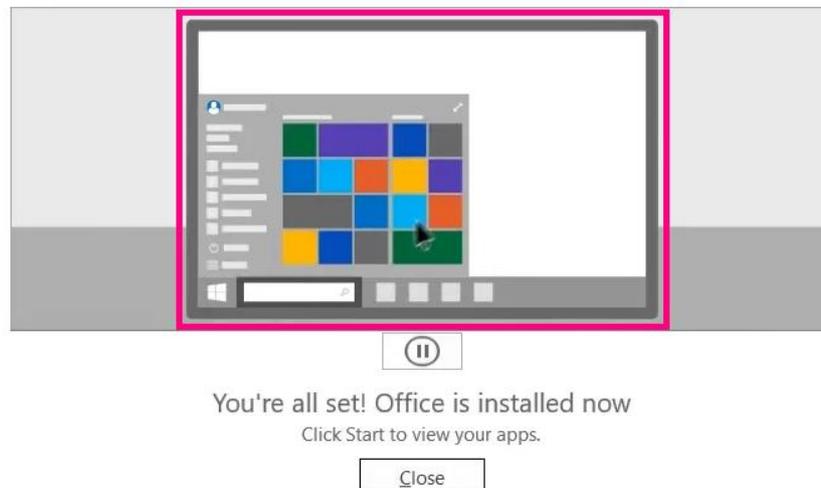
STEP 3:

The **'OfficeSetup.exe'** will appear on your **'Downloads'** section. Click on it to start the installation process to your device.

STEP 4:

Your installation is finished when you see the phrase, **"You're all set! Office is installed now"** and an animation plays to show you where to find Microsoft 365 applications on your device.

STEP 5:

After installation, as shown in animation, select the Start button (lower-left corner of your screen) and type the name of any **Microsoft 365 app, e.g., Word**. When the Microsoft 365 app opens, accept the license agreement and activate account with your student email login details.

Now your Microsoft 365 is activated and ready to use!

Contact Us Information

For more information or further assistance on **Student Email or Microsoft Office 365**, please contact Learning Resources Centre:

learningresources@manchester.bolton.ac.uk

Alternatively, join **LRC Online Live Support Chat** from the link below:

https://zoom.us/j/97737256809

Our LRC Online Live Support Chat Opening Hours:

Term-Time hours:

Monday - Friday 9:00 – 17:30

Tuesday, Thursday 9:00 – 19:30

Saturday 9:00 – 17:00

Non Term-Time hours:

Monday - Friday 9:00 – 17:30