How to find, download, or access programs and apps for your studies

During your studies, you'll need various programs and apps for coursework, research, and assignments. Newcastle University provides free and discounted software, including Microsoft Office 365, as well as other tools through our IT services. This guide explains how to download and install university-approved software safely, along with tips for checking the security of external downloads.

Microsoft Office 365 ProPlus (free for students)

Newcastle University provides Microsoft Office 365 ProPlus for free as part of Microsoft's Student Benefit program. To download and install Office 365:

1. Go to https://portal.office.com/account/
2. Enter your university email (e.g., *c1234567*@newcastle.ac.uk) and click 'Next'
3. Enter your university password and click 'Sign In'
4. Select 'Apps & devices' from the side menu
5. Click 'Install Office' (for Windows/Mac) or choose the mobile option for smartphones/tablets
6. Once installed, log in using your university email and password.

Your Microsoft Office 365 ProPlus subscription grants you access to Word, Excel, PowerPoint, Outlook, OneDrive and more. You will retain access to these programs until your student status expires.

Other free or discounted software via university licenses

The university offers additional software through its site licenses. To access these programs:

1. Visit https://www.ncl.ac.uk/itservice/support/
2. Click 'Request or report something' and log in with your university credentials
3. In the 'NU Service Portal', select the 'Service Catalogue' (second icon on the left)
4. Browse available software or use the search bar/filters to find what you need.

All software provided by the university is safe to download. You will retain all software provided by the university until your student status expires.

Downloading software safely (external sources)

If you need to download software outside the university's offerings, follow these safety tips:

1. Use trusted websites:
    -   Only download from reputable sources (e.g., official company websites)
    -   Avoid third-party sites that may contain malware.
2. Check the URL:
    -   Look for 'HTTPS' and a padlock icon in the address bar, indicating a secure connection.
3. Let your browser scan for threats:
    -   Microsoft Edge automatically blocks dangerous downloads
    -   It categorises files as: *Safe* (no warning), *Potentially harmful* (requires user confirmation) and *Dangerous* (blocked automatically).
4. Use antivirus protection:
    -   Microsoft Defender SmartScreen checks downloads against known malware lists
    -   If a file is unrecognised, you'll see a warning before opening it.