

Office 365 Installation Guide

User Guide Documentation



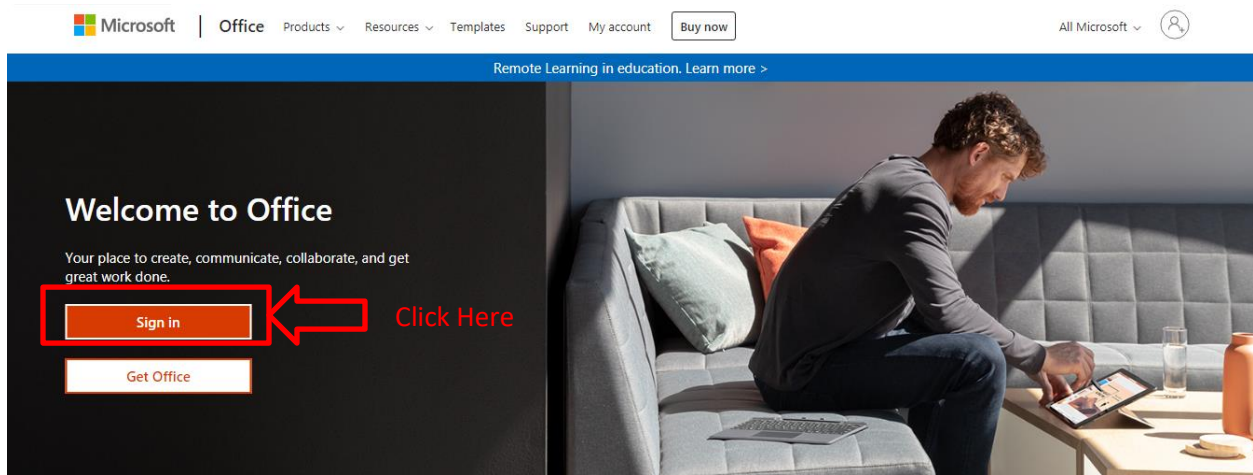
National University of Modern Languages

(NUML)

This Guide is about Installing and activating Microsoft Office 365. You will be guided step by step about how you install and Activate Office 365

Office 365 Installation

Step#01: Go to the link (<https://Portal.office.com>) and Click on Sign In button.



Step#02: Enter Office 365 Username & Click Next



Sign in

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)



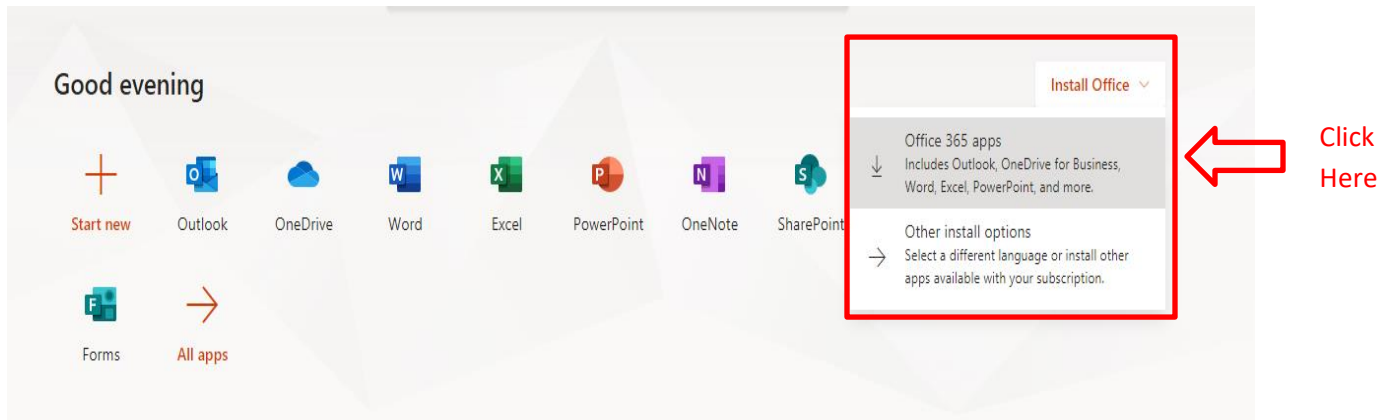
Click Next

Type Password &
Sign in

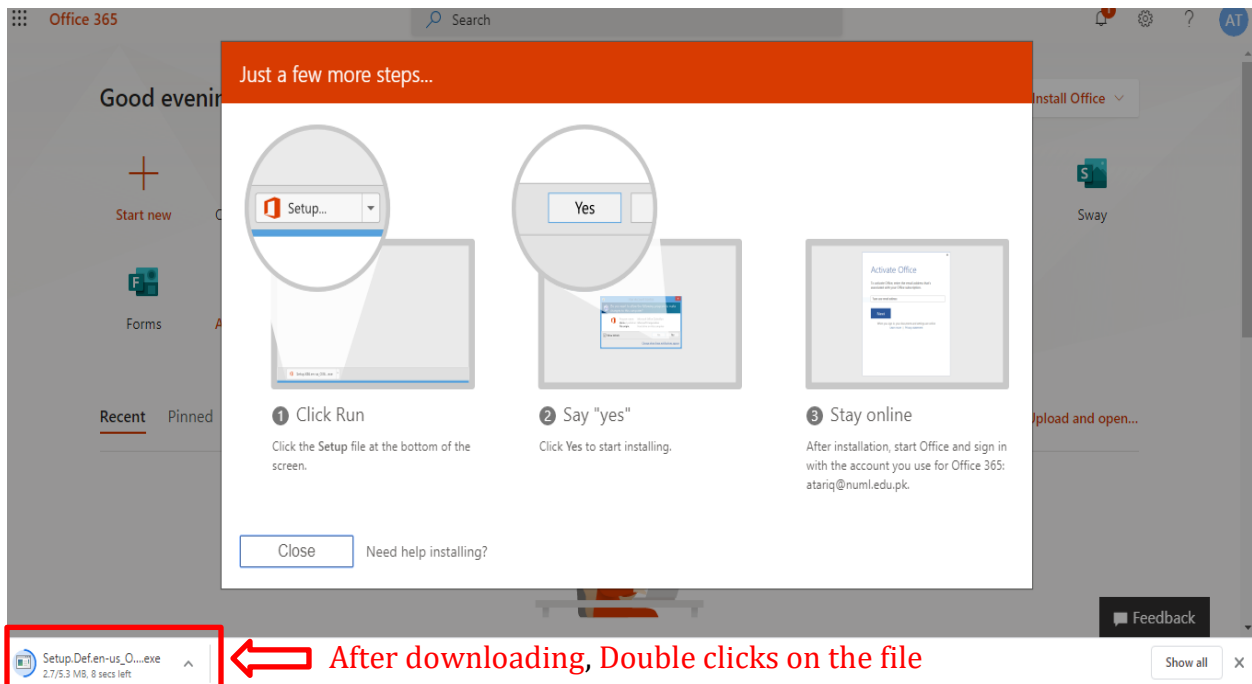
WARNING: Please note that ICT has provided you valid email with password to complete this process. If not in possession of the same then wait and get the same. With a false try may create issues in subsequent installation of office365; otherwise it is just a simple few minutes process.

Step#03: On the Right Top Corner

- Click on Install Office Button
- Select Office 365 apps



- A file will be download of size 5.3 MB



- Once you have downloaded that file
- Installation will Start



Please stay online while Office downloads

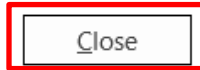
We'll be done in just a moment.

Step#04: After Installation you will be asked to close the setup as it has been installed successfully.



You're all set! Office is installed now

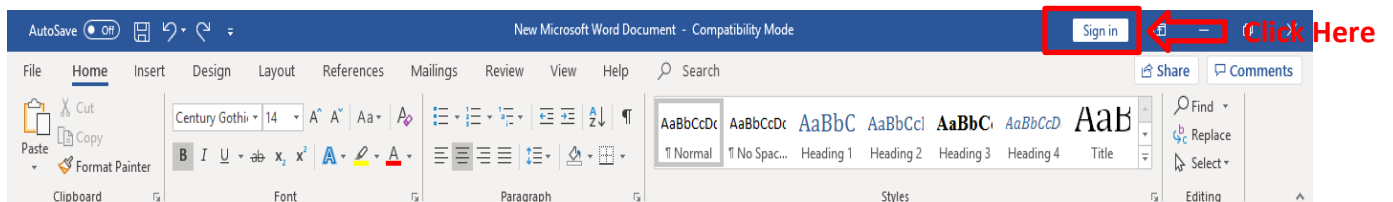
Click Start > down-arrow.



Click Close and you are ready to use the Apps.

Office 365 Activation

Step#01: Open any application i.e. Word and Click on Sign In.



Step#02: Type Office 365 Username & Password

×



Sign in

Email, phone, or Skype

No account? [Create one!](#)

Next

Step#03: Office 365 Activated