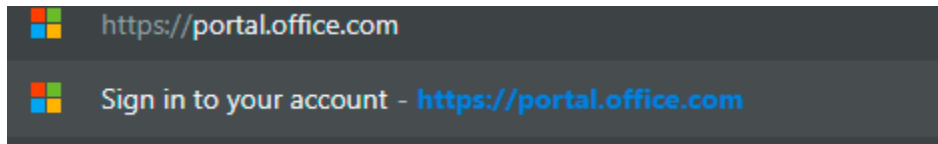


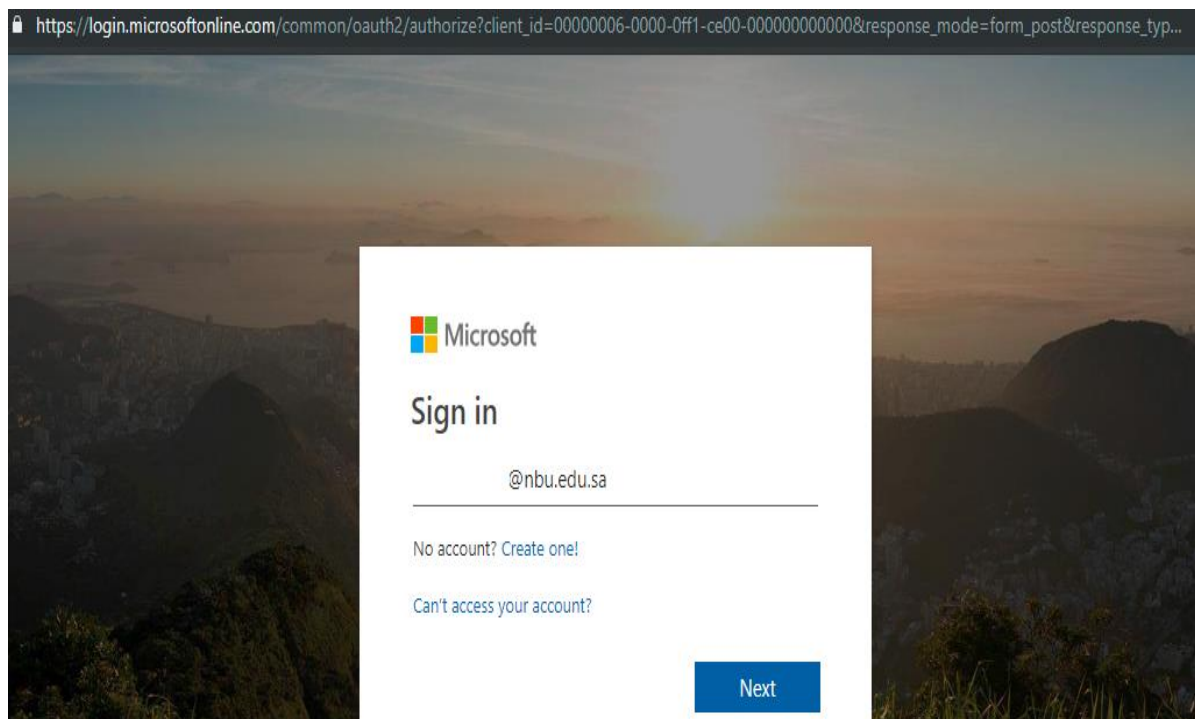
Office 365 Login procedure

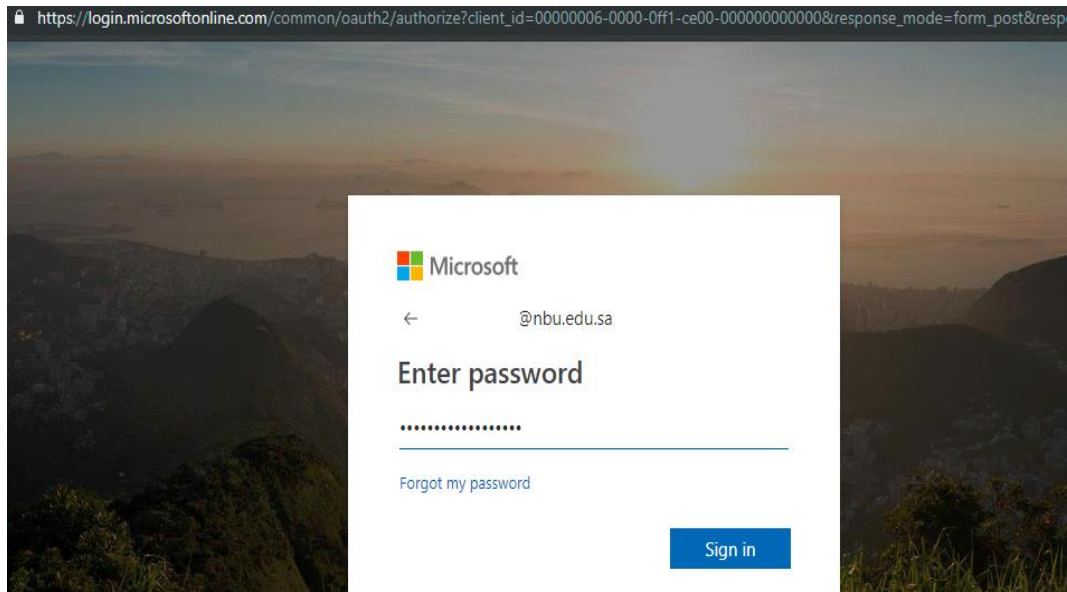
1. Login to the website below in any browser

<https://portal.office.com>

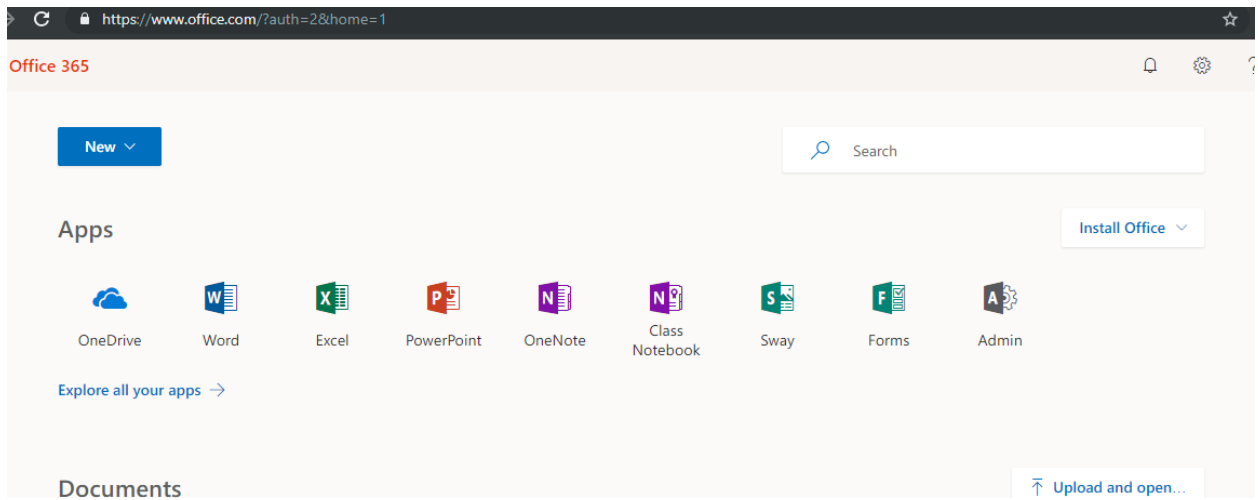


2. After browsing the website it will ask for credentials, you need to give your Active Directory (Desktop/Wi-fi) user name and password.

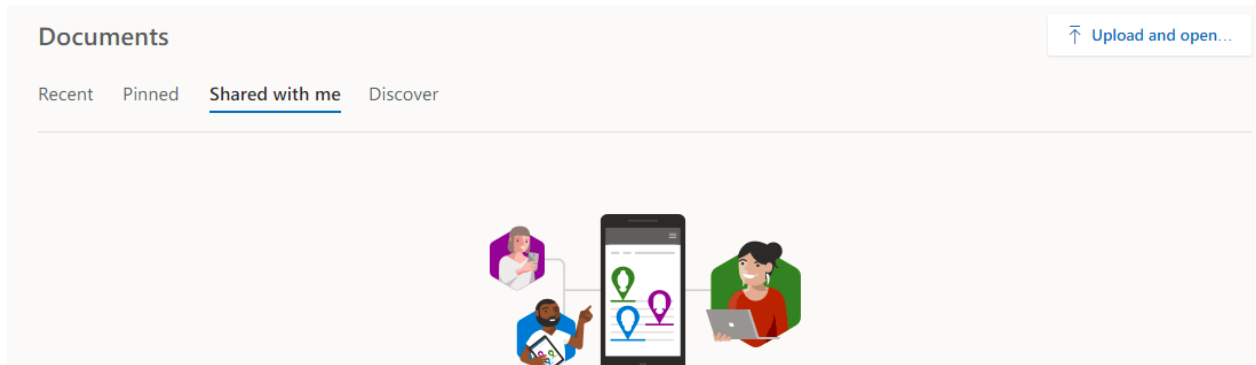




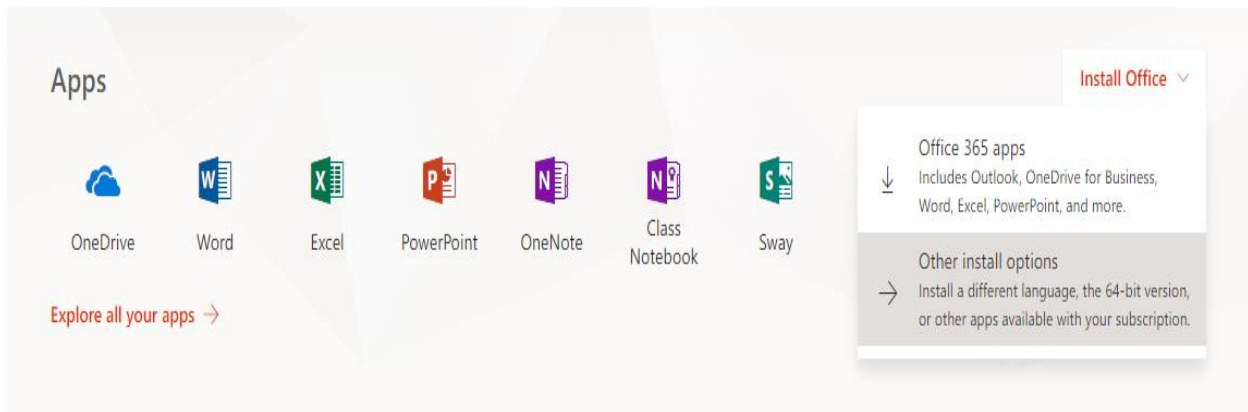
3. After you successfully login you will see below portal.



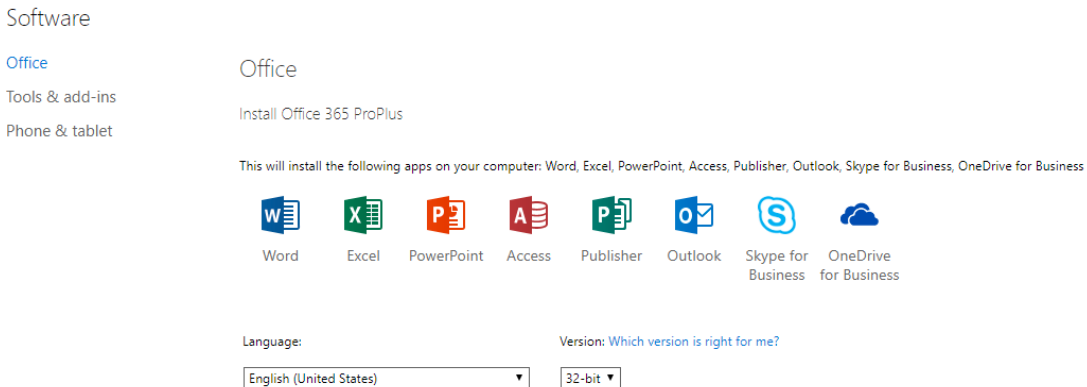
4. You can globalize your apps by accessing it from anywhere and everywhere.
5. Every user has 1 TB storage space in One Drive to store their documents and Files, you can also share your one drive documents with mates.



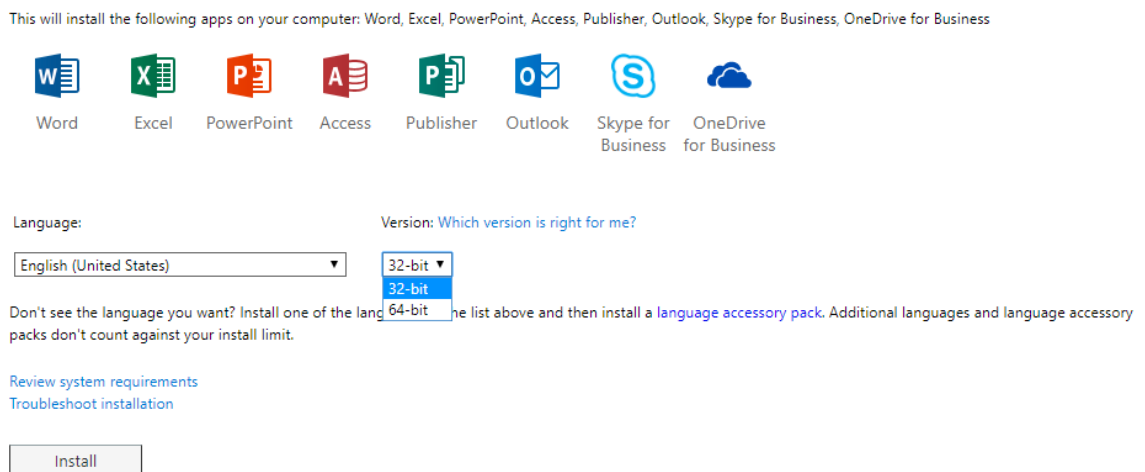
6. you can explore all your office apps like One Drive, Word, Excel, Power Point ...etc. With your single account you can be able to login to 5 different devices like Mobile, Laptop, Desktop, Tablet.
7. You can Install Microsoft office of office 365 version from below steps:



8. After you select other install options you will be prompted to a new page.

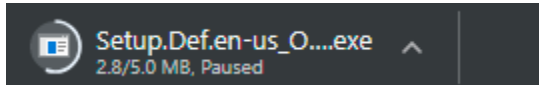


9. You can select 32/64 bit as per your Operation version.



10. You also need to uninstall existing Office version (Microsoft office 2010/2013/2016) and install this office 365 version.

11. This office 365 version is an online installer , you will be prompted to download a setup file and after download online installer will be started.



apps on your computer: Word, Excel, PowerPoint, Access, Publisher, Outlook, Skype for Busi

