Office 365 Installation Guide

User Guide Documentation

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 (Online)

Go to the link (https://Portal.office.com)

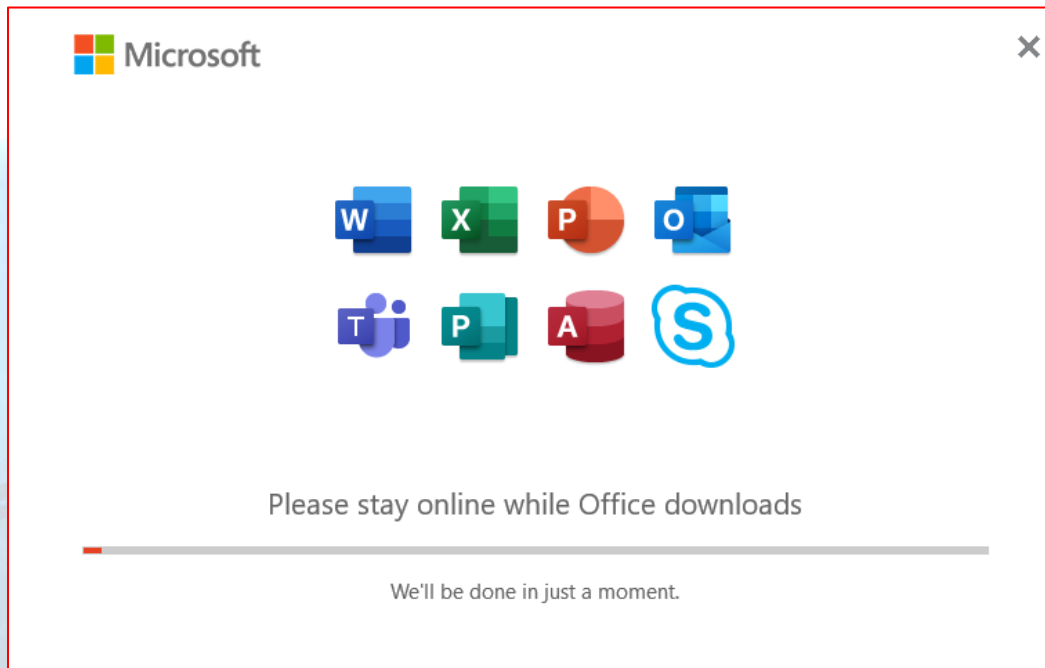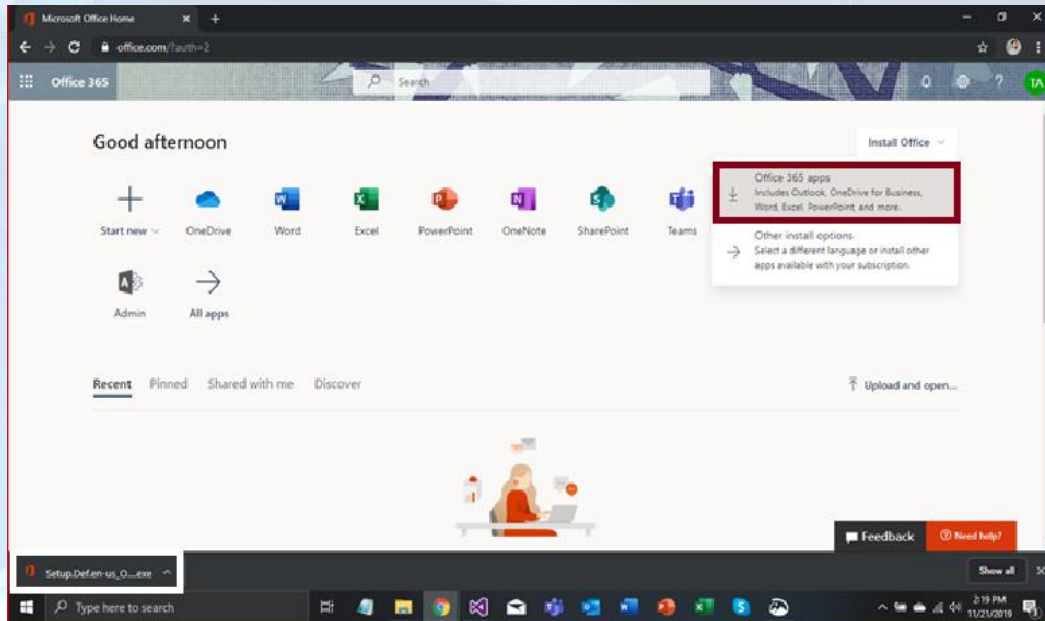Enter Office 365 Username & Click Next

Type Password & Sign in

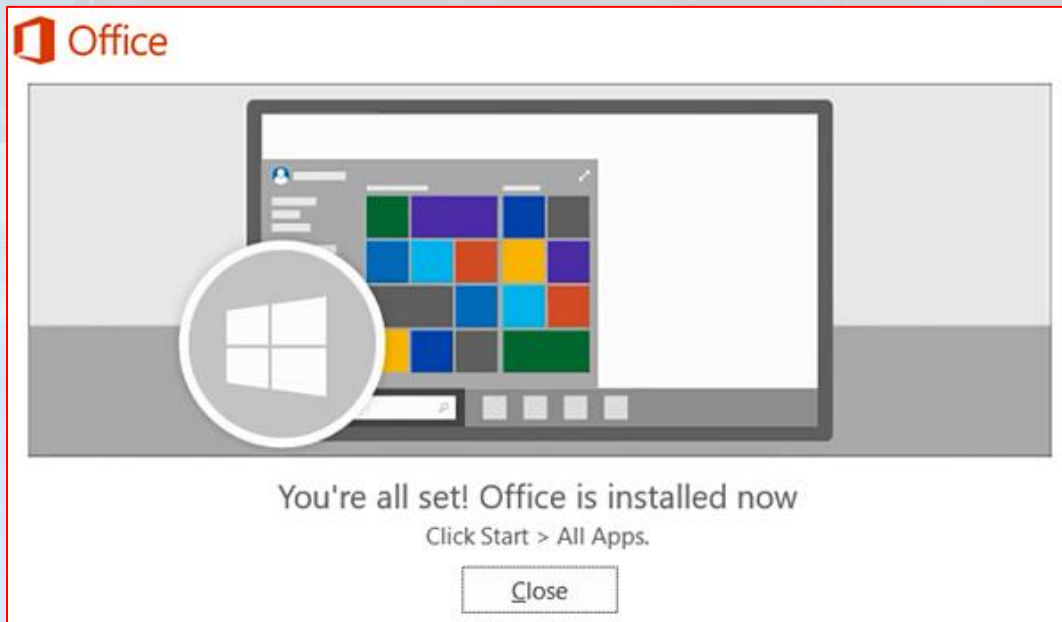# User Guide

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On the Right Top Corner

- Click on Installation Office Button
- Select Office 365 apps a file will be download of size 5.5 MB
- Once you have downloaded that file
- Double click on that file
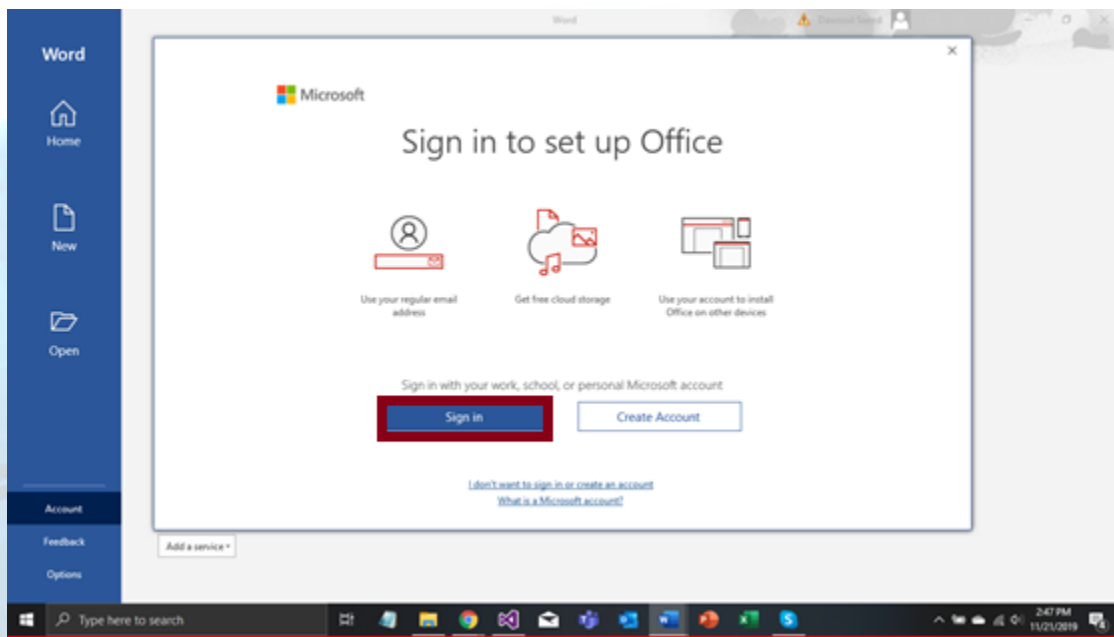- Installation will Start

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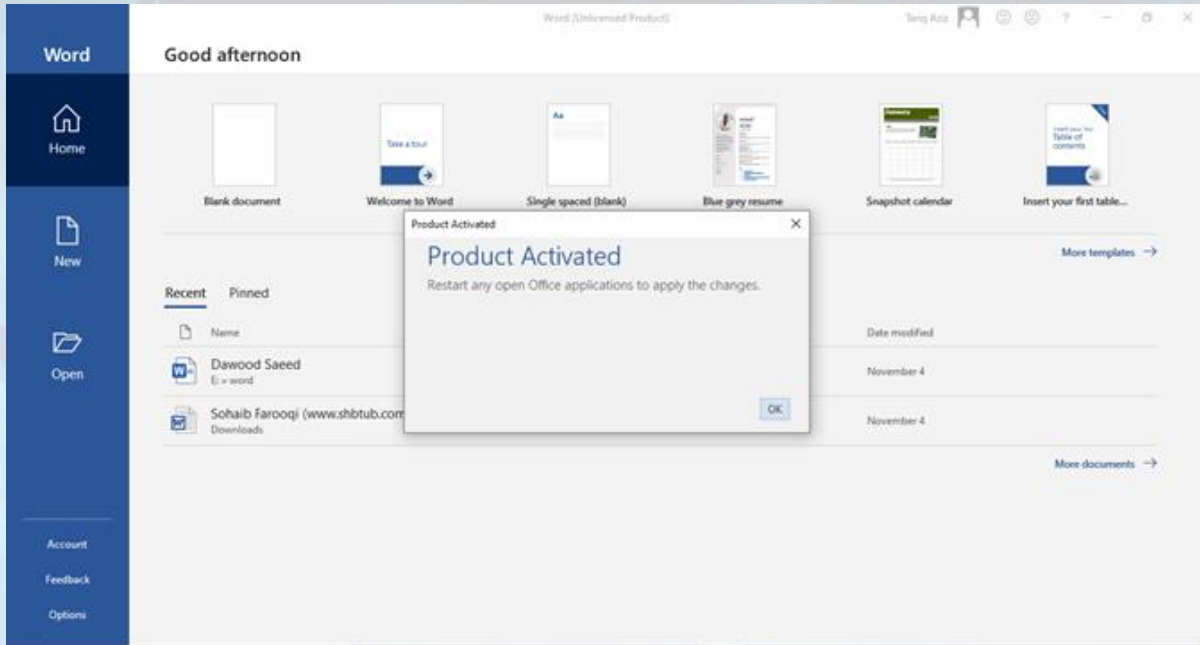

Click Close and you are ready to use the Apps.

- Open any application i.e. Word or Excel
- Click on Sign in
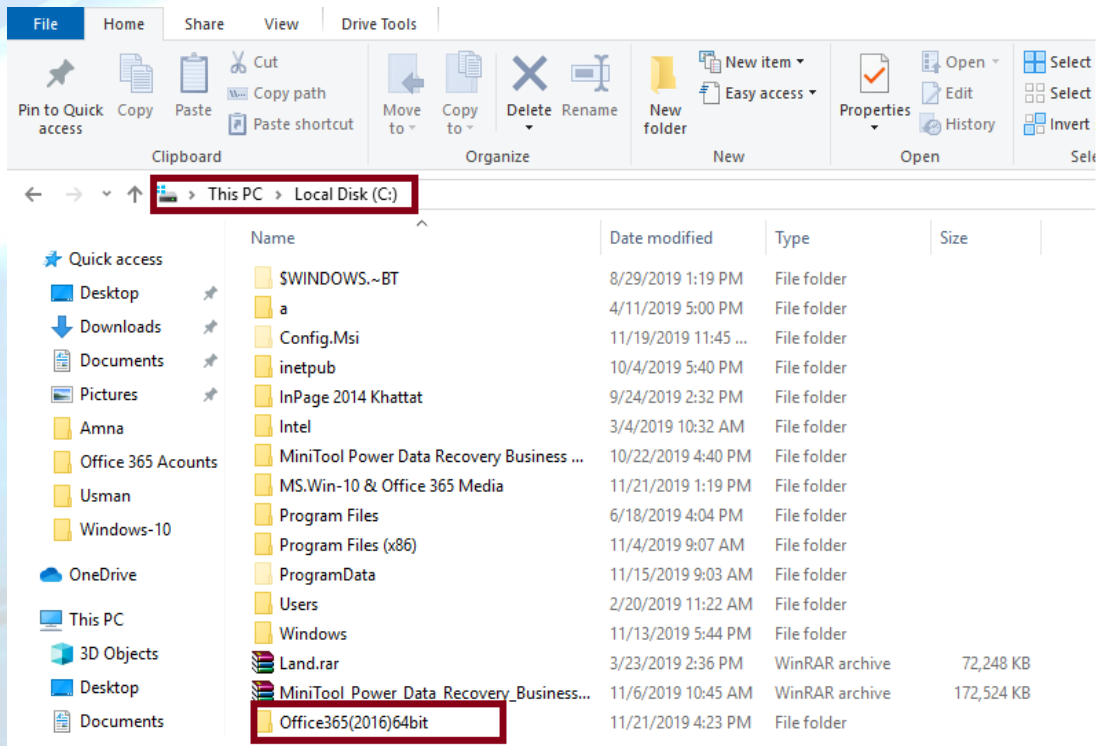- Type Office 365 Username & Password
- Office 365 Activated

Office 365 Installation (Offline)

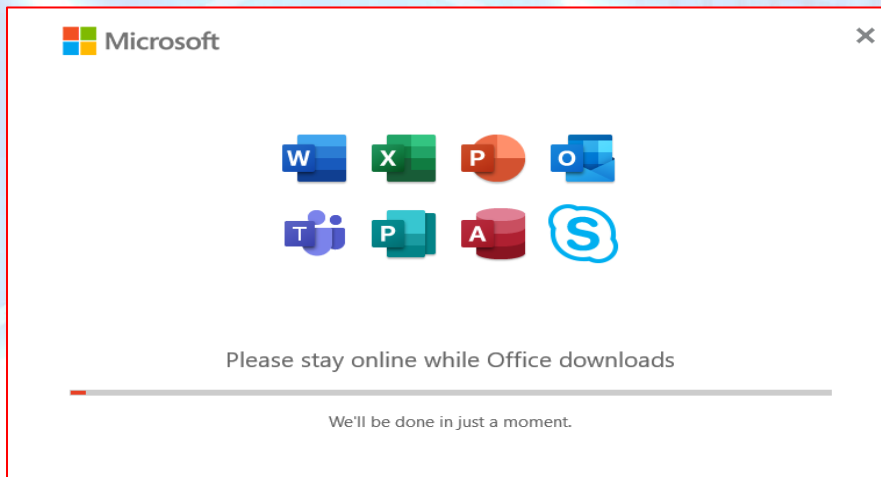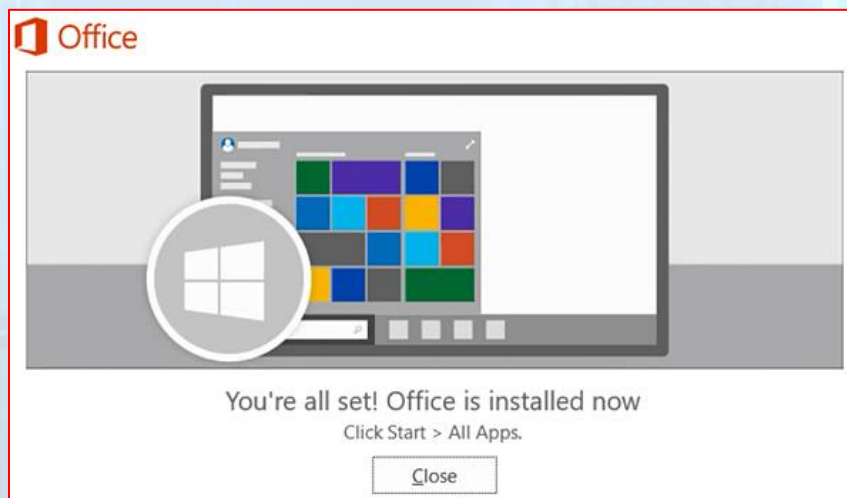Copy the Office 365 Media Folder (Office365(2016)64bit) in C: Drive

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Open the Folder (Office365(2016)64bit) & Double click on mentioned file as highlighted

Office	11/21/2019 1:18 PM	File folder	
configuration.xml	12/4/2018 2:12 PM	XML Document	2 KB
EULA	9/8/2016 2:59 AM	File	10 KB
O365 install.bat	9/15/2014 11:15 AM	Windows Batch File	1 KB
officedeploymenttool_7407-3600.exe	2/6/2019 1:31 PM	Application	2,165 KB
setup.exe	9/8/2016 2:59 AM	Application	3,615 KB

Installation Start

Microsoft ✕

Please stay online while Office downloads

We'll be done in just a moment.

Click Close

Office

You're all set! Office is installed now

Click Start > All Apps.

Close

User Guide

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- Open any application i.e. Word or Excel
- Click on Sign in
- Type Office 365 Username & Password
- Office 365 Activated