

How to Install Microsoft Office 365 application to your Desktop/Laptop devices

Step 1: Kindly proceed to www.office.com and login your FEU Microsoft Office 365 account. Once your logged In to Dashboard, navigate the Install Office located at the top right corner and click the Office 365 apps to download the application to your local computers.

The screenshot displays the Microsoft Office 365 dashboard for a user named ITS. The interface includes a top navigation bar with the FEU logo, 'Office 365' text, a search bar, and user information. The main content area features a 'Good afternoon, ITS' greeting, a 'Recommended' section with a shared calendar titled 'Operations Work schedule', and a 'Recent' section with a list of documents. An 'Install Office' button is visible in the top right corner, with a dropdown menu showing 'Office 365 apps' and 'Other install options'.

Microsoft Office Home

office.com/?auth=2

FEU Office 365

Search

ITS NETWORK STA... IS

Good afternoon, ITS

Recommended

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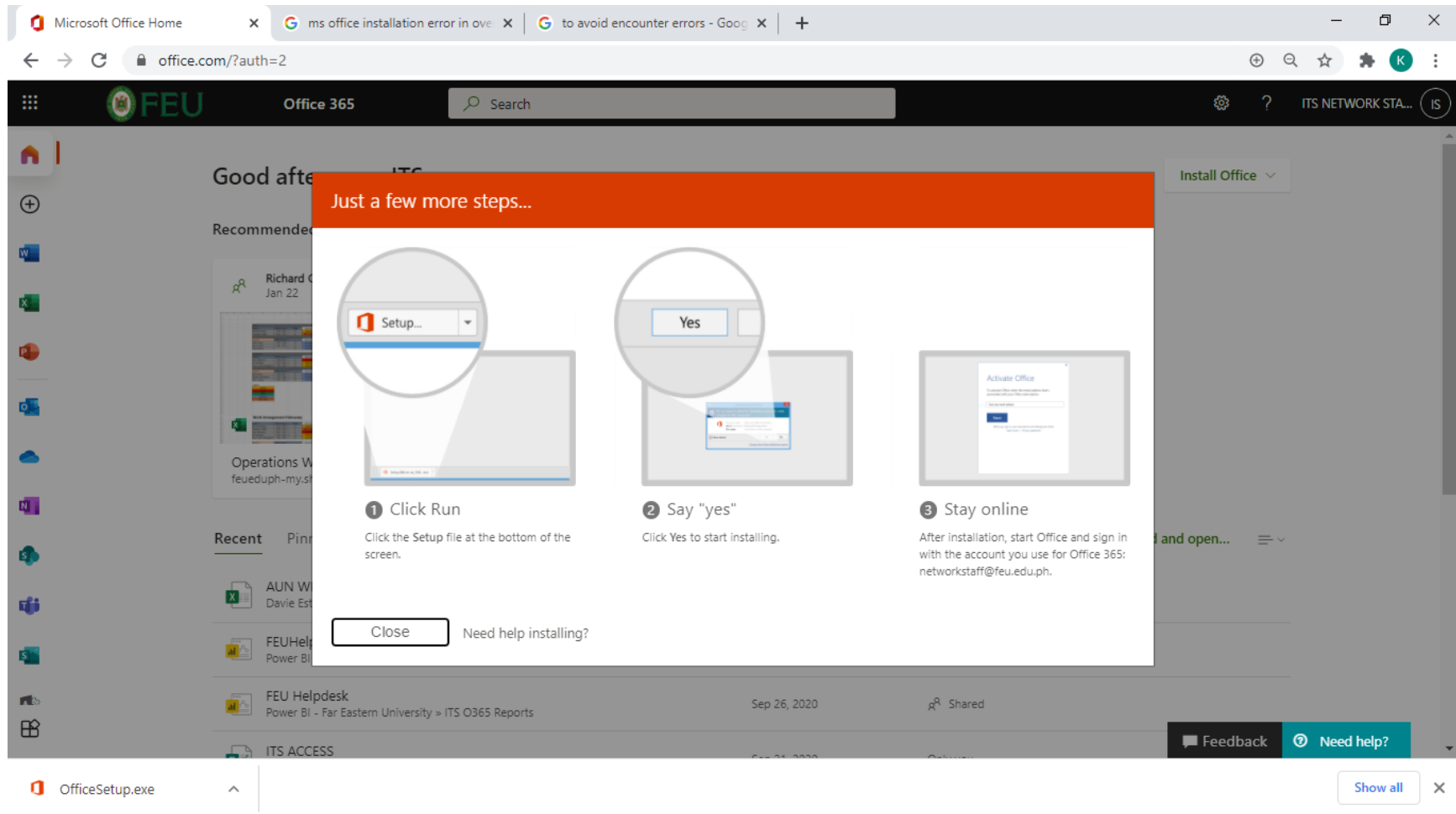
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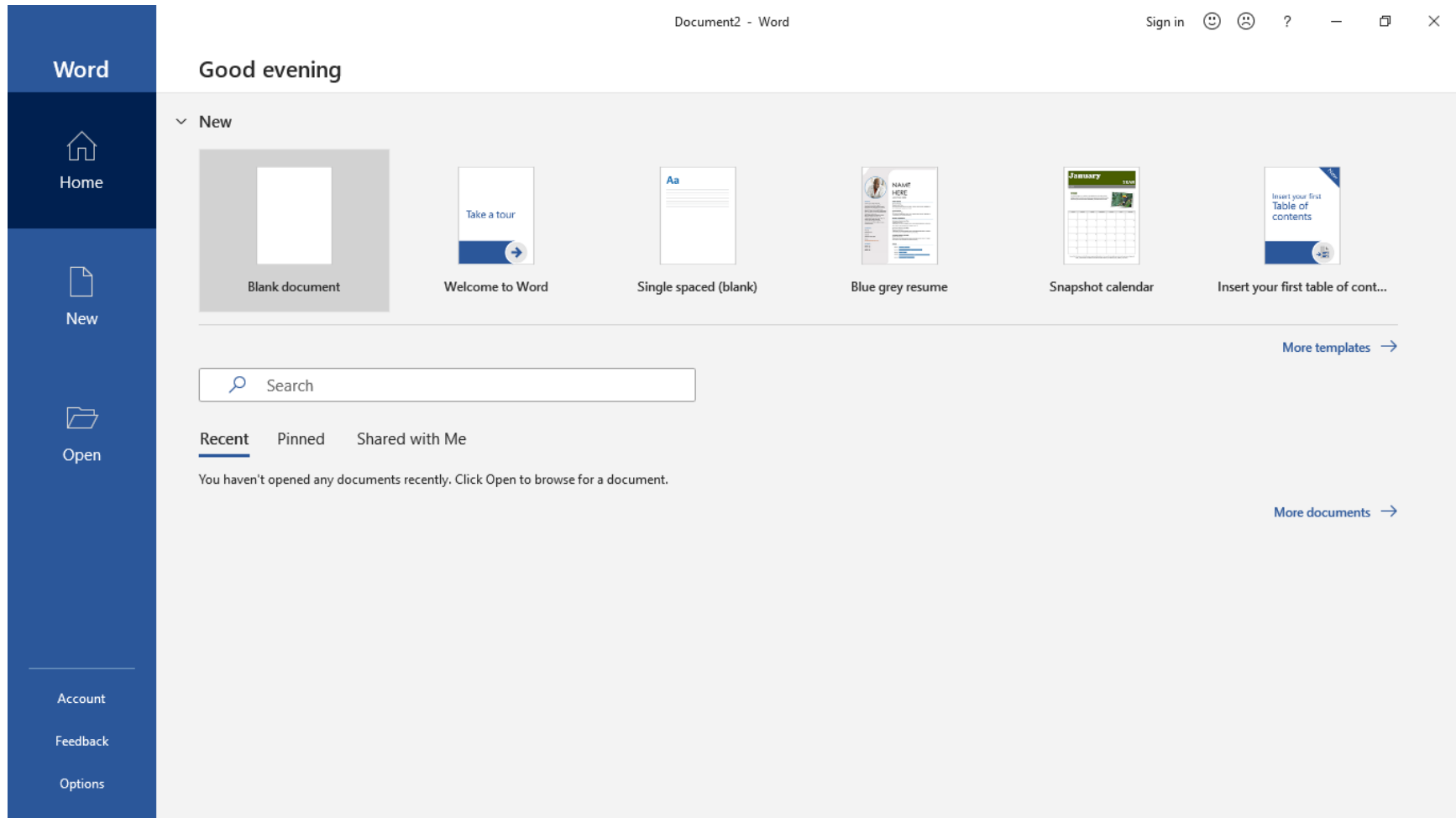
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Step 2: Once the application is downloaded. Kindly open the OfficeSetup.exe to begin the Installation.

Note: Before to proceed with the Installation. Be sure to uninstall your current MS Office365 old version to avoid encounter errors.



Step 3: Open any MS Office365 application (Word, Excel etc.) to login your account to activate the license.



Step 4: Navigate the Account located at the bottom left corner. Click the Sign In button and login your FEU MS Office 365 account to activate the license of your application.

Note: If your MS Office 365 application appear unlicensed. Kindly email ITS Helpdesk for the assistance

