京都先端科学大学

Office365 Installation Manual

Information and Communication Technology Center

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How to download and install Office365

① Log in to Office365

Access Office365 from this URL
https://portal.office.com
Then use your school e-mail address and password to log-in

Microsoft

Sign in

Email, phone, or Skype

Microsoft

← nishimura.taichi@kuas.ac.jp

Enter password

Password

Forgot my password

Sign in

② Download the Office365 app

Click the [Install Office] button in the top right of your screen, select [Office 365 Apps] and save the installation file on your computer

Install Office ⌄

↓ Office 365 apps
Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.

→ Other install options
Select a different language or install other apps available with your subscription.

③ Install the Office365 app

Execute the installation file you downloaded in step ② and follow the on-screen instructions to proceed with the installation.

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