

Microsoft Office 365 ProPlus Self Installation Guide

Computer & Network Centre, Nanyang Polytechnic

Please note that Microsoft Office 365 ProPlus subscription for NYP student attending Full Time Course allows you to install Microsoft Office applications (**Word, Excel, PowerPoint, Outlook, Lync, InfoPath, OneNote, Publisher, and Access**) on up to 5 Windows or Mac PCs and Microsoft Office apps (**Word, Excel, PowerPoint, Outlook, Lync and OneNote**) on up to 5 Android, iOS or Windows mobile devices.

Your subscription will be valid until you graduate or are no longer enrolled. Your student eligibility may be re-verified at any time by Microsoft. At expiration, the Office applications enter a reduced-functionality mode, which means documents can be viewed but it isn't possible to edit or create new documents. In addition, online services associated with the school email address will no longer work.

To install Microsoft Office applications, the PCs must meet the minimum system requirements in the link below,

<https://products.office.com/en-us/office-system-requirements>

This document will guide you to install and configure Microsoft Office application on Windows PC. Let's get started.

Step 1. Open any latest web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox or Apple Safari).

Go to www.outlook.com/mymail.nyp.edu.sg

Login with your NYP email account e.g. 888888Z@mymail.nyp.edu.sg

Office 365

Sign in with your work or school account

888888Z@mymail.nyp.edu.sg

••••••••

Keep me signed in

Sign in

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

Your work or school account can be used anywhere you see this symbol. © 2015 Microsoft Legal Privacy Feedback

If this is the first time you login then follow the steps below to complete the setup else proceed to Step 2

You will prompt to change your password before you can continue.

Office 365 ⚙ ?

update password

Strong password required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID
888888Z@mymail.nyp.edu.sg

Old password
••••••••

Create new password
••••••••
strong


Confirm new password
••••••••

submit

For users signing in for the first time: Microsoft Online Services will be contacting you with tips and advice for using our products and services. In regions where permitted, we will also contact you with surveys and promotions. You can unsubscribe at any time. For more information on communication options, please see our [Privacy Notice](#).

After changing your password, you will automatically be logout and prompt to login again with your new password.

Next. Select your preferred **Language** and **Time Zone** for email to complete the setup




Outlook

Choose your preferred display language and home time zone below.

Language:
English (Singapore) ▼

Time zone:
(UTC+08:00) Kuala Lumpur, Singapore ▼

[→ save](#)

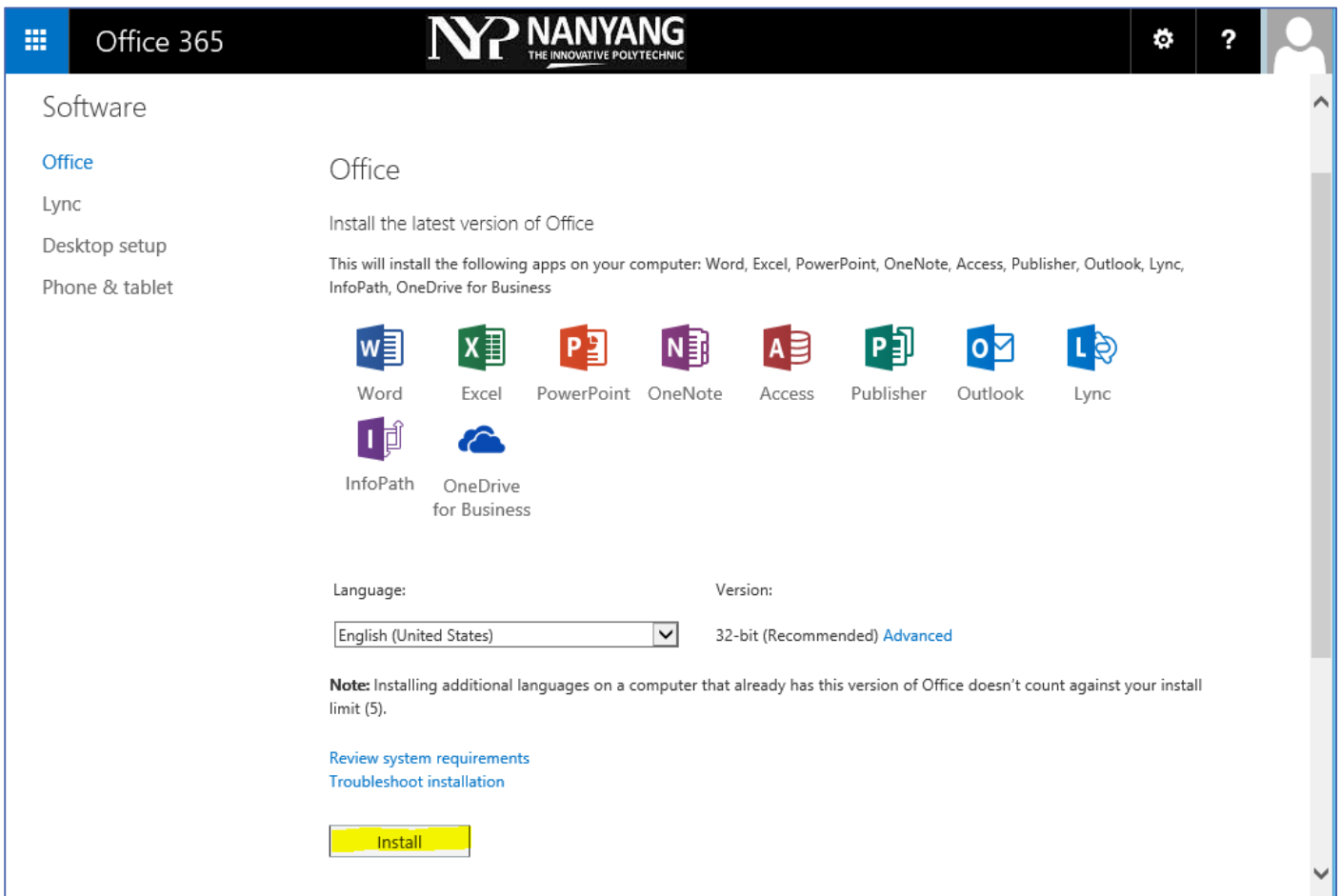
Step 2. After you successfully login with the new password, click on  the top right corner. Click on **Office 365 Settings**



Step 3. Click on **Software** on left panel.



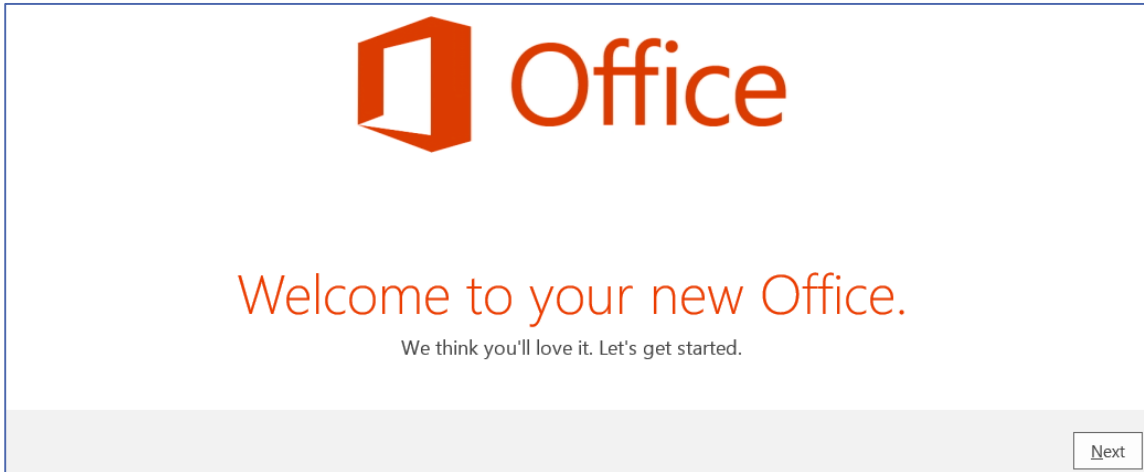
Step 4. Please select **English (United States)** and 32-bit version of Office and then install.



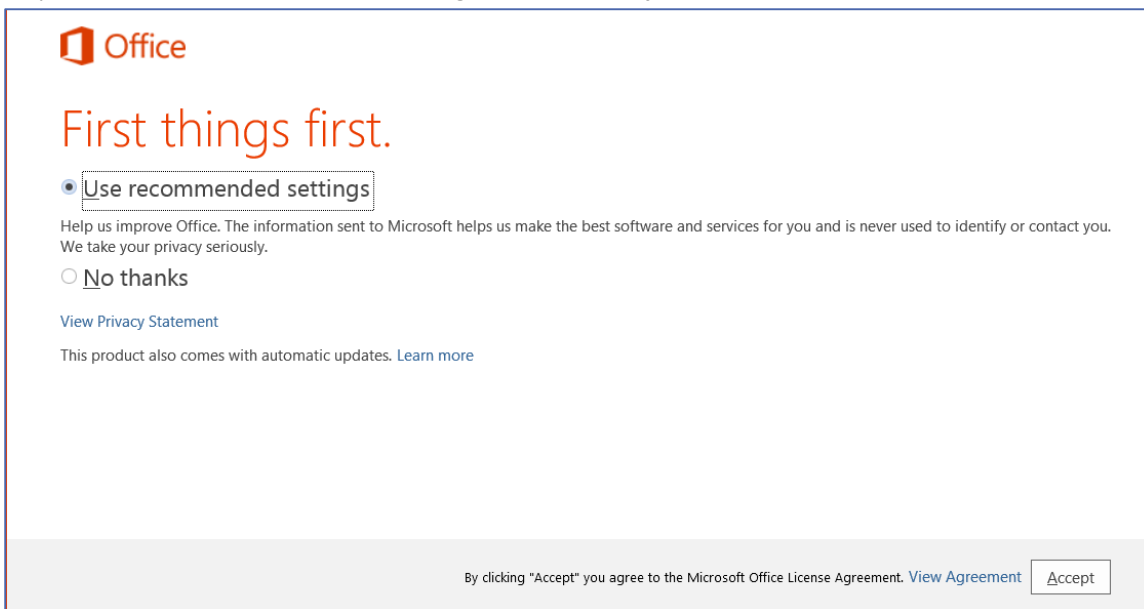
After clicking **Install** button, Office installer will be downloaded to your PC.

Next run the Office installer to start the installation and ensure your PC is always connected to Internet during the installation for full the full Office applications to be downloaded (around 30mins using a 7mbps internet link)

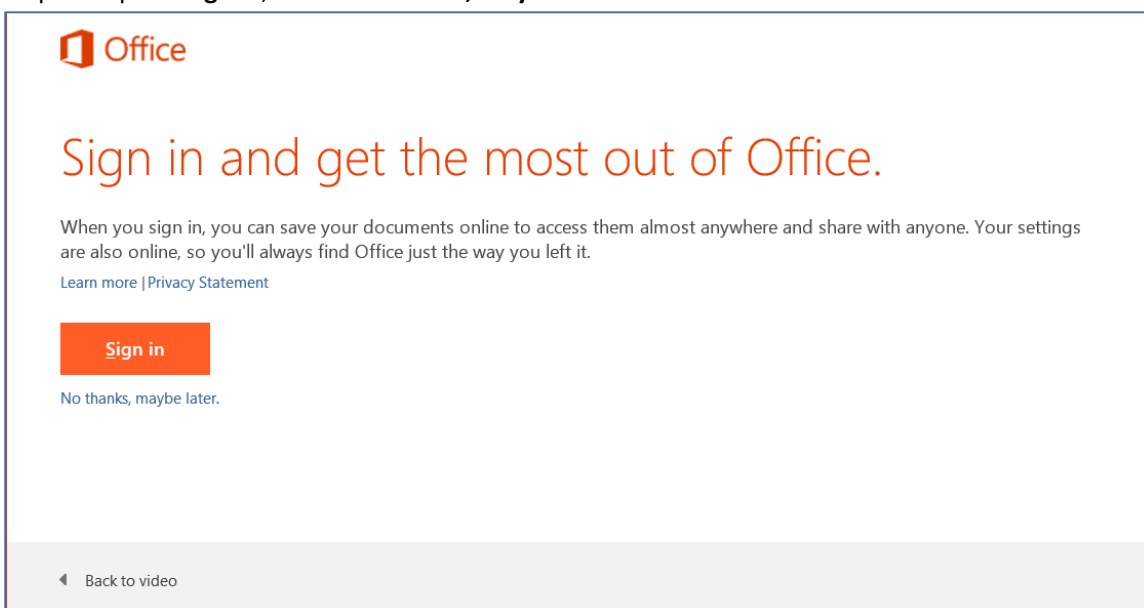
Step 5. At the Office installer welcome screen click **Next**.



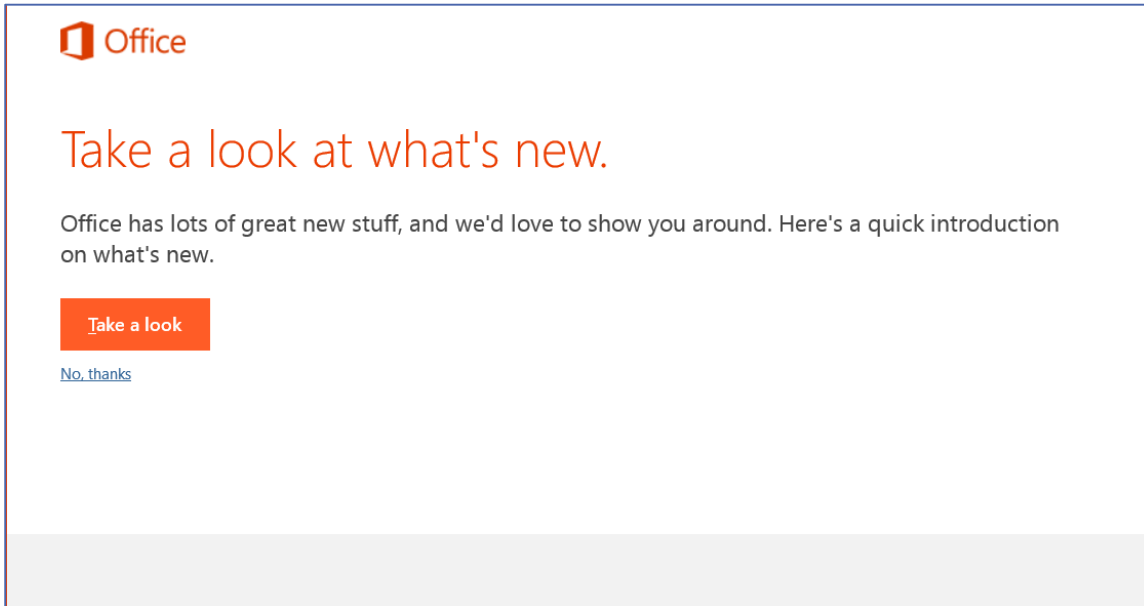
Step 6. Select **Use recommended settings** and click **Accept** for error information collection and automatic updates.



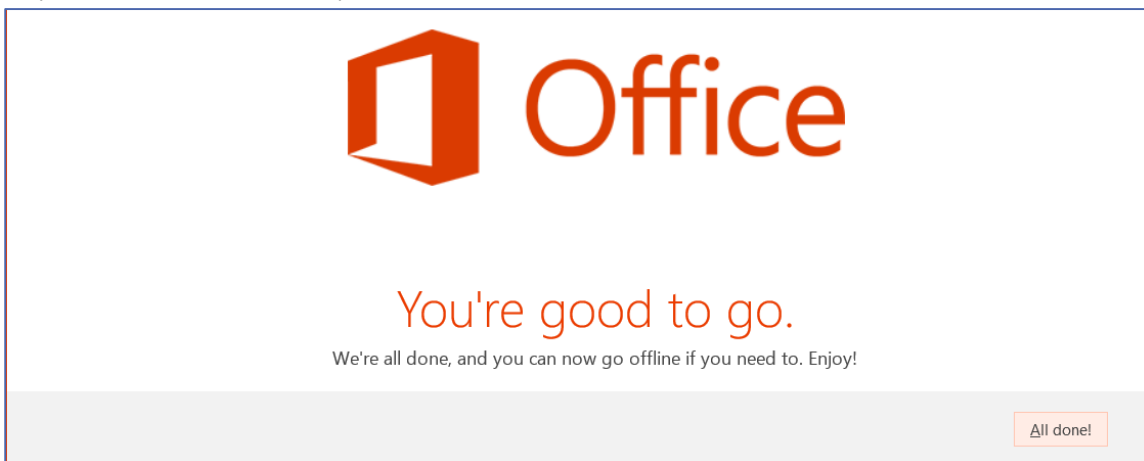
Step 7. Skip the **Sign In**, select **No thanks, maybe later**.



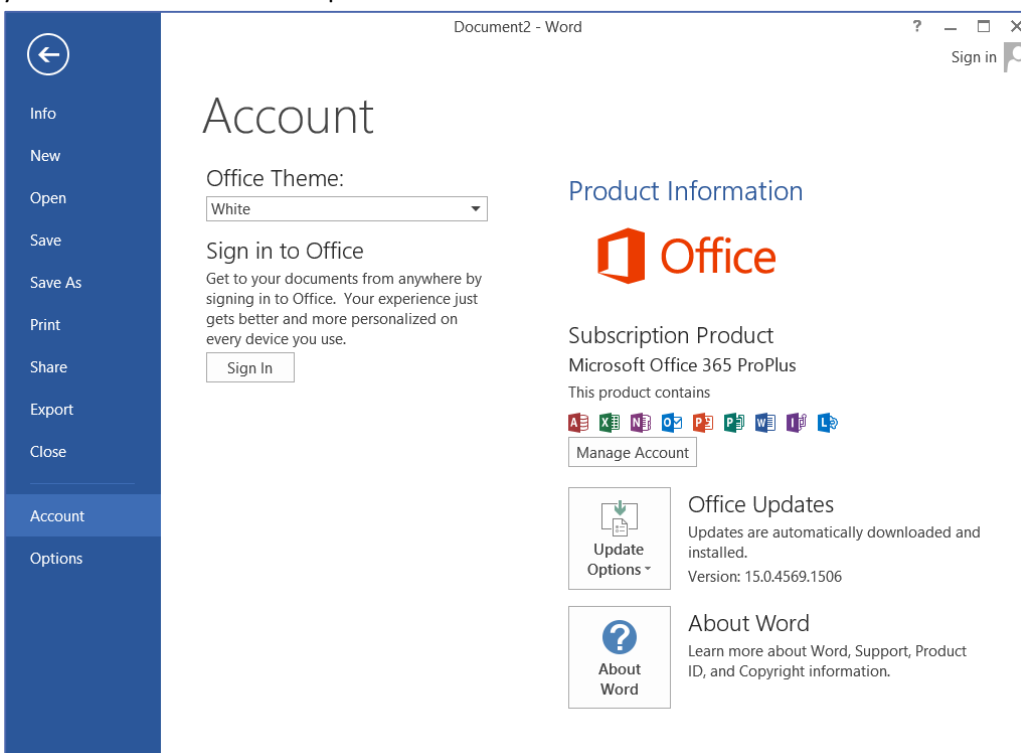
Step 7. Click **No thanks** to continue.



Step 8. Click **All done!** to complete installation.



Step 9. Next you open any Office program e.g. Microsoft Word for the first time, go to **Account** to perform a **Sign in** using your NYP email account and password.



Sign in

Type the email address of the account you would like to use with Office.



Next

When you sign in, your documents and settings are online

[Learn more](#) | [Privacy statement](#)

Sign In

User ID:

Password:

Keep me signed in

Sign in

Can't access your account?

Step 10. After Sign In, your Office 365 account information is displayed and you can start using all Office applications.

Microsoft Office 365 ProPlus Self Installation Guide - Word

MOSES TAN AH TECK

Account

MOSES TAN AH TECK
888888Z@mymail.nyp.edu.sg

[Sign out](#)
[Switch Account](#)

Office Background:

Office Theme:

Connected Services:
Loading your connected services...
[Add a service](#)

Product Information

Subscription Product
Microsoft Office 365 ProPlus
This product contains

[Manage Account](#)

Office Updates

Updates are automatically downloaded and installed.
Version: 15.0.4569.1506

About Word

Learn more about Word, Support, Product ID, and Copyright information.

Account

- Info
- New
- Open
- Save
- Save As
- Print
- Share
- Export
- Close
- Account
- Options

Thank you.