Microsoft Office 365 ProPlus Self Installation Guide

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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
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.

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
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.

Take a look at what's new.

Office has lots of great new stuff, and we'd love to show you around. Here's a quick introduction on what's new.

*Take a look*

*No thanks*

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

You're good to go.

We're all done, and you can now go offline if you need to. Enjoy!

*All done!*

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

Thank you.