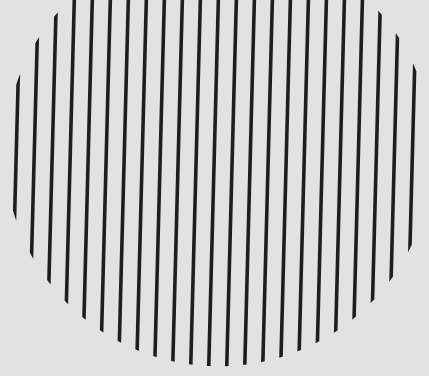




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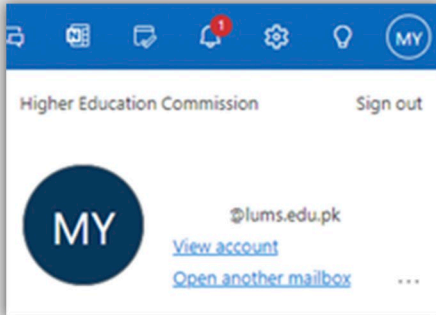
Office 365 Installation

Office 365 is a line of subscription services offered by Microsoft as part of the Microsoft Office product line. All Faculty members, Staff and Students can download, install, and activate Microsoft Office 365 on their laptops/desktops by following the steps:

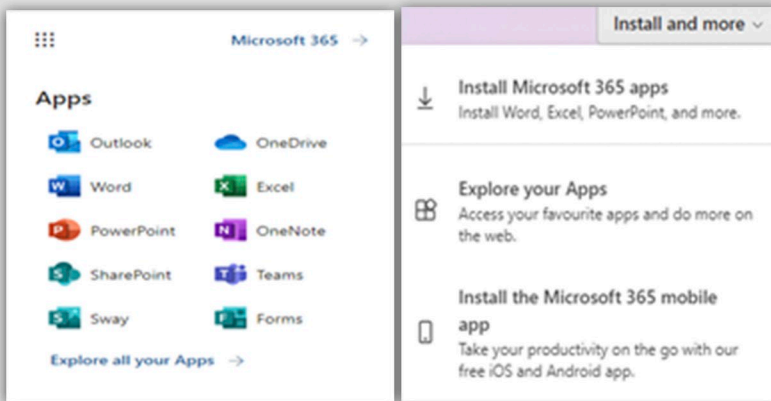


Office 365 Installation

For Windows

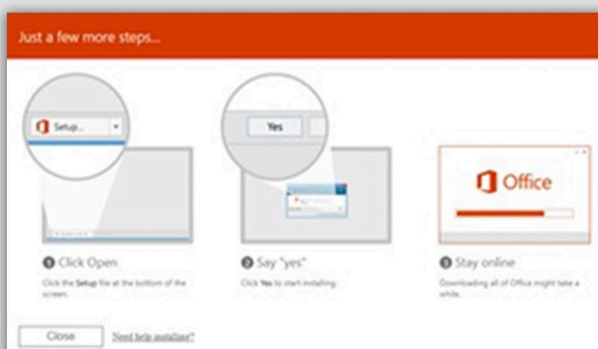
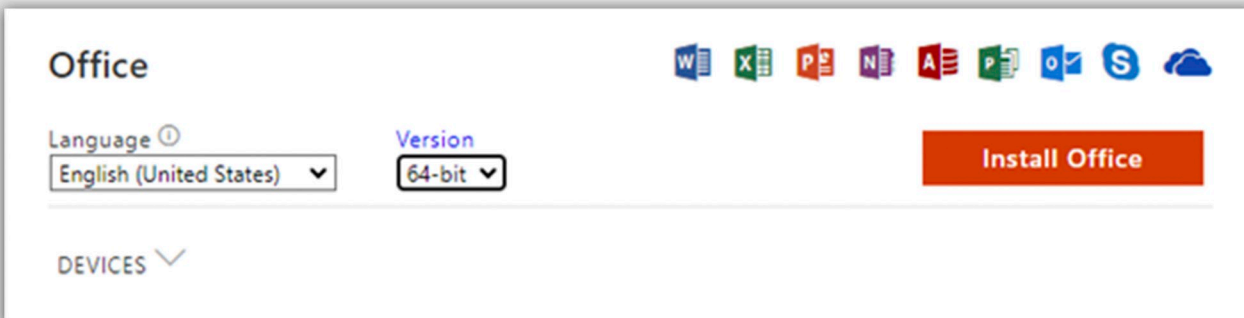


Visit <https://outlook.office.com> , enter your Email xyz@lums.edu.pk and password. After login, Click on profile>> **View account**



Click on **Microsoft 365**, and then click on **Install** Microsoft 365 apps.

The 64-bit version of Microsoft 365 is automatically installed unless you explicitly select the 32-bit version **before** beginning the installation process.



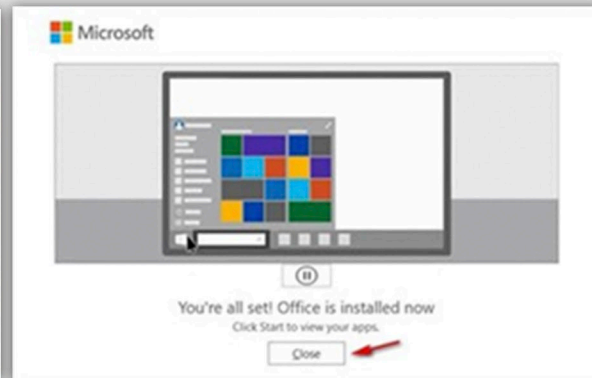
Double click on Downloaded setup file.

Office 365 Installation

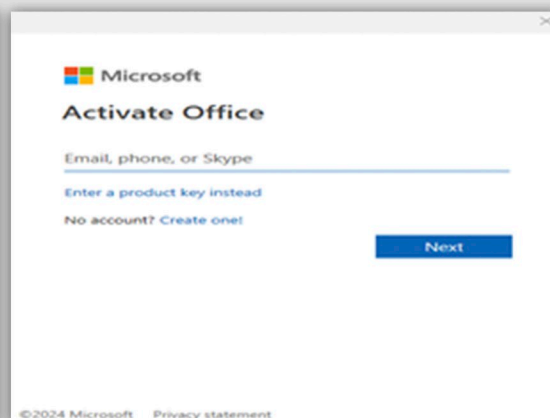
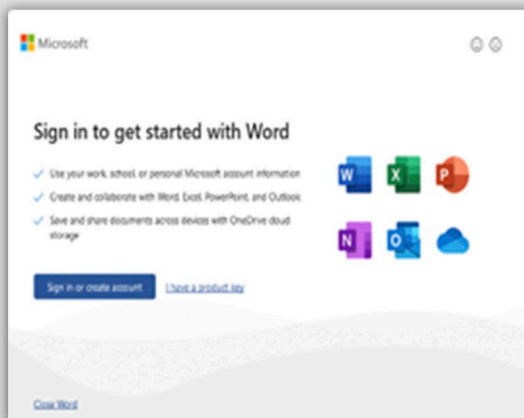
Click on **Yes**.



Wait until the installation is completed 100% and click **Close**.

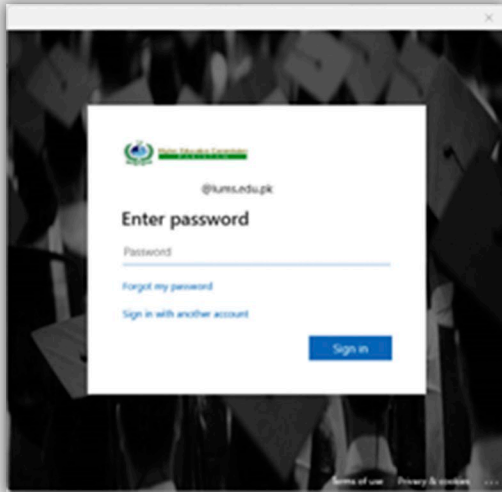


Go to program file or search in the start menu search bar for any office application and run it. Upon prompt, click Sign in to activate office, enter your email xyz@lums.edu.pk, and click **Next**.

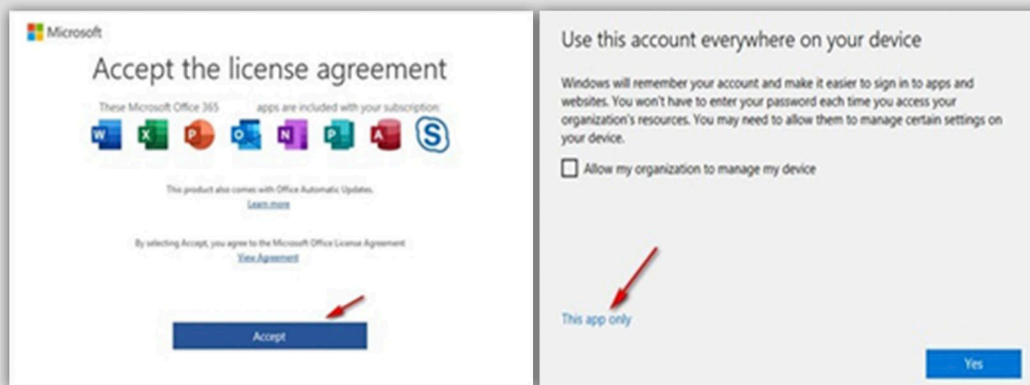


Office 365 Installation

Enter your email password and click **Sign in**.

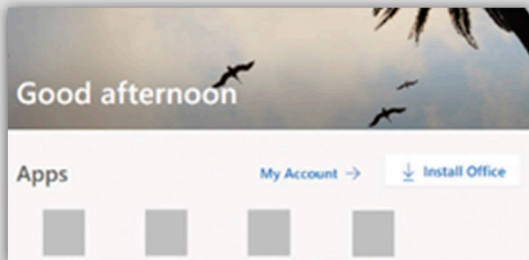


Click on **This app only** and **Accept** the license agreement.

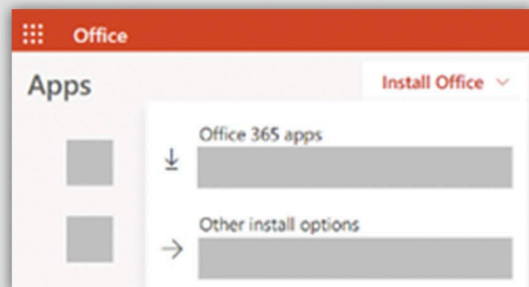


Office 365 Installation

For Mac

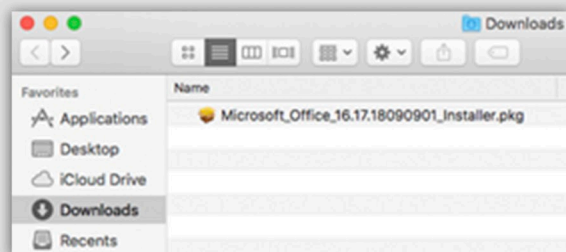


From the Microsoft 365 home page, select **Install Office** to start the download.

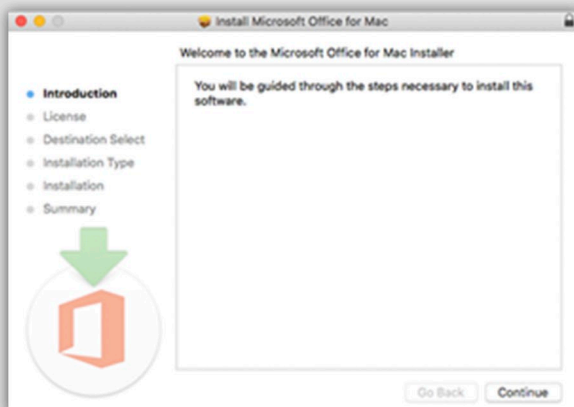


From the Microsoft 365 home page, select Install Office

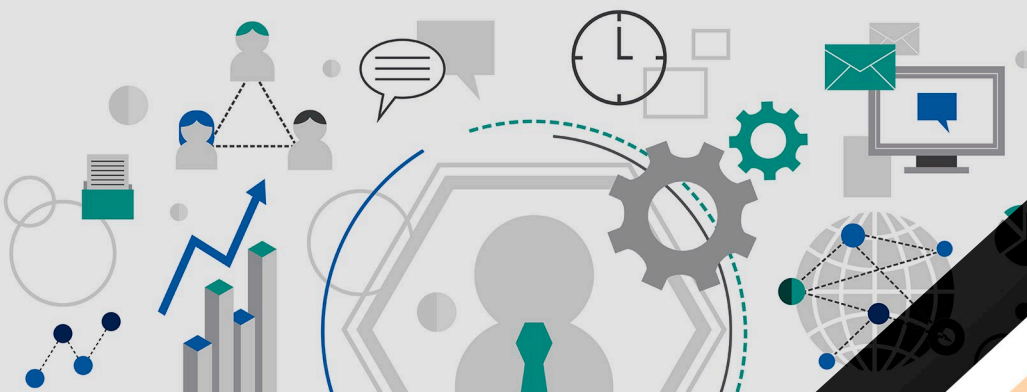
a. Select Office 365 apps to begin the download.



Once the download has been completed, open Finder, go to Downloads and double-click the **Microsoft Office installer.pkg** file (the name might vary slightly).

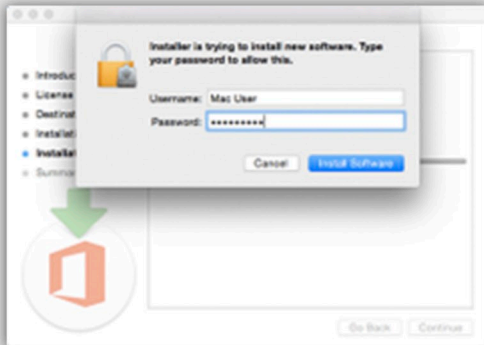


On the first installation screen, select Continue to begin the installation process.



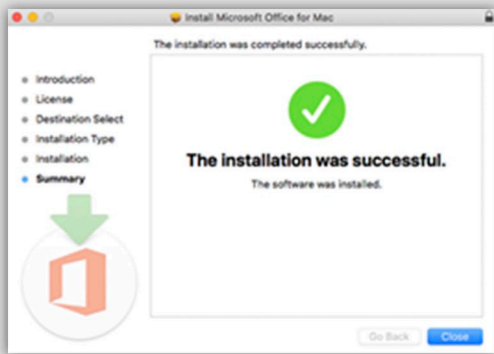
Office 365 Installation

For Mac



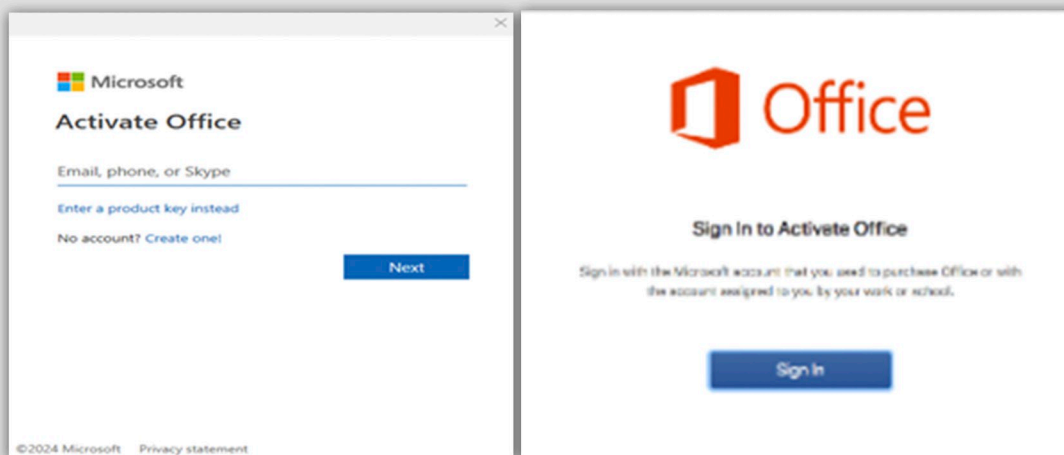
If prompted, Enter your Mac login password and click **Install Software**.

(This is your password to log in to your Mac.)

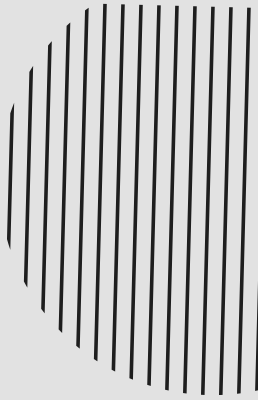


The software begins to install. Click **Close** when the installation is finished.

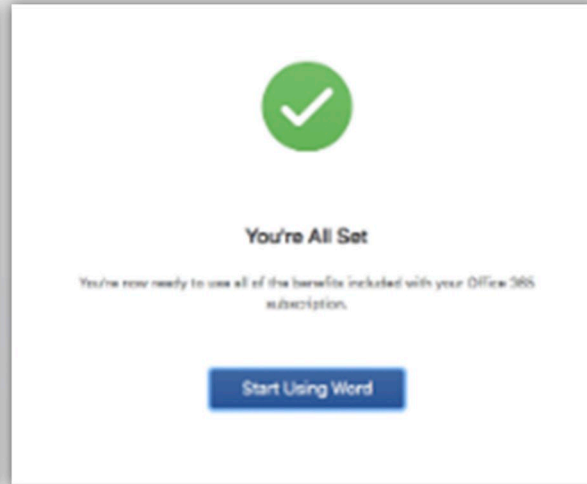
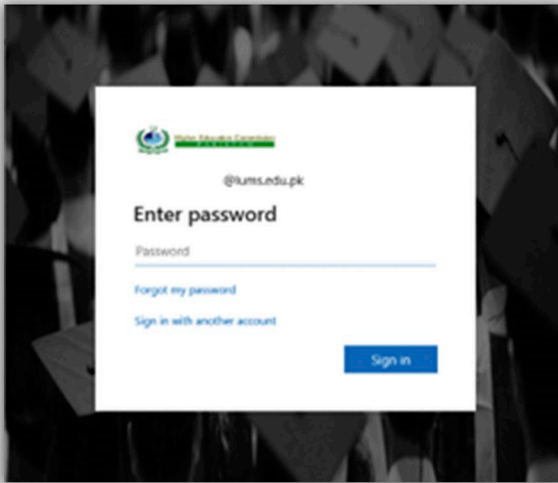
Open any Office app, like Microsoft Word, and select Get Started in the What's New box that opens. On the Sign in to activate Office screen, select Sign in. Enter the LUMS email address and click Next.



Office 365 Installation



Enter the password associated with the email address you entered, and click Sign in. You're done! Click Start Using Word to start using the app.



For queries: helpdesk@lums.edu.pk
Call: +92 3560 8000 ext:4150