

## Office 365

Written by Gopal Krishan

Thursday, 07 June 2018 12:20 - Last Updated Thursday, 12 July 2018 14:56

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## Office 365

IIT Delhi has subscribed the Microsoft 365 for a along with Microsoft Campus Agreement for all faculty, staff and students. "Microsoft Office 365" refers to subscription plans that include access to Office applications plus other productivity services that are enabled over the Internet (cloud services) on cloud storage OneDrive. It also include the desktop version of the latest Office applications, which users can install across multiple computers and devices. The fully installed applications include: Word, Excel, PowerPoint, OneNote, Outlook, Publisher, and Access. (Publisher and Access are available on PC only.) And you can install them across multiple devices, including PCs, Macs, Android tablets, Android phones, iPad, and iPhone. When you have an active Office 365 subscription that includes the desktop version of Office, you always have the most up-to-date version of the applications. To

use and install one has to login at

<https://office.com/>

using IITD userid and Password

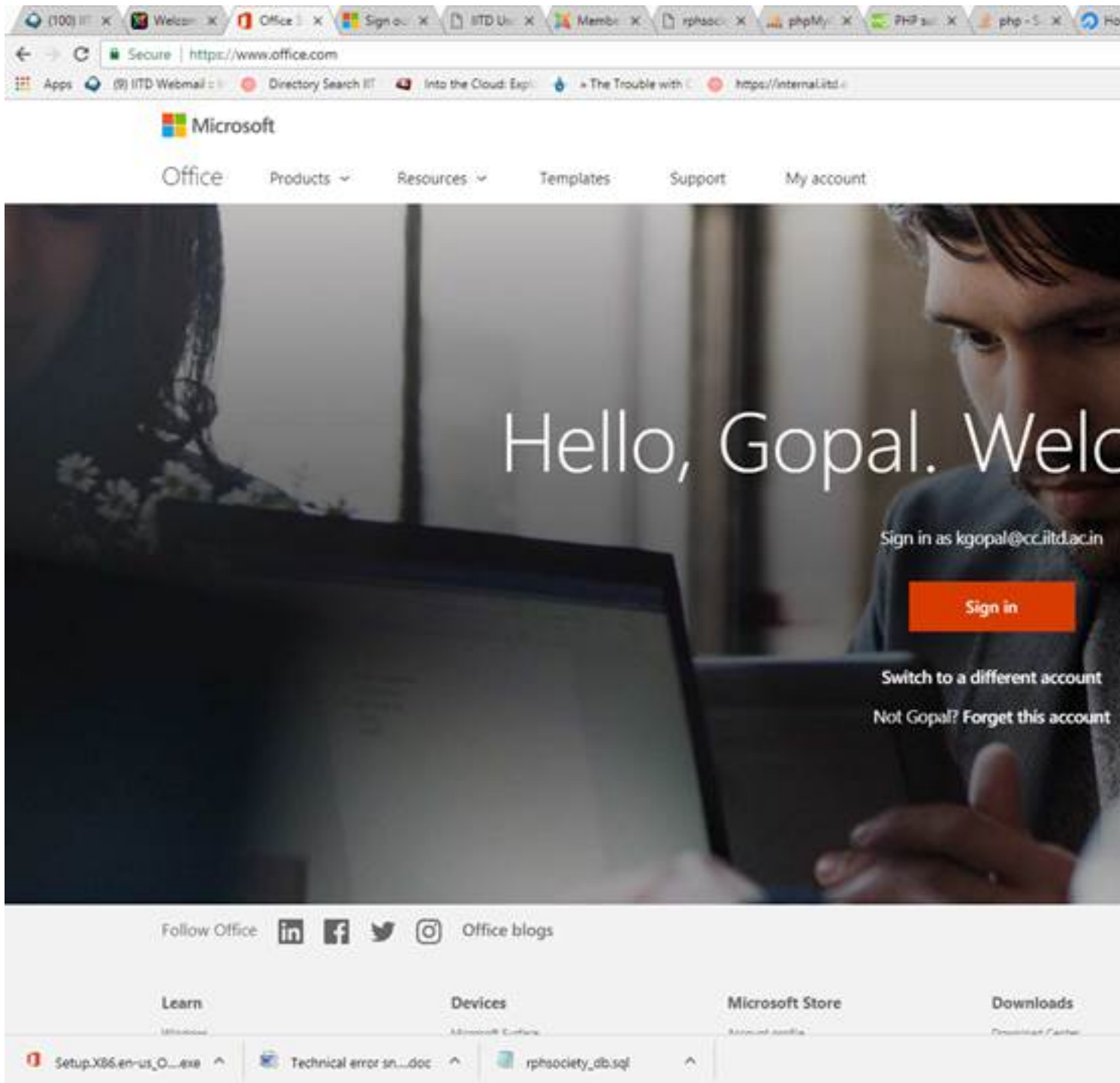
**Note: Users Database is being Synced with IIT Delhi database. If someone has changed Password in IIT Delhi, his/her password would be automatically updated in Office.com. and one can avail this microsoft services only if he is active user of IIT Delhi, Otherwise the services will be withdrawn from Microsoft side. Microsoft has told that it will retain data belongs to deactivated accounts upto three months. Users are advised to download all data from onedrive within 3 months of deactivation of account**

To sign in suffix is "@csciitd.onmicrosoft.com" as if userid is "xyz" then sign in user must be xyz@csciitd.onmicrosoft.com

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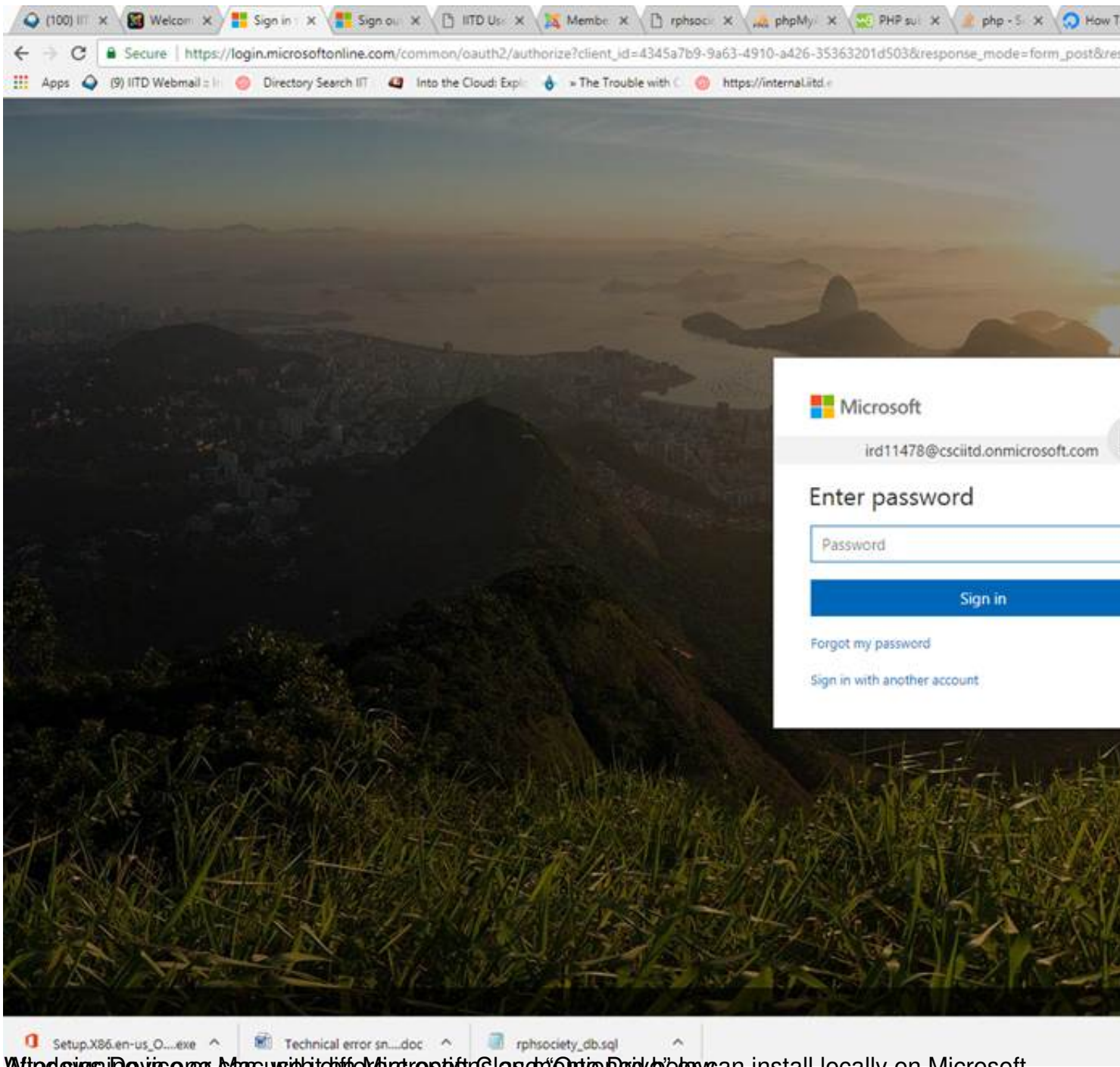
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The screenshot displays the Microsoft Office 365 sign-in interface. At the top, the Microsoft logo is followed by navigation links: Office, Products, Resources, Templates, Support, and My account. The main content area features a large background image of two people working on laptops. Overlaid on this image is the text "Hello, Gopal. Welcome" and a sign-in form. The form includes an email address field with "rd11478@cscitd.onmicrosoft.com" and an orange "Sign in" button. Below the button are links for "Switch to a different account" and "Not Gopal? Forget this account". At the bottom of the page, there are social media icons for LinkedIn, Facebook, Twitter, and Instagram, along with the text "Follow Office" and "Office blogs". The footer contains four sections: "Learn", "Devices", "Microsoft Store", and "Downloads".

After Keying Username, it will ask for password

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After signing in, you can install locally on Microsoft Office 365. For more information, see the article "Office 365 on Mac" or "Office 365 on Linux".

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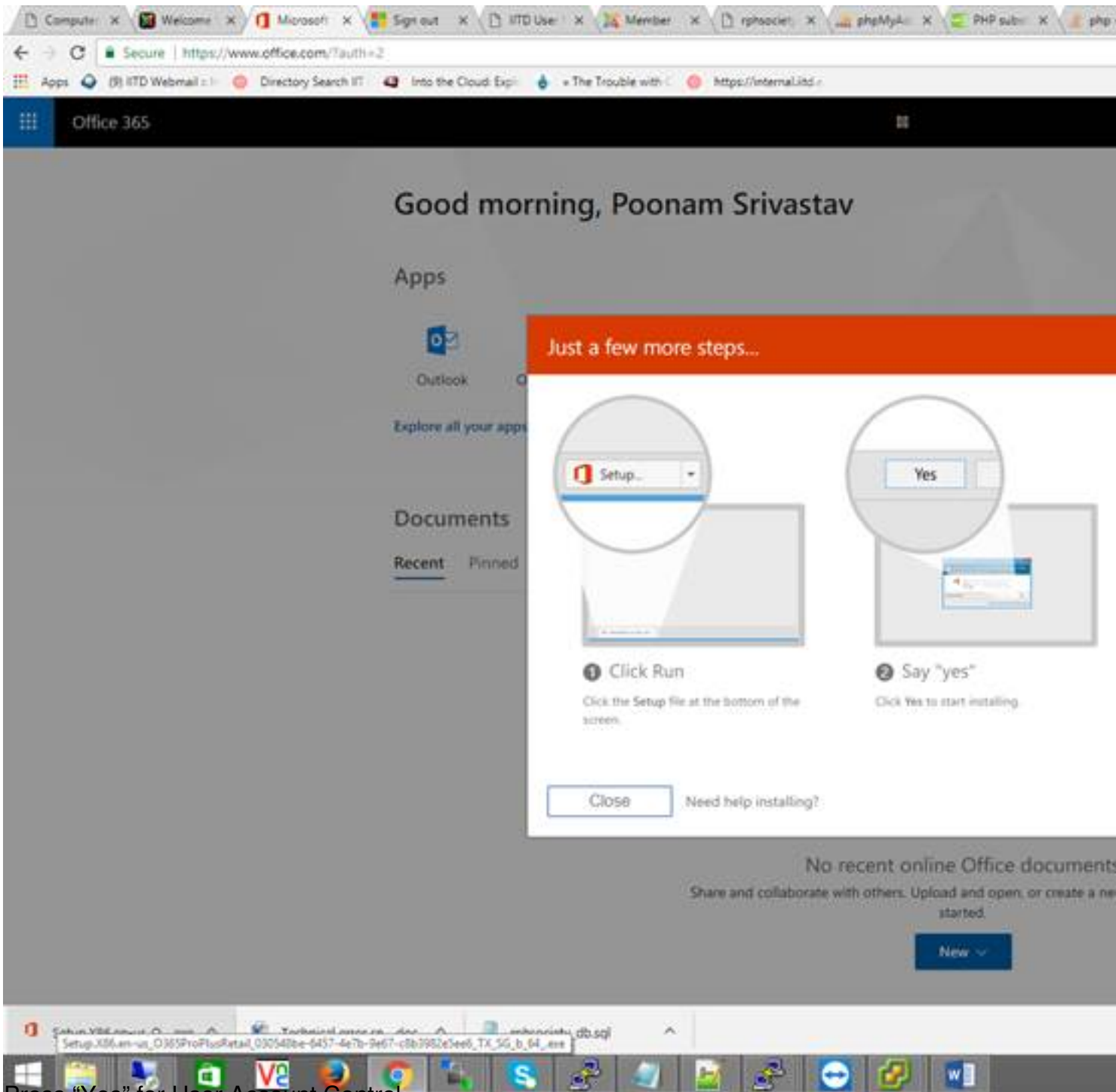
The screenshot shows the Office 365 dashboard for user Poonam Srivastav. At the top, there is a navigation bar with the Office 365 logo and a user profile icon. Below this, the main heading reads "Good morning, Poonam Srivastav". Underneath, there is a section titled "Apps" which displays icons for Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, and SharePoint. A link "Explore all your apps" with a right-pointing arrow is located below the app icons. The next section is titled "Documents" and includes tabs for "Recent", "Pinned", "Shared with me", and "Discover". The "Recent" tab is currently selected. Below the "Documents" section, there is an illustration of a person sitting at a desk with a computer, looking at a document on the screen. Below the illustration, the text reads "No recent online Office documents" followed by "Share and collaborate with others. Upload and open, or create a new document to get started." and a blue "New" button with a dropdown arrow. At the bottom of the page, there is a footer area with two document thumbnails: "Technical error sn...doc" and "rphsociety\_db.sql".

The screenshot shows the Office 365 web portal interface. At the top, there is a navigation bar with the Office 365 logo and a user profile icon. Below the navigation bar, a welcome message reads "Good morning, Poonam Srivastav". The main content area is divided into two sections: "Apps" and "Documents".

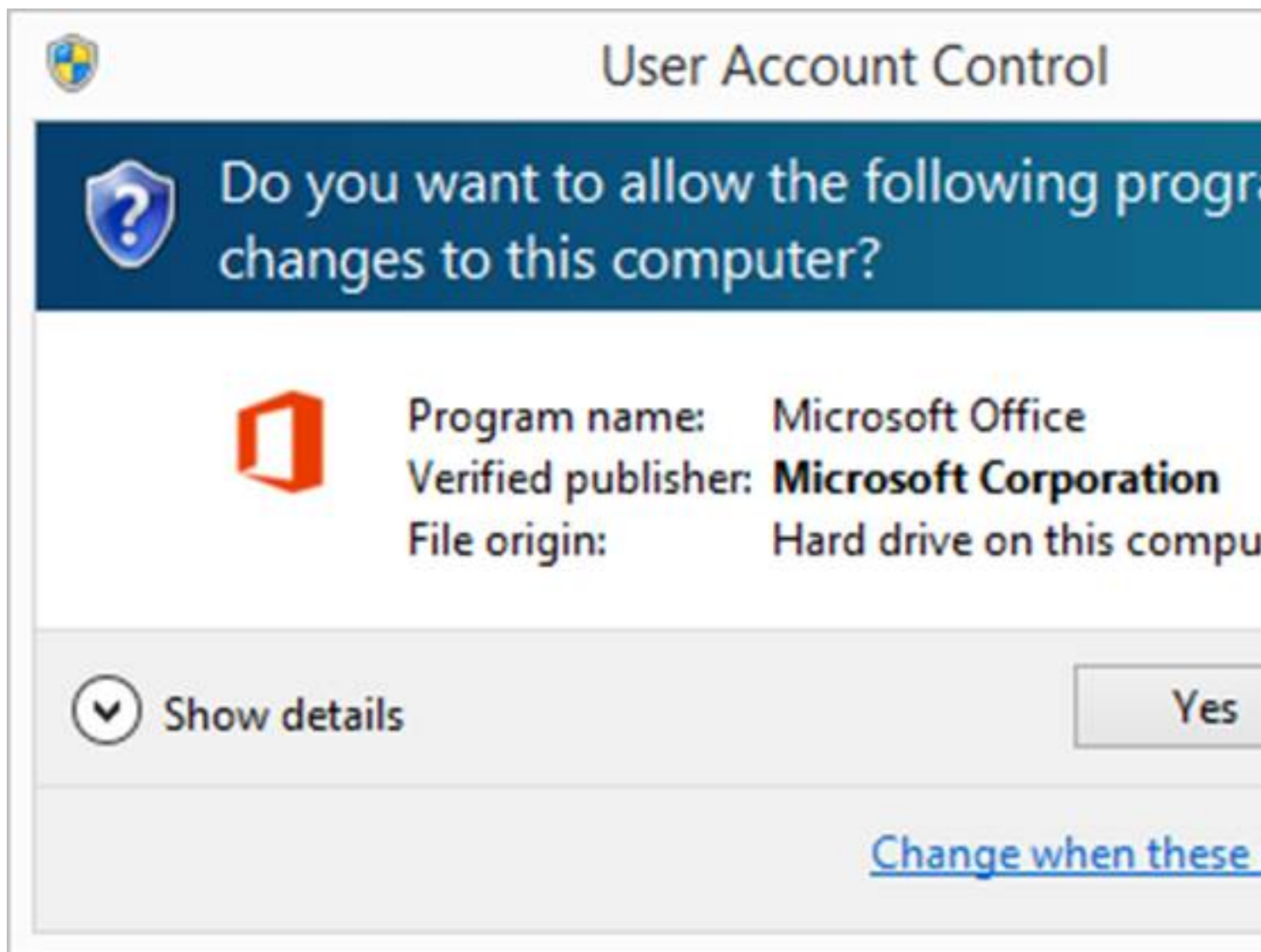
**Apps Section:** This section features a row of application icons: Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, and SharePoint. Below these icons is a link that says "Explore all your apps" with a right-pointing arrow.

**Documents Section:** This section has a sub-header "Documents" and four tabs: "Recent", "Pinned", "Shared with me", and "Discover". The "Recent" tab is currently selected. Below the tabs, there is an illustration of a person sitting at a desk with a computer monitor, looking at a cloud icon. Below the illustration, the text reads "No recent online Office documents" followed by "Share and collaborate with others. Upload and open, or create a new document started." and a blue "New" button with a dropdown arrow.

At the bottom of the page, there is a footer area with two tabs: "Technical error sn...doc" and "rphsociety\_db.sql".



Press "Yes" for User Account Control



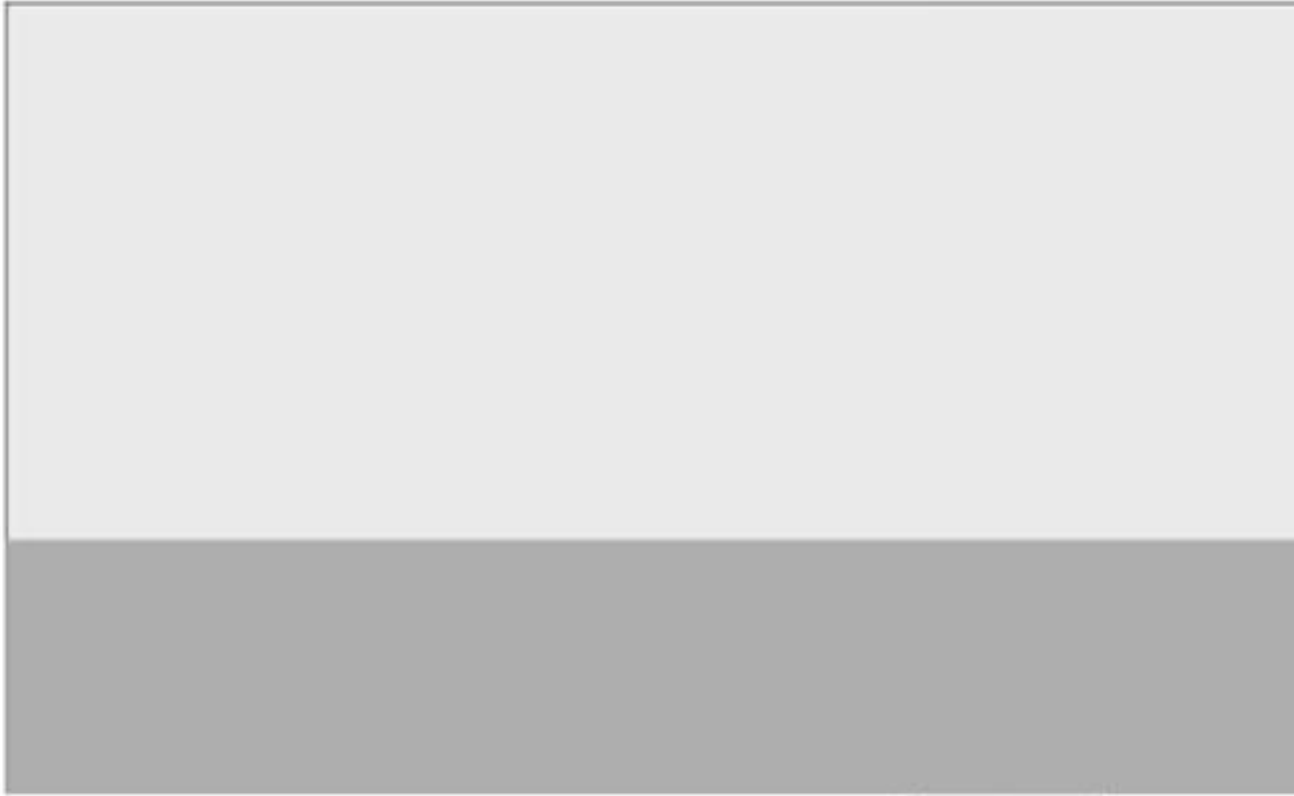




Installing Office



We'll be done in just a moment




You're all set! Office is instal

Click Start > down-arrow.



✕

 Microsoft

# Activate Office

ird11478@csciitd.onmicrosoft.com

✕

[Enter a product key instead](#)

[No account? Create one!](#)

[Next](#)

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# Account Updated



This computer has been added to your account.

# First things first.

This product also comes with Office Automatic Updates.

[Learn more](#)

By clicking "Accept" you agree to the Microsoft Office License Agreement.


[View Agreement](#)

One has to Activate for the same UserId, by which it was signed in.

Document2 - Word


# Account

### User Information

 **Poonam Srivastav**  
ind11478@csnitd.onmicrosoft.com

[Change photo](#)  
[About me](#)  
[Sign out](#)  
[Switch account](#)


### Product Information



### Subscription Product

Microsoft Office 365 ProPlus

Version 1708 (Build 8431.2242 Click-to-Run)  
Semi-annual Channel  
Belongs to: ind11478@csnitd.onmicrosoft.com  
This product contains



[Manage Account](#)



### Office Background:

Clouds

### Office Theme:

Colorful

### Connected Services:

-  OneDrive - IIT Delhi  
ind11478@csnitd.onmicrosoft.com
-  Sites - IIT Delhi  
ind11478@csnitd.onmicrosoft.com

[Add a service](#)

### Office Updates

Updates are automatically downloaded and installed.

[Update Options](#)

### About Word

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

[About Word](#)

### What's New

See the most recently installed updates.

[What's New](#)

←

- Info
- New
- Open
- Save
- Save As
- Print
- Share
- Export
- Close
- Account**
- Feedback
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