

Getting connected to your office package



GETTING STARTED

QUICK-START GUIDES

Depending on what package was chosen for you at your assessment will decide how your setup your office. Both are very similar. In the first example we show the method for Office 365. Iansyst Ltd have installed this software for you. The license that controls the software subscription is control and setup by your University or College. In most cases it will be linked to an email address that ends with .ac.uk for example

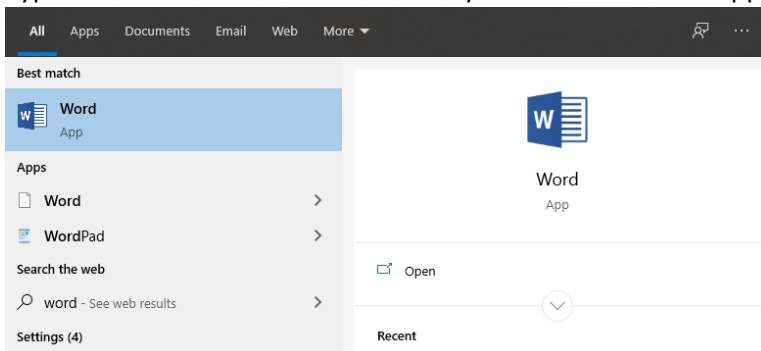
Student@university.ac.uk

Please follow the steps below to get yours activated and setup. If you haven't yet started your course and don't have your email details yet you won't be able to complete this step until you get the details from your University or College.

- First step is to open Microsoft word. To do this press the windows key or click the Windows Icon in the bottom left of the screen.



- Type WORD and after a brief moment you should see word appear on the top of the list like the example.



- You can press enter or click with your mouse to open word.
- This may take a minute or so the first time you run it and once open you should be presented with 2 options, sign in or Create Account.

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Sign in to set up Office



Use your regular email address



Get free cloud storage



Use your account to install Office on other devices

Sign in with your work, school, or personal Microsoft account

Sign in

Create Account

[I don't want to sign in or create an account](#)
[What is a Microsoft account?](#)

- Click Sign in.
- Enter your University/college email address and click next. In most cases once you do this you will see the page change to reflect the University or college you go to.
- Enter your password on the next screen and click sign in.
- If you have any problems with signing in or your password, you may need to speak to your University for help. If you are at all unsure, please don't hesitate to get in touch with Iansyst Ltd and we can advise you.

- Once you are signed in you will have a few boxes appear asking you to accept Microsoft terms and conditions.