

# How to install MS Office 365 on your PC

Step by step guide

IT Services  
Department



# About this guide



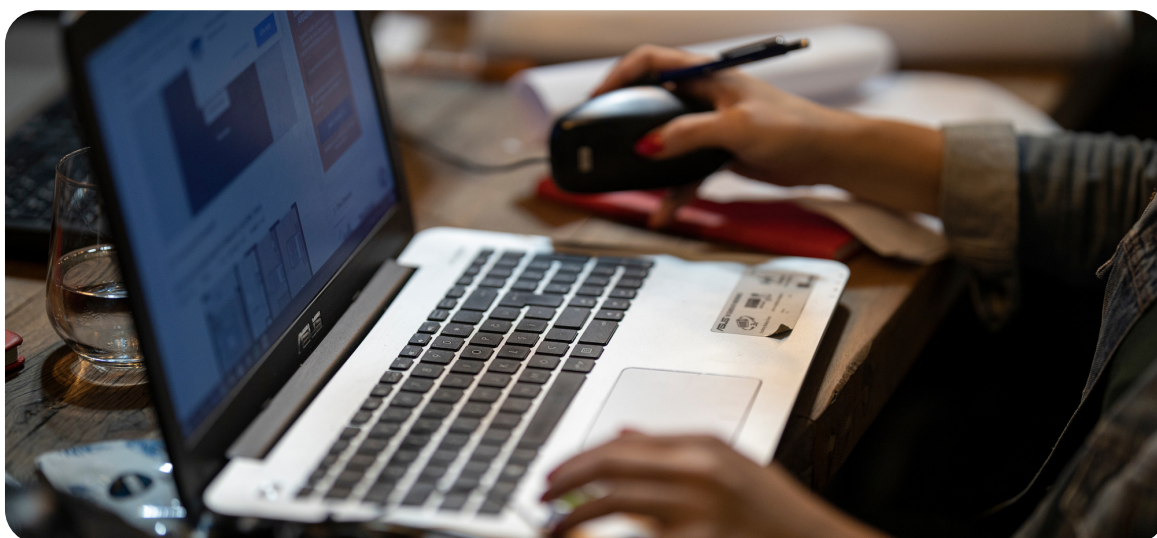
Welcome, students! Follow these simple steps to install MS Office 365 on your PC and unlock the power of Microsoft's productivity suite.



## Notes

1

Your MUC student ID number grants access for up to 5 devices. As long as your student ID remains active, your office functionality will not be affected.



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## Notes

2

The default saving location within Office 365 is set to your OneDrive. While you do have the freedom to adjust this preference, it is strongly advised to utilize the cloud storage feature for enhanced data security. Nevertheless, it's crucial to note that in the event of account lockout or graduation, the responsibility for data migration falls upon you. Please be aware that your Office account will be deleted 30 days following graduation.



## Notes

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Notes

3

MUC Student Password get changed each new semester, so you will be asked by Office-365 to re-login once your password changed,





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## Prerequisites

- 1 Internet connection
- 2 Enough free disk space on your PC
- 3 You need to know your Majan College email address and password.



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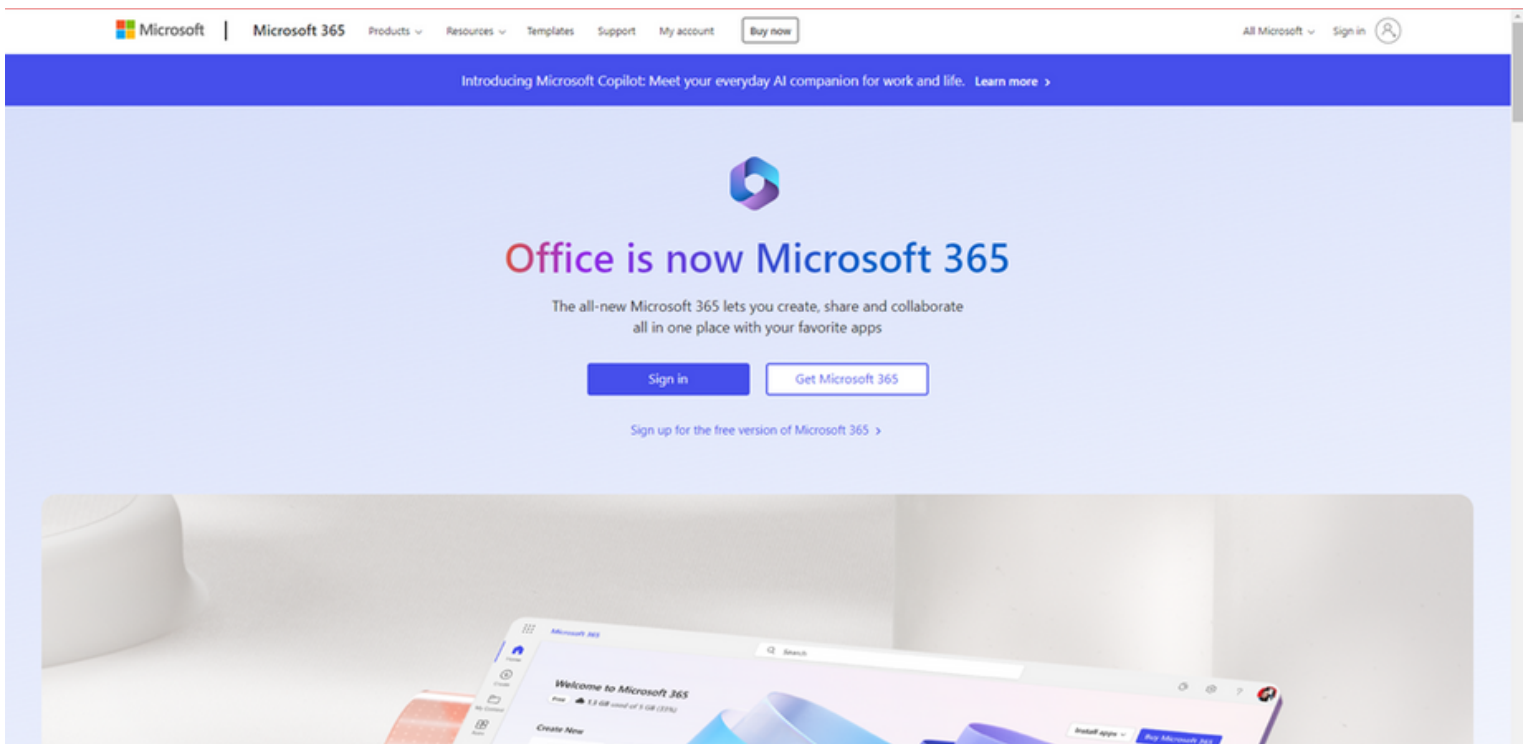
## Steps

**1** Navigate to the Office website



Open your web browser and go to the Microsoft Office website:

<https://www.office.com/>



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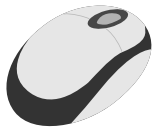


## Steps

## 2 Sign in to your Microsoft account



In the top right corner of the page, click on "Sign in".



Enter your College email address and password.

A screenshot of the Microsoft sign-in interface. At the top is the Microsoft logo. Below it is the heading "Sign in". A text input field contains the email address "StudentID@majancollege.edu.om". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the main section are two buttons: a grey "Back" button and a blue "Next" button. Below this section is a separate box containing a key icon and the text "Sign-in options".

Microsoft


### Sign in

StudentID@majancollege.edu.om

No account? [Create one!](#)

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

Back Next

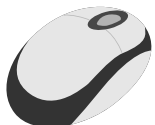
 Sign-in options

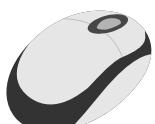
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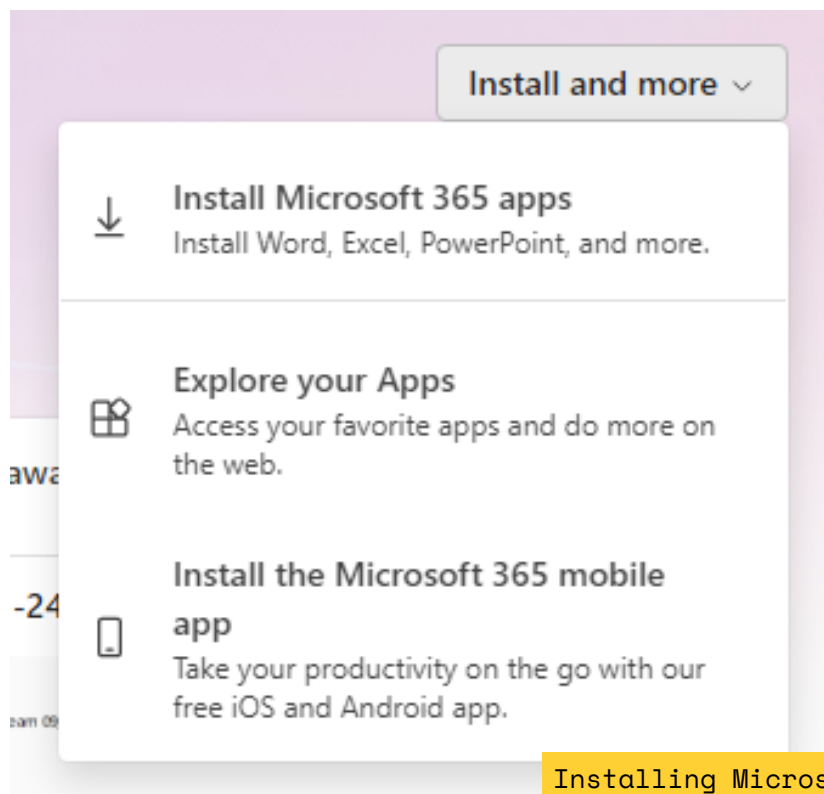


## Steps

### 3 Access the Installation Page

 After logging in, you'll be directed to the Office 365 homepage.

 Look for an option like **"Install Office"** or **"Install Office apps"** on the homepage.



Installing Microsoft Office 365

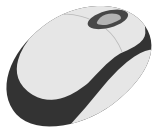


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## Steps

### 4 Download the Installer



The installer file will start downloading automatically.



Once the download is complete, open the file to begin the installation process.



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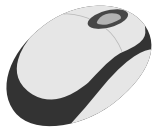


## Steps

### 5 Run the Installer



Locate the downloaded installer file (usually found in your Downloads folder).



Double-click on the file to run the installation wizard.



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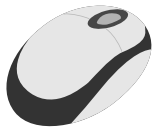


## Steps

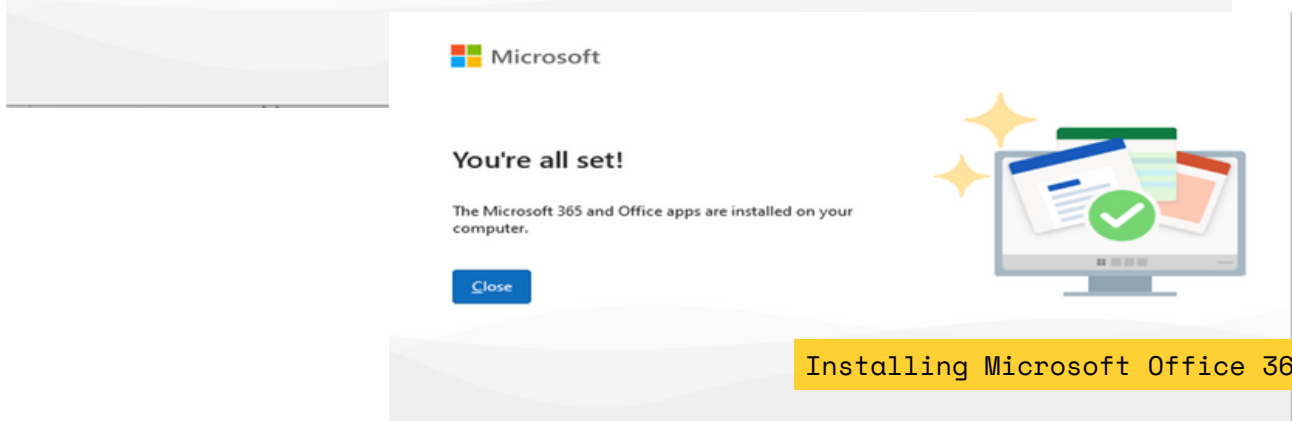
### 6 Wait for Installation



The installation process may take some time, depending on your internet speed and system specifications.



Once the installation is complete, you'll see a confirmation message.



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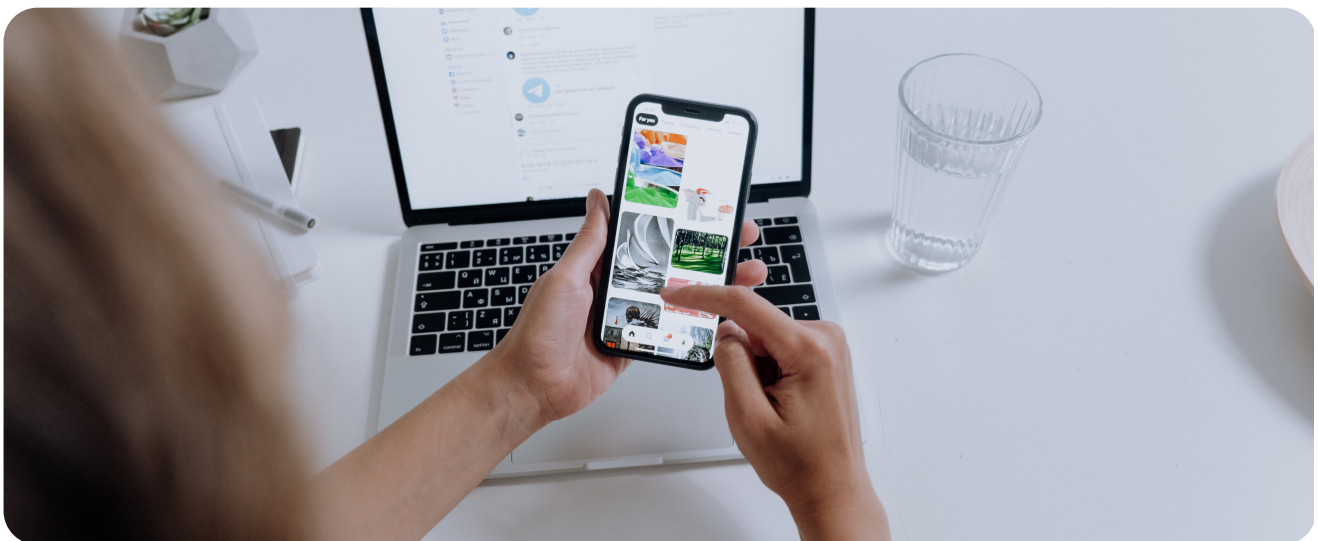


## Steps

### 7 Launch Office Apps



After installation, you can launch any Office app (such as Word, Excel, or PowerPoint) from the Start menu or by searching for it on your PC.



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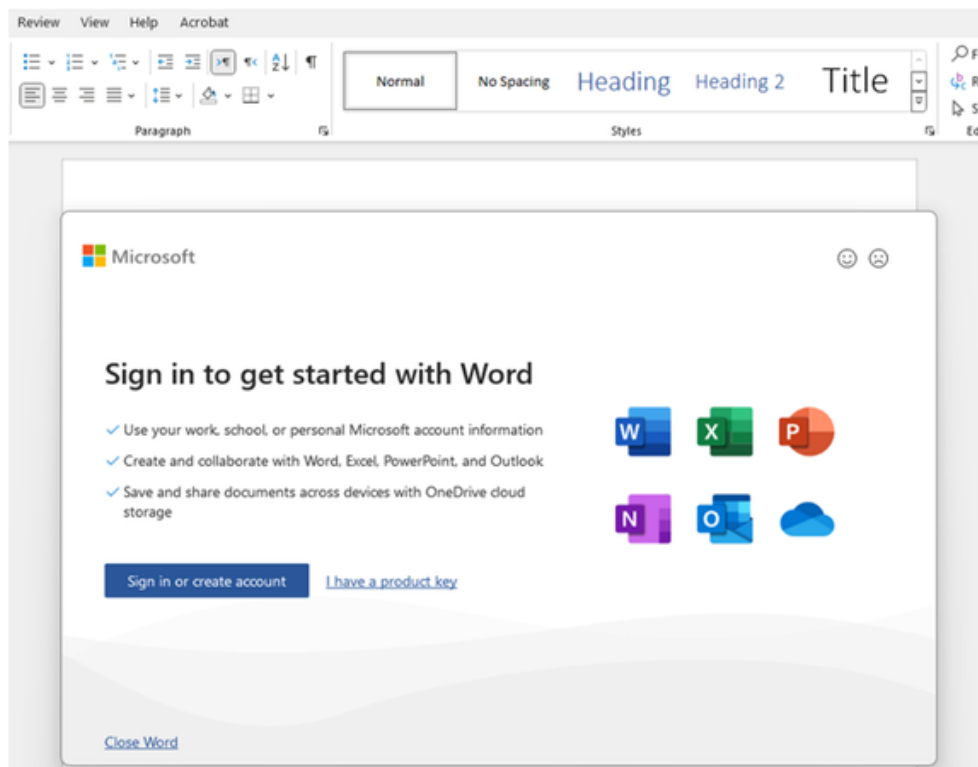


## Steps

### 8 Sign in to Office



When you open an Office app for the first time, you'll be prompted to sign in with your Office 365 account.

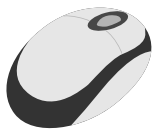




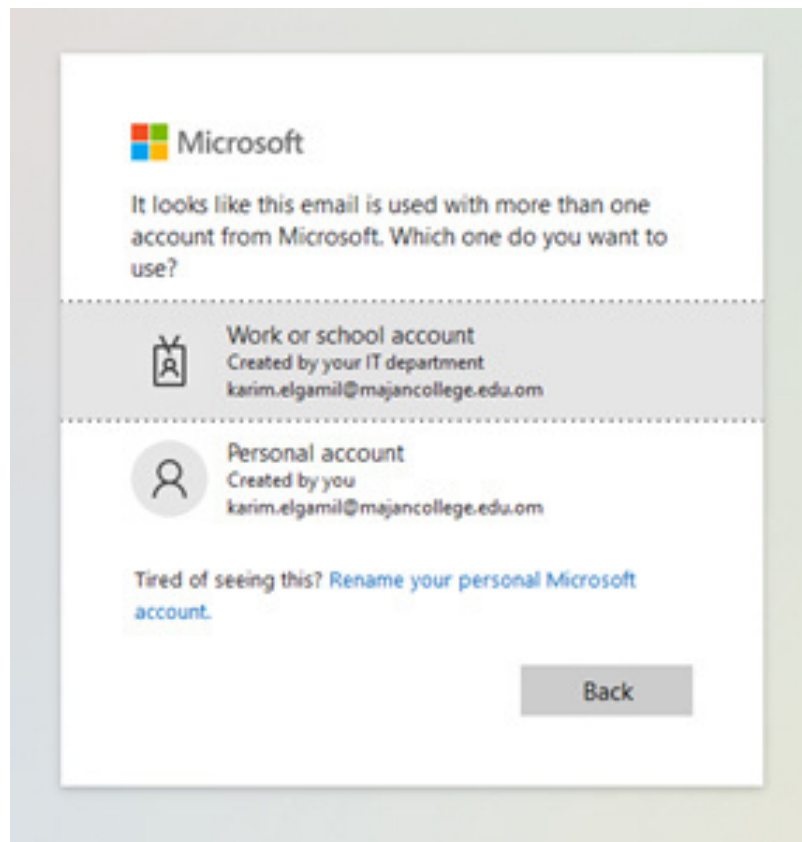
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## Steps



Enter your college email credentials to activate your Office subscription



# How to install MS Office 365 on your PC



**Congratulations! You've successfully installed Office 365 on your PC. Enjoy using the powerful tools for your academic projects.**

