Microsoft Office Installation Guide

Microsoft Office software to available free of charge for all students up to 5 PCs, Macs and mobile devices. Students will need to use the Office 365 account to use the Microsoft Office software.

- Login to your Office 365 account Go to: <u>https://www.office.com/</u> Email: admission number@student.nafa.edu.sg Password: *******
- 2. Click on the top right corner 'Install Office'-> Office 365 apps and download the installer

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- **3.** After downloading, select "Open file" after the Microsoft installer downloads
- 4. Select "Yes" to install on your device

Microsoft 365

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- 5. Follow the instructions on the installer and you are done!
- **6.** Open any Microsoft 365 app and sign in with your admission number and password to to start using the app