



INTERNATIONAL
HELLENIC
UNIVERSITY

University Center of
International Programmes
of Studies (UCIPS)

Office 365 apps (Word, Excel etc) installation

Dept of Digital Governance
University Center of International Programmes of Studies
International Hellenic University

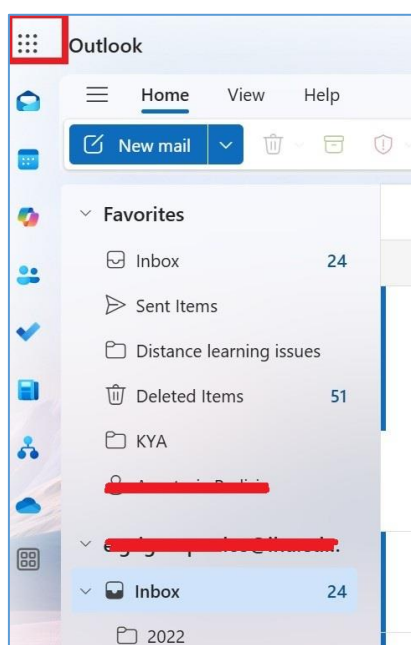
1. Overview

Your Office 365 academic email account allows you to install Office applications ((Word, Outlook, Excel, Powerpoint etc) on up to five (5) devices for personal use.

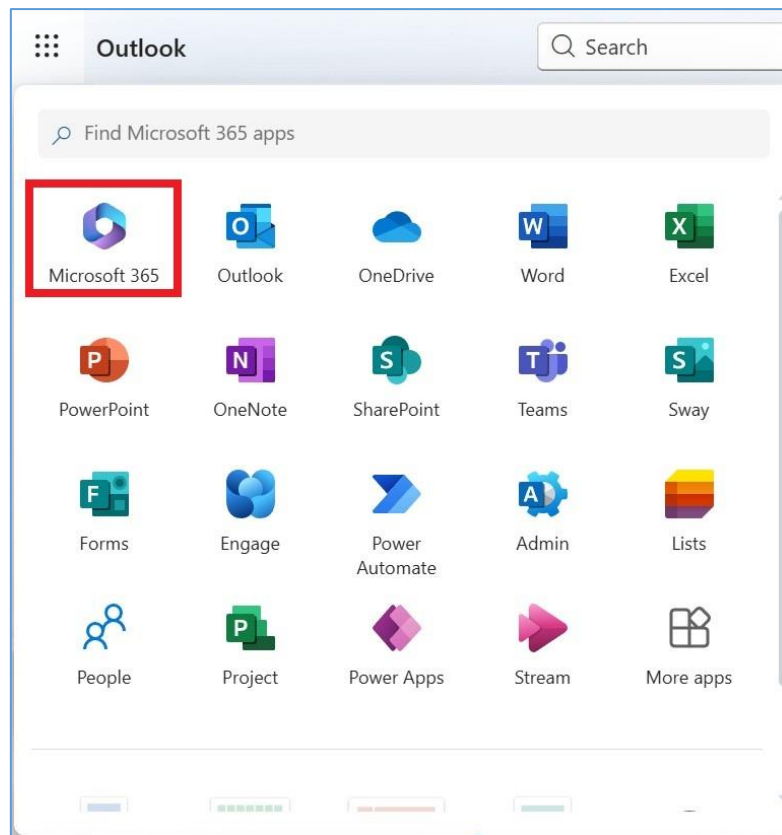
2. Installation

From your O365 webmail environment (<https://www.ihu.gr/livemail>), click on the icon

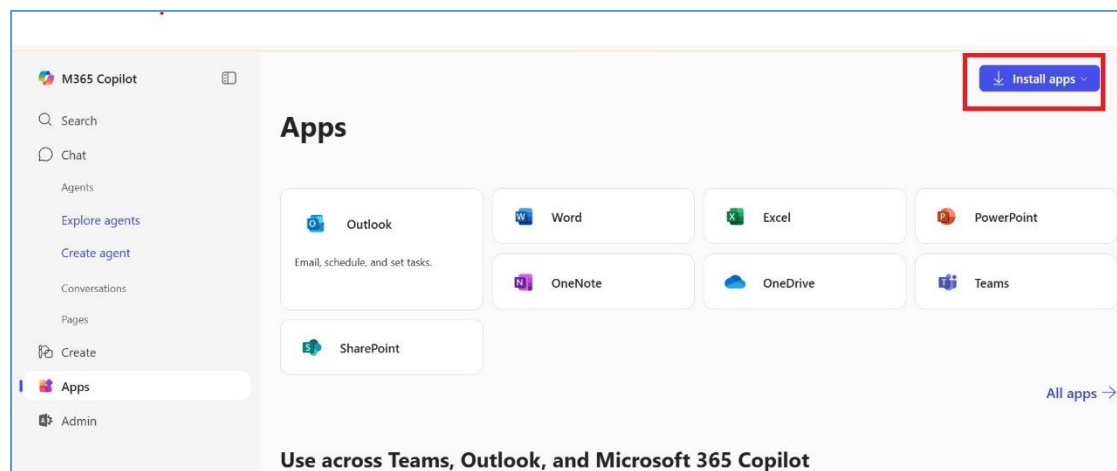
next to **Outlook**



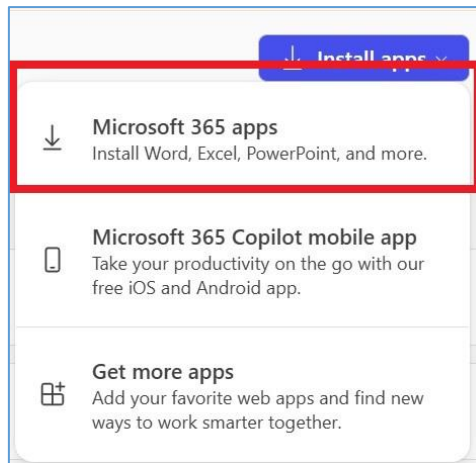
Click on **Microsoft 365**



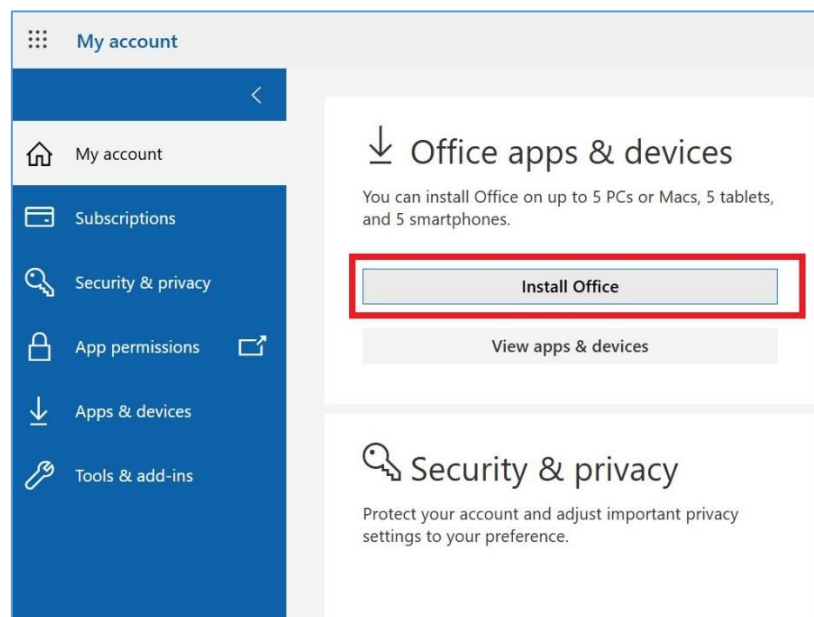
On the emerging window, click on **Install apps**



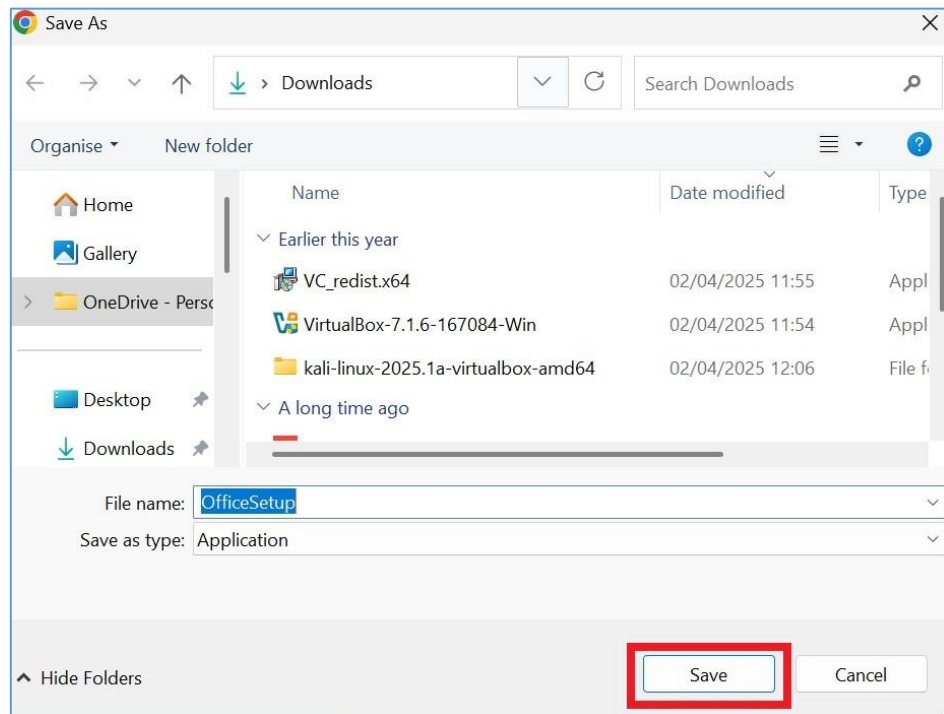
and then on **Microsoft 365 apps**.



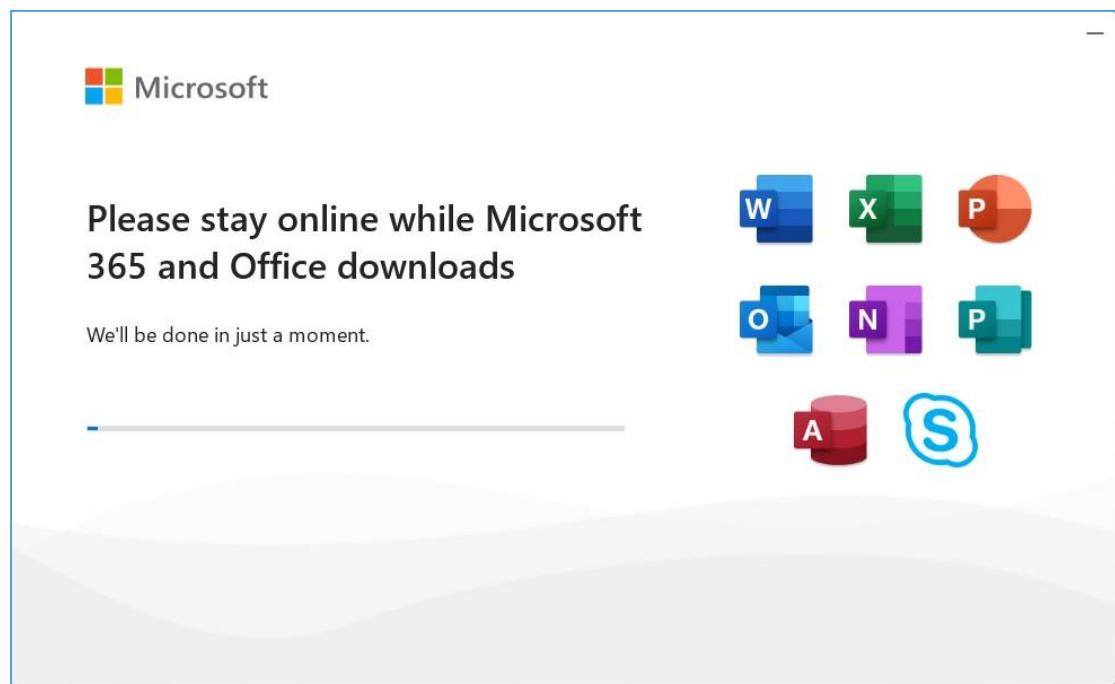
You will be redirected to **My account** window. Click on **Install Office** from **Office apps & devices** section.



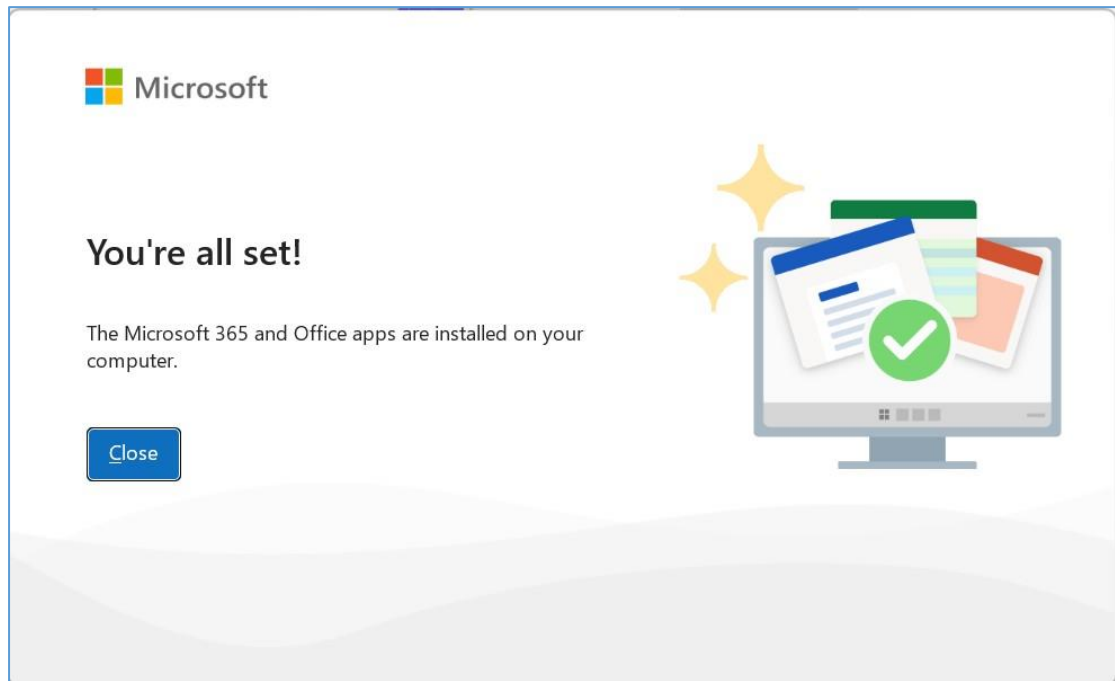
Save **OfficeSetup** file and double click on it to start installation.



The installation takes a few minutes to complete.

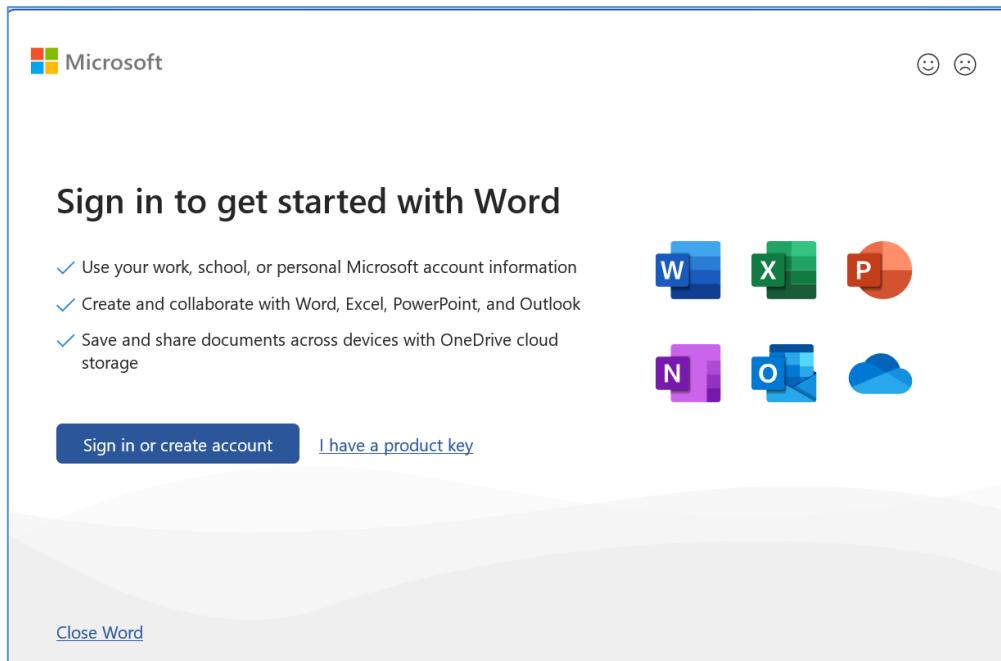


After the installation is complete, the following window will show up. Click on **Close**.

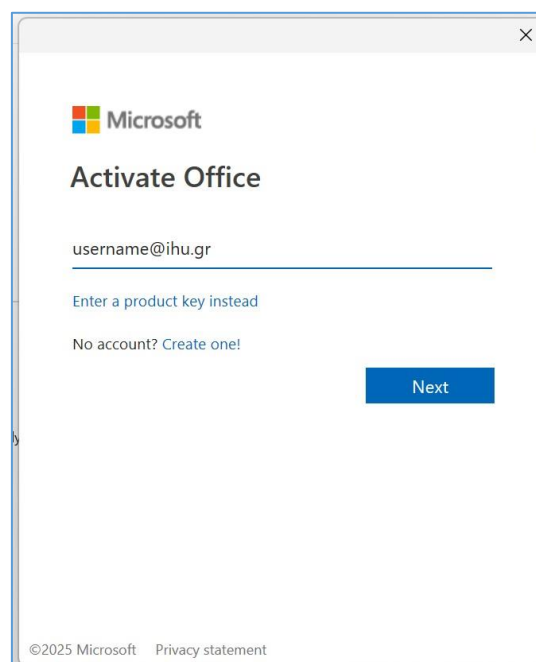


3. Office activation

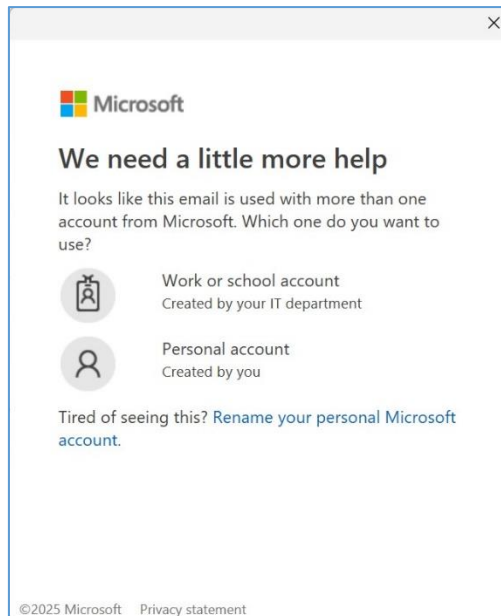
After completing the installation, launch an Office application (Word/Excel/Powerpoint) to activate the whole suite. In the **Sign in** window, click on **Sign in or create account**



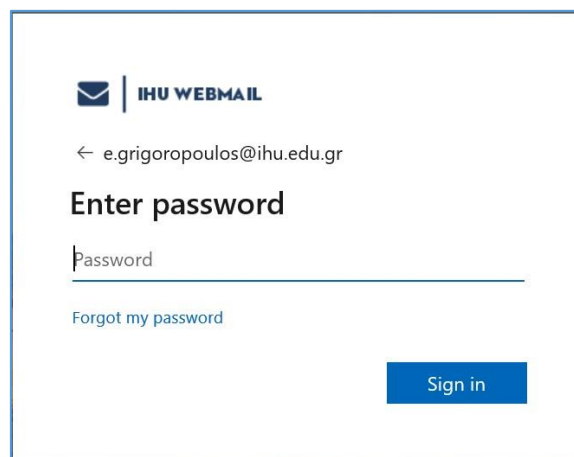
Enter your email username (email address)



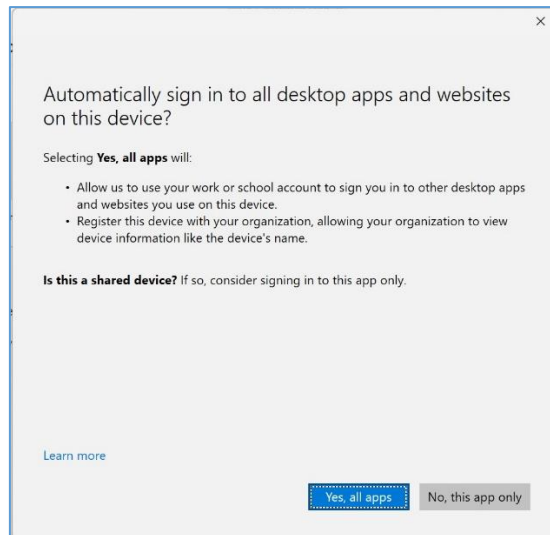
You might be prompted to select between a work/school account and a personal account. Select **Work or school account**.



Enter your email password.

A screenshot of the IHU Webmail login page. At the top left is an envelope icon and the text "IHU WEBMAIL". Below that is the email address "e.grigoropoulos@ihu.edu.gr" with a back arrow. The main heading is "Enter password". Below it is a password input field with the placeholder text "Password". Under the input field is a link "Forgot my password". At the bottom right is a blue "Sign in" button.

If the following window shows up, select **No, this app only.**



After restart, all Office applications will be activated.

