Office 365

IIT Delhi has subscribed the Microsoft 365 for 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 includes 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 and one can avail this microsoft services only if he is active user of IIT Delhi, Otherwise the services will be withdrawn from Microsoft side.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
After Keying Username, it will ask for password
After signing in one can use it on Microsoft Cloud “One Drive” or can install locally on Microsoft Windows Device or Mac with different options as mentioned below.
Press "Yes" for User Account Control
**Office 365**

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![User Account Control][1]

**Do you want to allow the following program to make changes to this computer?**

- **Program name:** Microsoft Office
- **Verified publisher:** Microsoft Corporation
- **File origin:** Hard drive on this computer

- [Show details]

- [Yes]

- [Change when these policies change]
Installing Office

We'll be done in just a moment.
You're all set! Office is installed.

Click Start > down-arrow.

Close
Account Updated

This computer has been added to your account.
By clicking "Accept" you agree to the Microsoft Office License Agreement. View Agreement

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