

## Office 365

Written by Gopal Krishan

Thursday, 07 June 2018 12:20 - Last Updated Thursday, 12 July 2018 14:56

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## Office 365

IIT Delhi has subscribed the Microsoft 365 for a along with Microsoft Campus Agreement for all 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 include 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

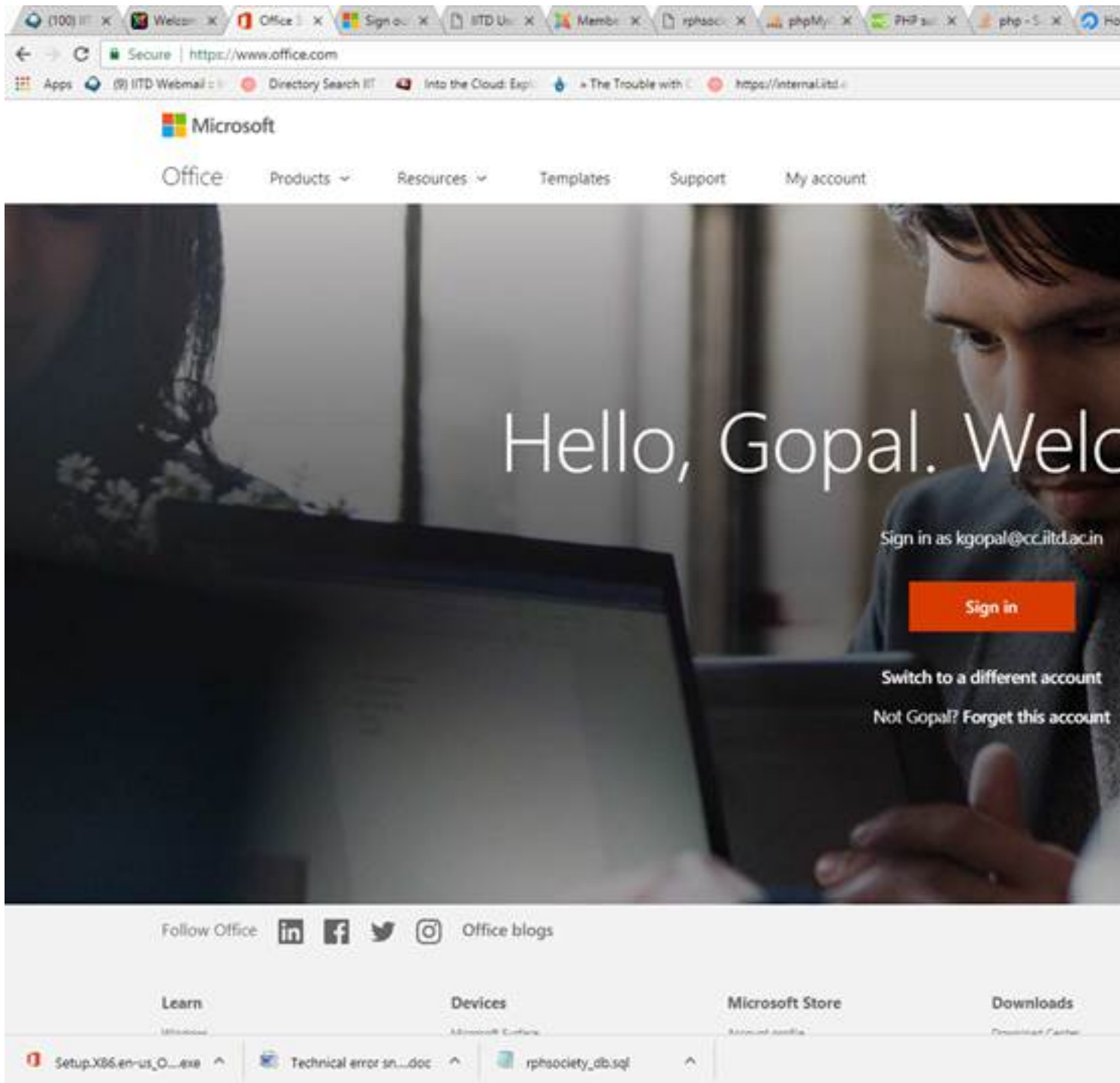
**Note: Users Database is being Synced with IIT Delhi database. If someone has changed Password in IIT Delhi, his/her password would be automatically updated in Office.com. and one can avail this microsoft services only if he is active user of IIT Delhi, Otherwise the services will be withdrawn from Microsoft side.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

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Microsoft

Office Products Resources Templates Support My account

# Hello, Gopal. Welcome

rd11478@cscitd.onmicrosoft.com

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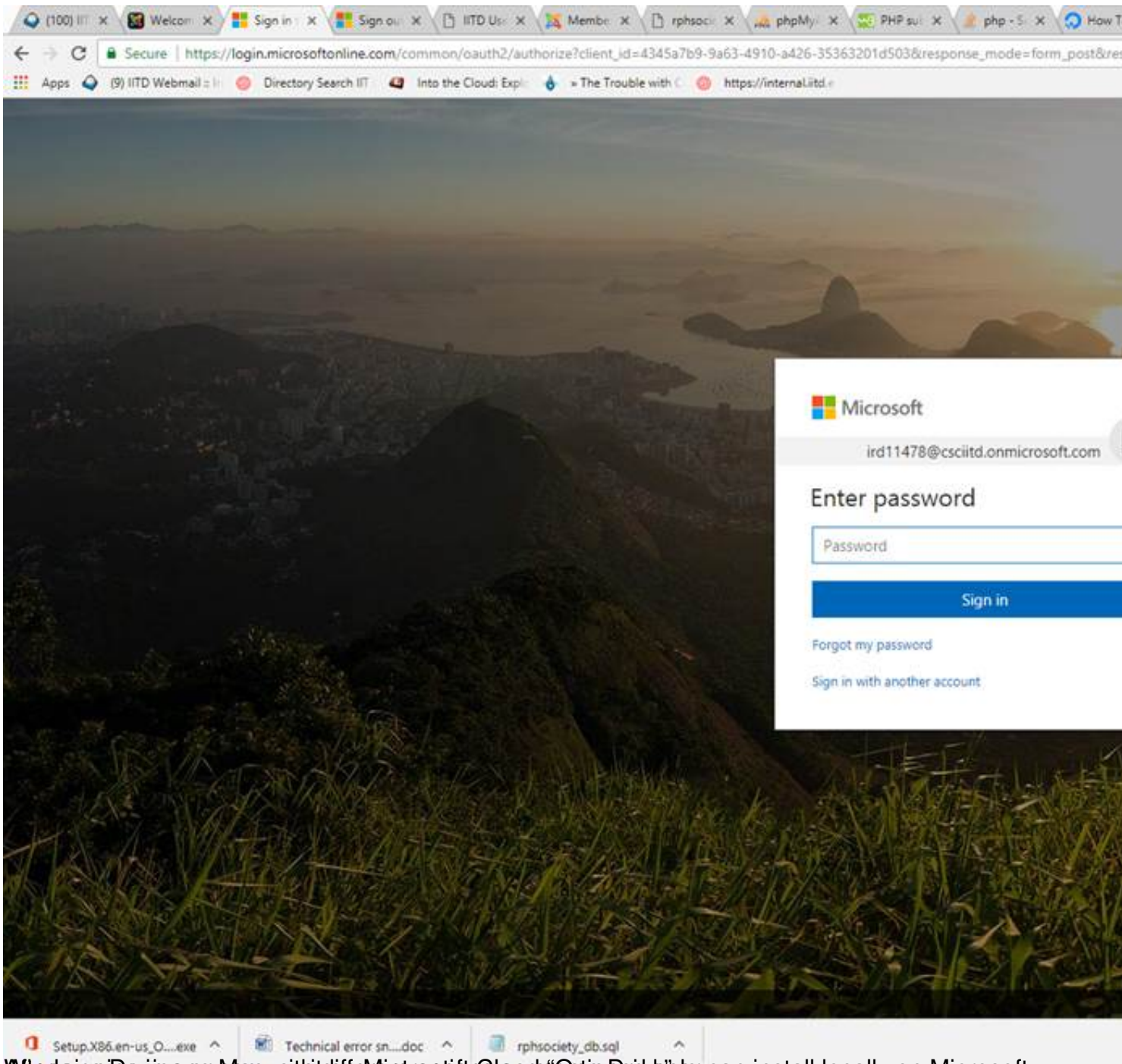
Learn Devices Microsoft Store Downloads

Setup.X86-en-us\_O...exe Technical error sn...doc rphsociety\_db.sql

After Keying Username, it will ask for password

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After signing in, you can install locally on Microsoft Office 365 on Mac, Windows, Linux, and Android. For more information, see the Microsoft Office 365 help page.

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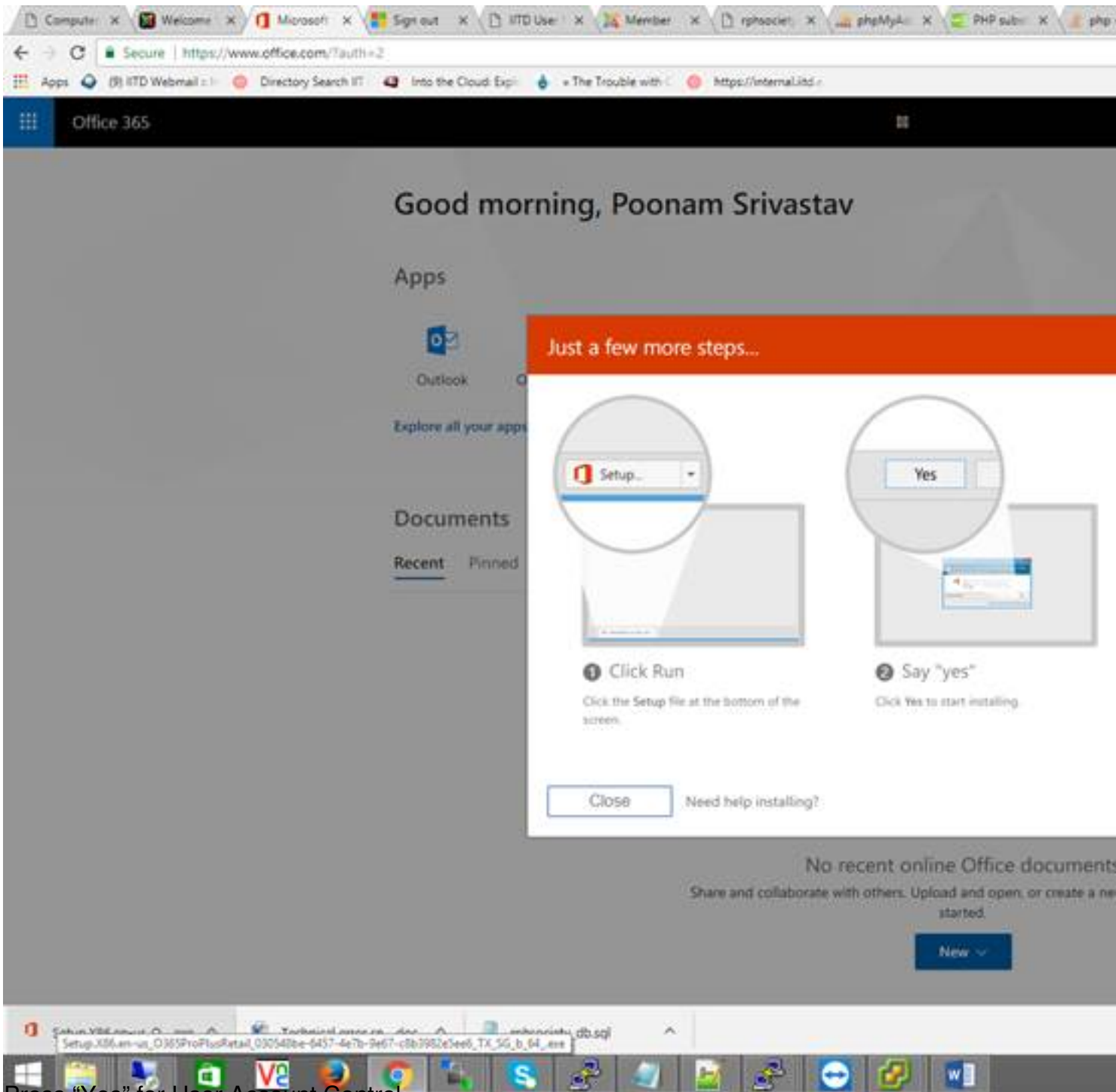
The screenshot shows the Office 365 dashboard for user Poonam Srivastav. The browser's address bar shows the URL <https://www.office.com/?auth=2>. The dashboard features a navigation bar with the Office 365 logo and a user profile icon. The main content area is titled "Good morning, Poonam Srivastav" and includes a section for "Apps" with icons for Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, and SharePoint. Below this is a link to "Explore all your apps". The "Documents" section has tabs for "Recent", "Pinned", "Shared with me", and "Discover". A message states "No recent online Office documents" and encourages sharing and collaboration, with a "New" button to create a document. The bottom of the page shows a file explorer with two files: "Technical error sn...doc" and "rphsociety\_db.sql".

The screenshot shows the Office 365 web interface. At the top, there is a navigation bar with the Office 365 logo and a user profile icon. Below the navigation bar, a welcome message reads "Good morning, Poonam Srivastav". The main content area is divided into two sections: "Apps" and "Documents".

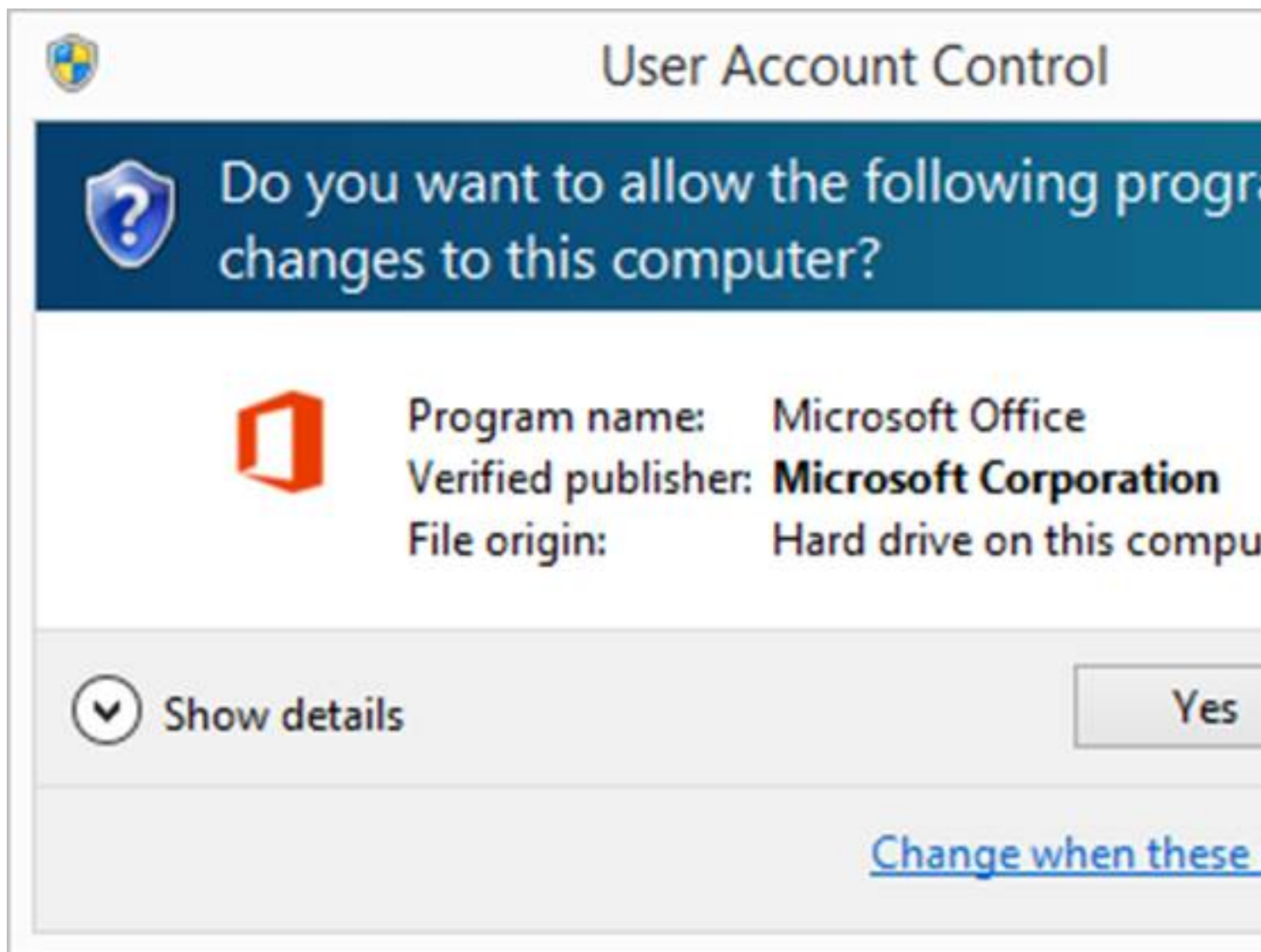
**Apps Section:** This section features a row of application icons: Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, and SharePoint. Below these icons is a link that says "Explore all your apps" with a right-pointing arrow.

**Documents Section:** This section has a sub-header "Documents" and a navigation menu with options: "Recent", "Pinned", "Shared with me", and "Discover". The "Recent" option is currently selected. Below the navigation menu, there is an illustration of a person sitting at a desk with a computer, looking at a cloud icon. Below the illustration, the text reads "No recent online Office documents" followed by "Share and collaborate with others. Upload and open, or create a new document started." and a blue "New" button with a dropdown arrow.

At the bottom of the page, there is a taskbar showing two open files: "Technical error sn...doc" and "rphsociety\_db.sql".



Press "Yes" for User Account Control



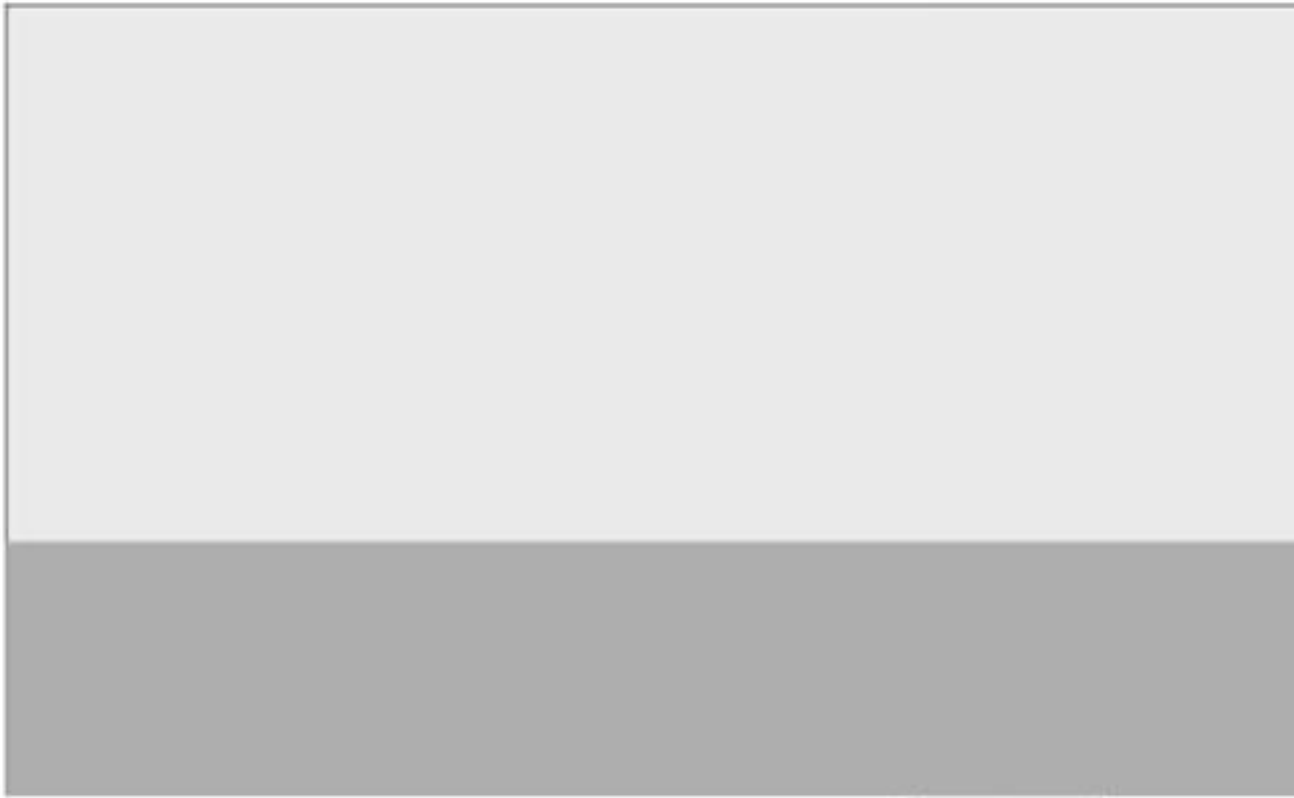




Installing Office



We'll be done in just a moment



You're all set! Office is instal

Click Start > down-arrow.



# Activate Office

ird11478@csciitd.onmicrosoft.com

Enter a product key instead

No account? [Create one!](#)

Next

©2018 Microsoft [Privacy statement](#)

# Account Updated



This computer has been added to your account.

# First things first.

This product also comes with Office Automatic Updates.

[Learn more](#)

By clicking "Accept" you agree to the Microsoft Office License Agreement.


[View Agreement](#)

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

Document2 - Word

# Account

## User Information


 **Poonam Srivastav**  
ind11478@csccitd.onmicrosoft.com

[Change photo](#)  
[About me](#)  
[Sign out](#)  
[Switch account](#)

**Office Background:**  
Clouds

**Office Theme:**  
Colorful


## Product Information



### Subscription Product

Microsoft Office 365 ProPlus

Version 1708 (Build 8431.2242 Click-to-Run)  
Semi-annual Channel  
Belongs to: ind11478@csccitd.onmicrosoft.com  
This product contains



[Manage Account](#)

### Office Updates

Updates are automatically downloaded and installed.

[Update Options](#)

### About Word

Learn more about Word, Support, Product ID, and Copyright information.



[About Word](#)

### What's New

See the most recently installed updates.

[What's New](#)

## Connected Services:

-  **OneDrive - IIT Delhi**  
ind11478@csccitd.onmicrosoft.com
-  **Sites - IIT Delhi**  
ind11478@csccitd.onmicrosoft.com

[Add a service](#)

Info  
New  
Open  
Save  
Save As  
Print  
Share  
Export  
Close  
**Account**  
Feedback  
Options