Office 365 Login procedure

1. Login to the website below in any browser

https://portal.office.com



2. After browsing the website it will ask for credentials, you need to give your Active Directory (Desktop/Wi-fi) user name and password.



- And	and the second se
Microsoft	
← @nbu.edu.sa	and the second second
Enter password	
······	- 11 A
Forgot my password	1. Alternation
Sign	in

3. After you successfully login you will see below portal.



- 4. You can globalize your apps by accessing it from anywhere and everywhere.
- 5. Every user has 1 TB storage space in One Drive to store their documents and Files, you can also share your one drive documents with mates.



- you can explore all your office apps like One Drive, Word, Excel, Power Point ...etc.
 With your single account you can be able to login to 5 different devices like Mobile, Laptop, Desktop, Tablet.
- 7. You can Install Microsoft office of office 365 version from below steps:



8. After you select other install options you will be prompted to a new page.

Software									
Office	Office								
Tools & add-ins	Install Office 365 ProPlus								
Phone & tablet									
	This will install th	ne following	apps on your co	omputer: We	ord, Excel, Powerf	Point, Access,	Publisher, Out	look, Skype for Business, OneDrive	for Business
	w	x∎	P	A	P	0	S	(
	Word	Excel	PowerPoint	Access	Publisher	Outlook	Skype for Business	OneDrive for Business	
	Language:			Version: Which ve	ersion is right	for me?			
	English (United		•	/ 32-bit *					

9. You can select 32/64 bit as per your Operation version.

This will install the following apps on your computer: Word, Excel, PowerPoint, Access, Publisher, Outlook, Skype for Business, OneDrive for Business									
w	X	P	A	P	0	S			
Word	Excel	PowerPoint	Access	Publisher	Outlook	Skype for Business	OneDrive for Business		
Language: Version: Which version is right for me?									
English (United States) 32-bit									
Don't see the language you want? Install one of the lang 64-bit he list above and then install a language accessory pack. Additional languages and language accessory packs don't count against your install limit.									
Review system requirements Troubleshoot installation									
Install									

10. You also need to uninstall existing Office version (Microsoft office 2010/2013/2016) and install this office 365 version.

11. This office 365 version is an online installer , you will be prompted to download a setup file and after download online installer will be started.



apps on your computer: Word, Excel, PowerPoint, Access, Publisher, Outlook, Skype for Busi

