



<https://www.office.com>



Office 365

Pengurusan Perhubungan Pelanggan (CRM)
Jabatan Teknologi Maklumat dan Komunikasi .
Universiti Teknologi Malaysia.
HUBUNGI KAMI

Sistem : <http://aduan.cict.utm.my> |
Emel : software@utm.my | No telefon : **07-5532136**
/ **31976/ 31977/ 019-7786131**



Office 365



Good afternoon

Install Office

Start new

Outlook OneDrive Word Excel PowerPoint

OneNote SharePoint Teams Class Notebook

Flow All apps

Today (2)

Setup.X64.en-us_O365ProPlusRetail_0e9c...

Select your preference and install M365 (32 or 64 bit) for windows only

Login using your User ID
Eg:- xxxxx@live.utm.my

Microsoft Sign in

Email, phone, or Skype

No account? Create one!

Next

Install Office

Office 365 apps
Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.

Other install options
Select a different language or install other apps available with your subscription.

Apps & devices

Office

Language: English (United States) Version: 64-bit

Install Office

DEVICES

Get Office on your phone or tablet
iOS | Android | Windows

Account

User Information

Office Theme: White

Sign in to Office

Get to your documents from anywhere by signing in to Office. Your experience just gets better and more personalized on every device you use.

Microsoft Sign in

Email, phone, or Skype

No account? Create one!

Next

Office 365

Apps

Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Teams Sway

All apps

New

New blank workbook

Welcome to Excel

Access Through Web Browser

Updated : 25 Nov 2019

Access Through Local Application

M365 ON THE WEB

Pengurusan Pembangunan Aplikasi (ADM)

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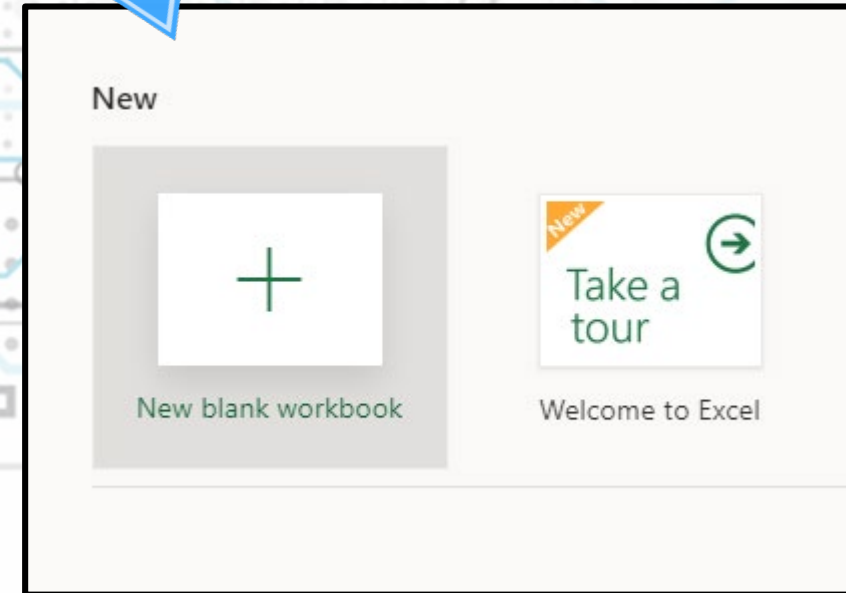
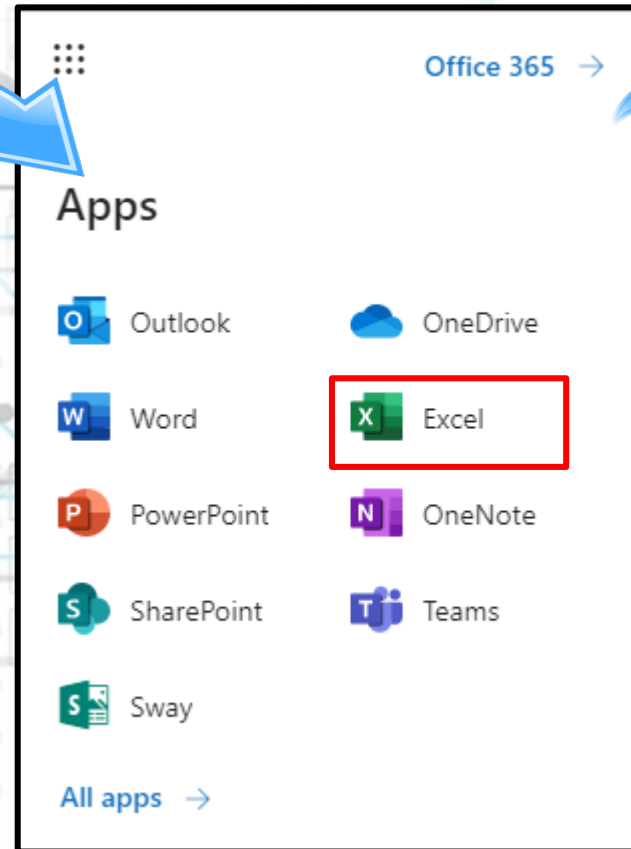
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M365 : HOW TO USE M365 ON THE WEB

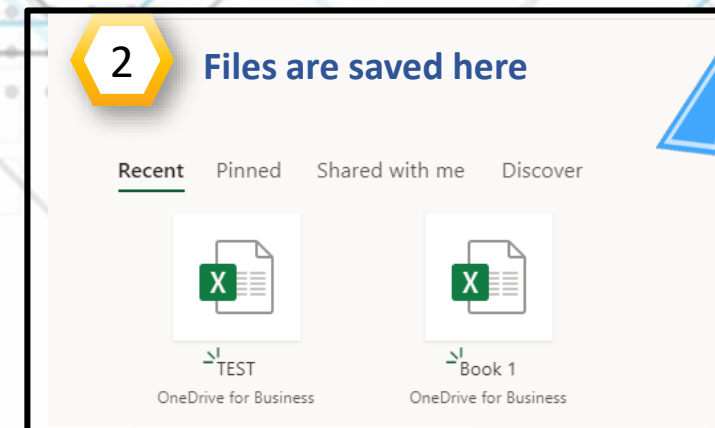
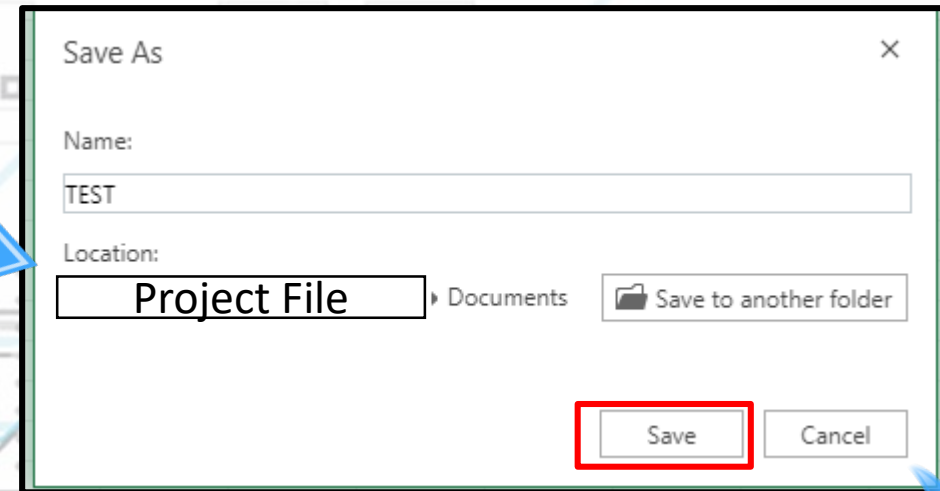
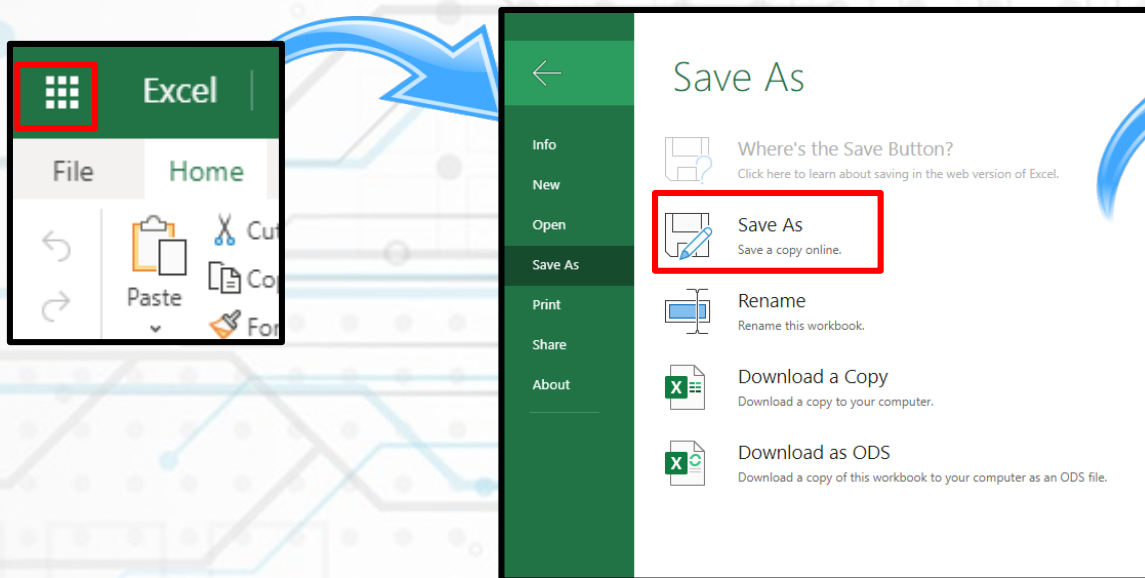
1 On your internet browser address bar, key in the URL <https://office.com> and login



2 Key in your LIVE Account ID (xxx@live.utm.my) and then click Log in



1 On your internet browser address bar, key in the URL <https://unishare.utm.my>



Setup Office M365 In Local Computer

Pengurusan Pembangunan Aplikasi (ADM)

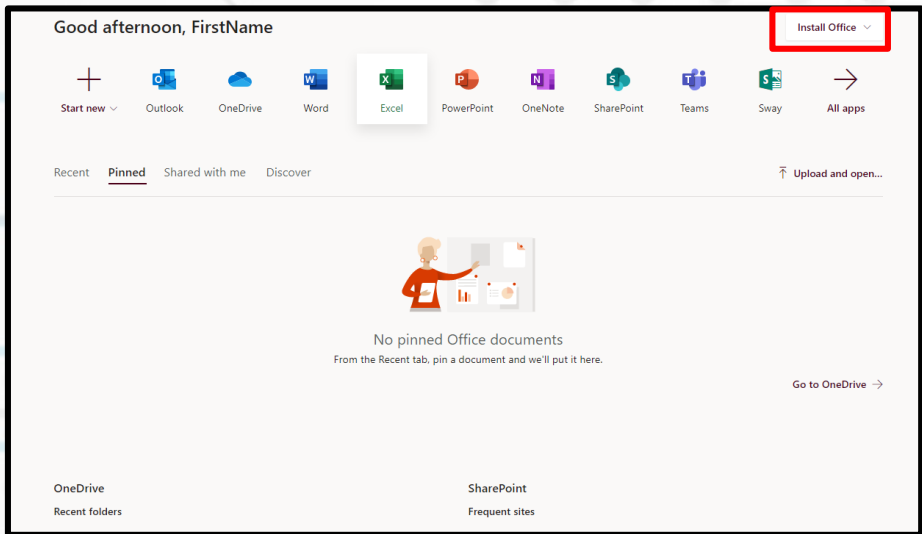
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M365 : HOW TO INSTALL LOCAL ? (PART 1)

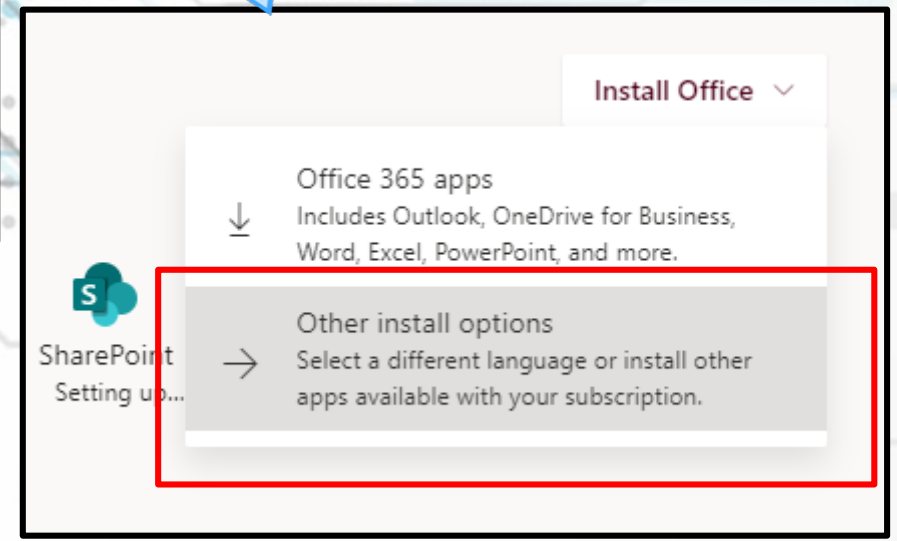
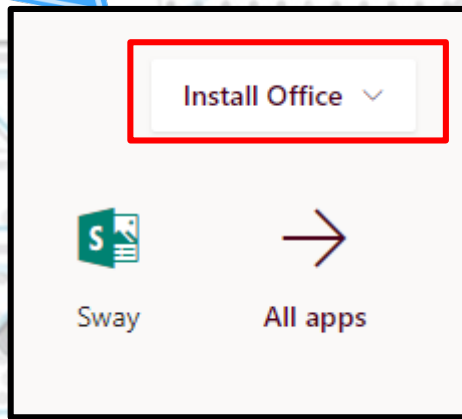
1

On your internet browser address bar, key in the URL <https://office.com> and login



2

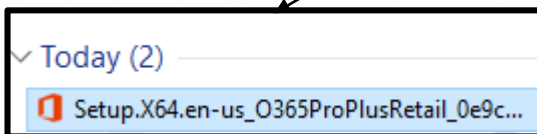
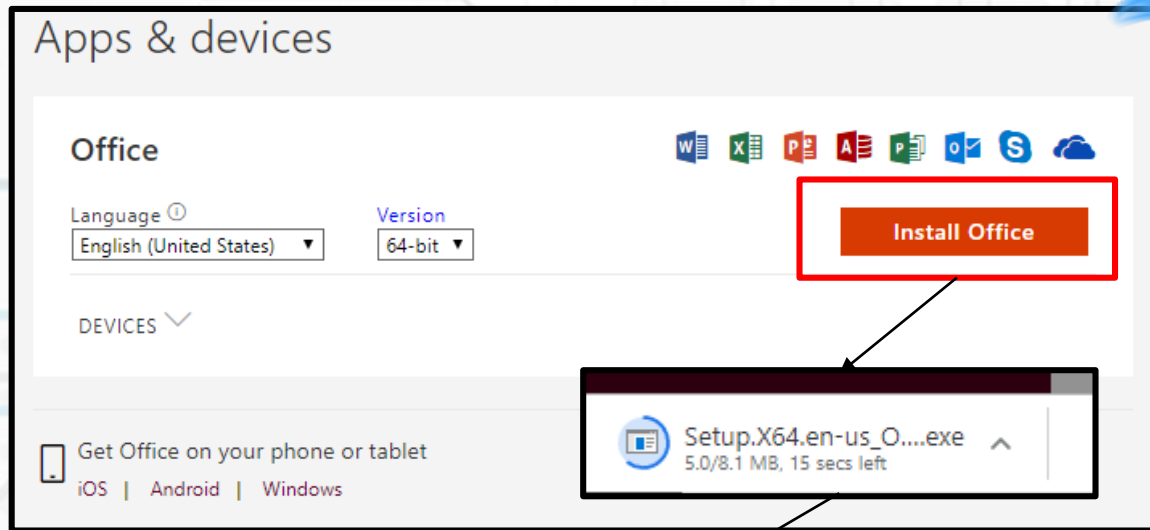
Select the highlighted section to install M365 based on your preferences



M365 : HOW TO INSTALL LOCAL ? (PART 2)

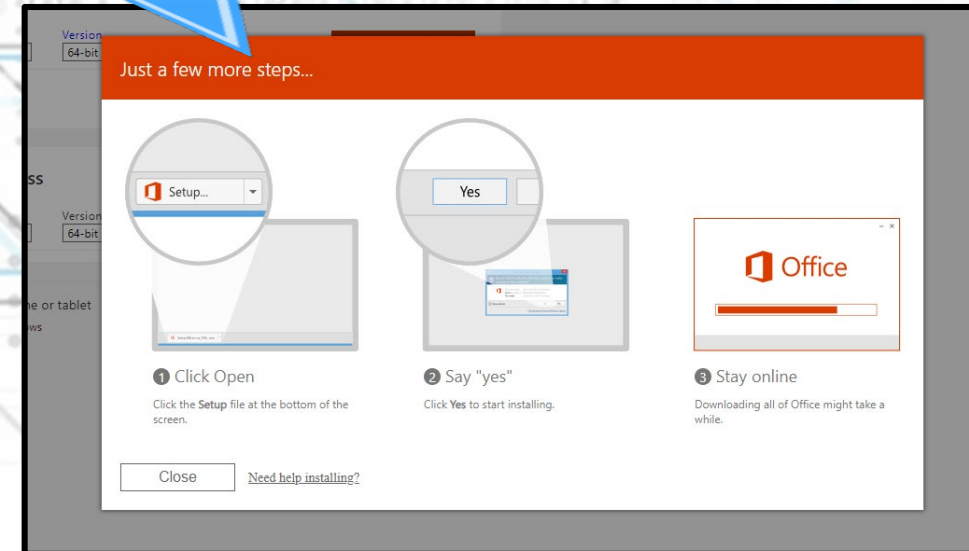
3

Select your desired preferences and click the highlighted button



4

Follows this steps to install M365 in your local machine



M365 : HOW TO INSTALL LOCAL ? (PART 3)

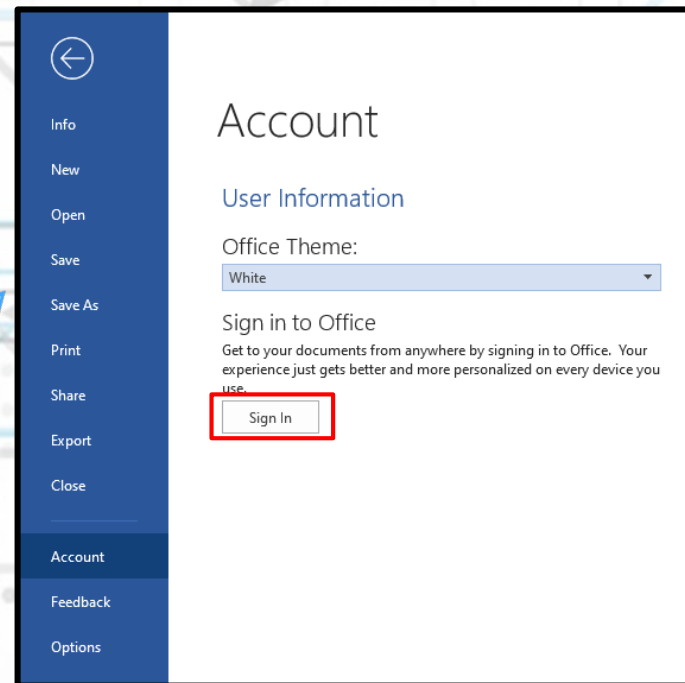
5

Run your desired tools



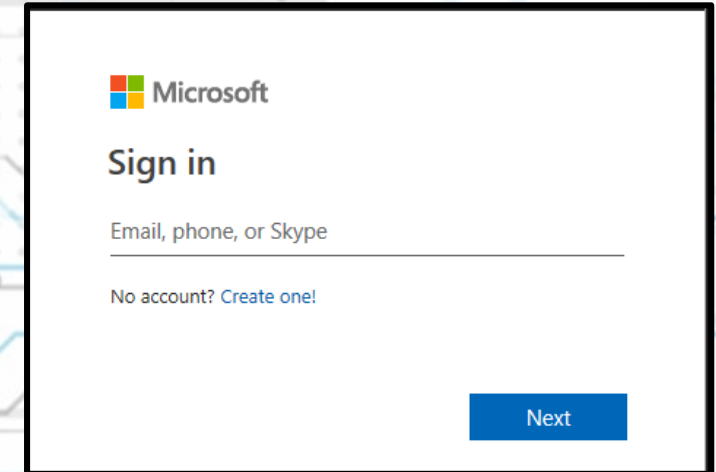
6

Select the account button and select the Sign in button to sign in to M365



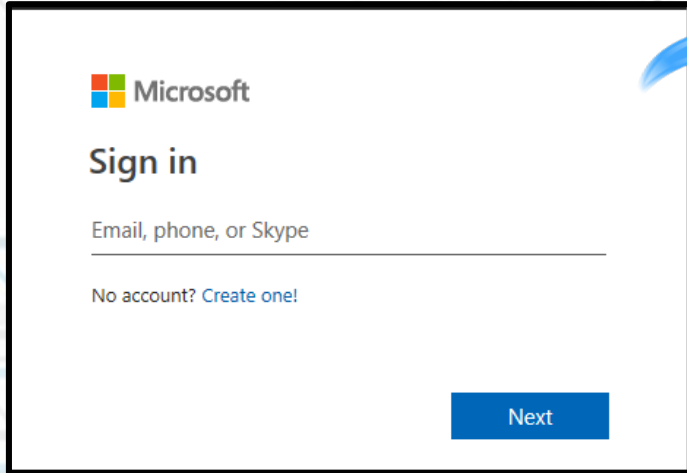
7

Use the same email id that was used to login into Office.com
Eg:- xxxx@live.utm.my

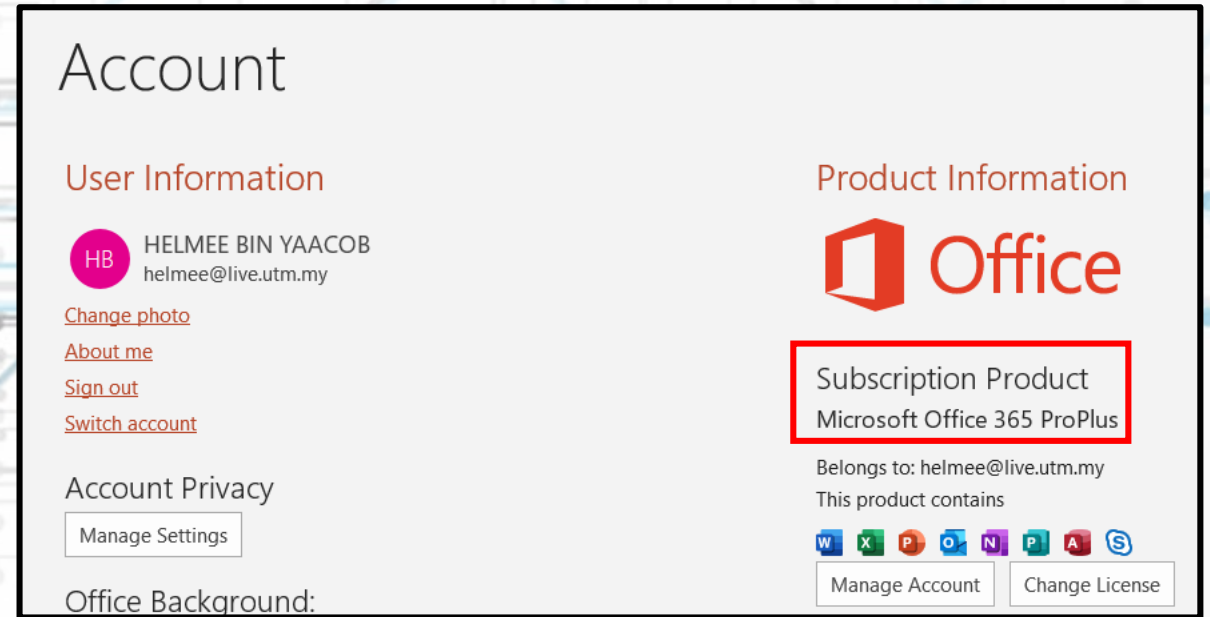


M365 : HOW TO INSTALL LOCAL ? (PART 4)

8 Click Next button.



9 You can see your information and product information has been changed to Microsoft Office 365 Pro Plus.



! A new look for all Microsoft products.



M365 using Mobile Apps

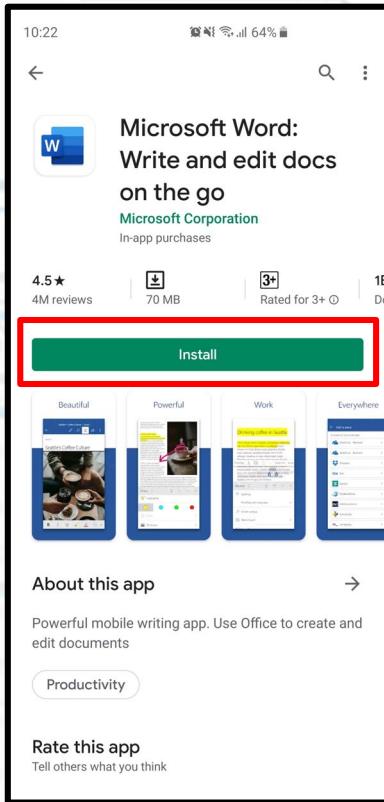
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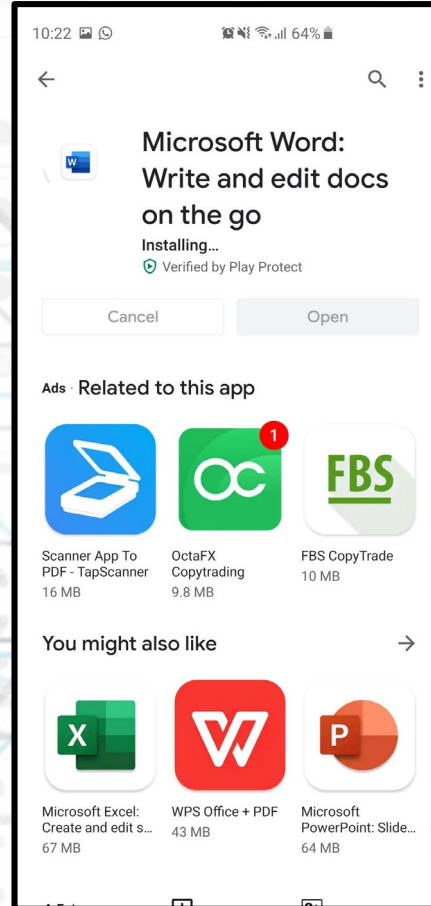
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M365 : HOW TO DOWNLOAD FROM PLAY STORE

1 Open Google Play Store/ Apple App Store and search for Microsoft Word

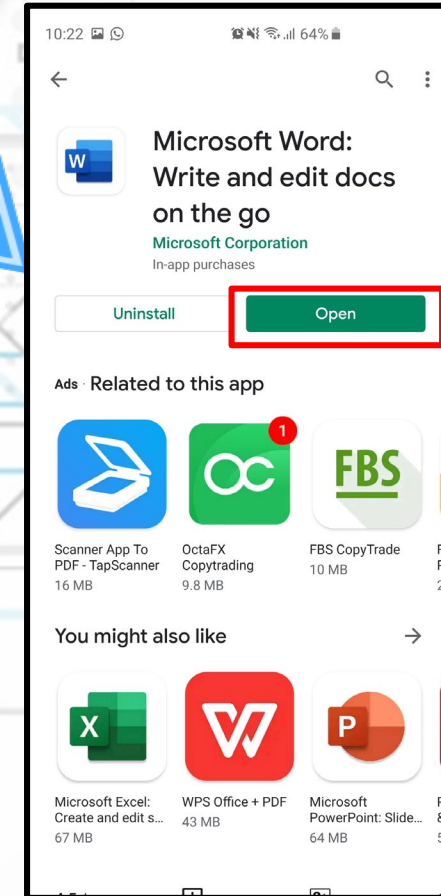


Click Install



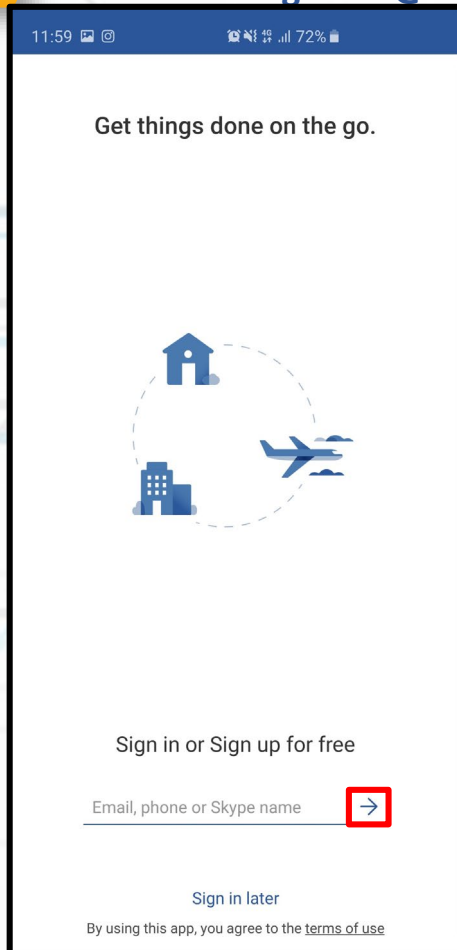
Installing

2 Word has been installed

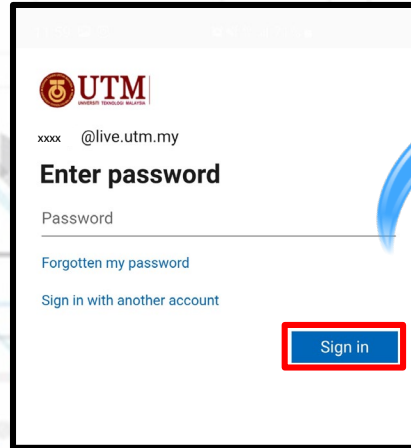


M365 : HOW TO SIGN IN FOR M365 MOBILE APPS

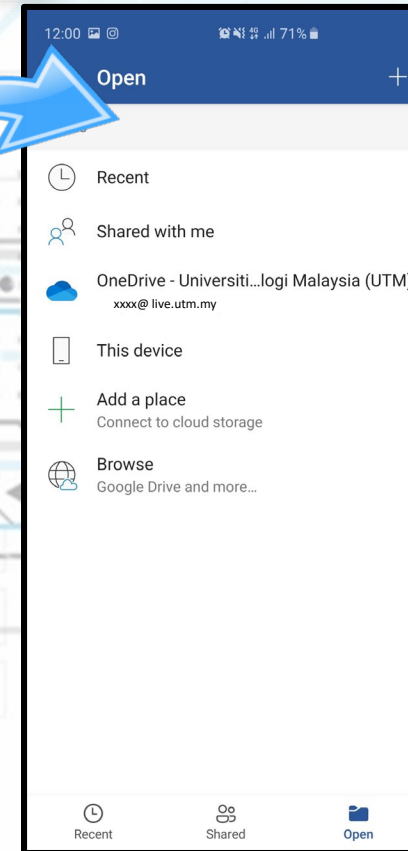
3 Open the App and sign in using the utm live account eg: xxxx@live.utm.my



4 Enter your password



5 Word is ready to use



5 The steps are the same with the following apps

OneDrive Cloud Storage in M365

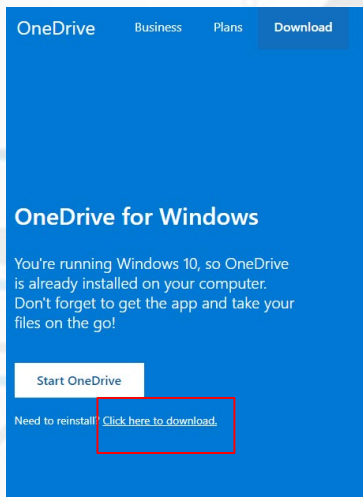
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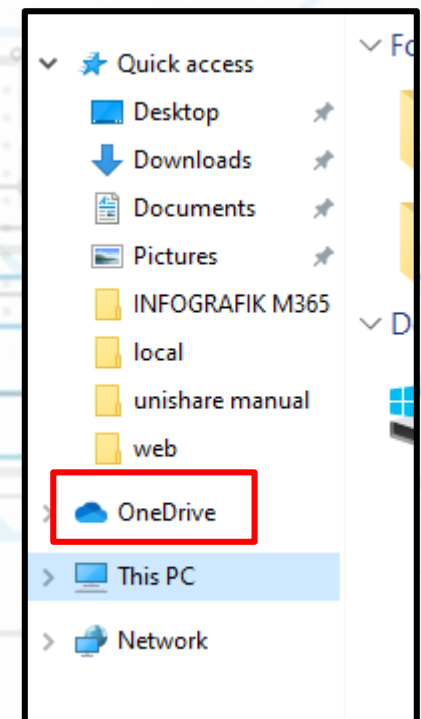
1

On your internet browser address bar, key in the URL
<https://onedrive.live.com/about/en-IE/download/>



3

OneDrive is ready to install

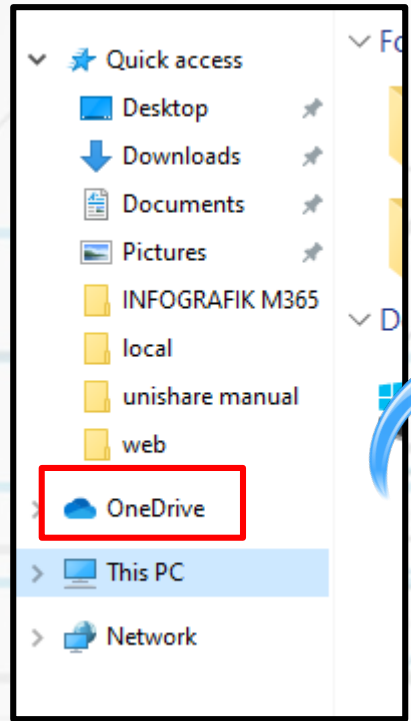


2

Go to downloads folder and run this file.

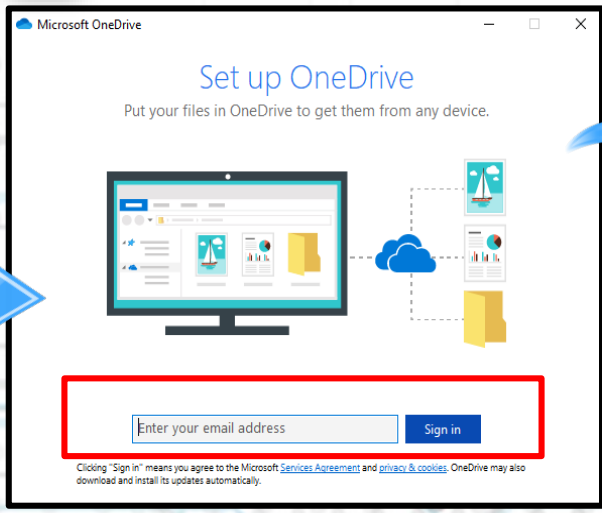


M365 : HOW TO INSTALL ONEDRIVE INSTALLER IN LOCAL

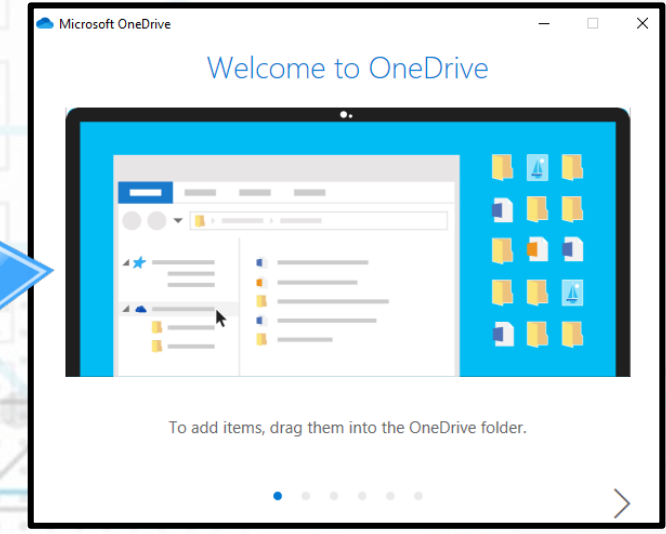
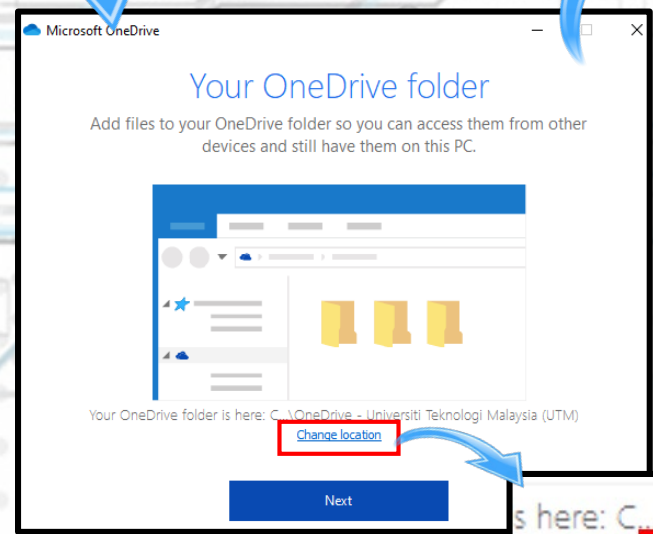


4 Double click the highlighted icon

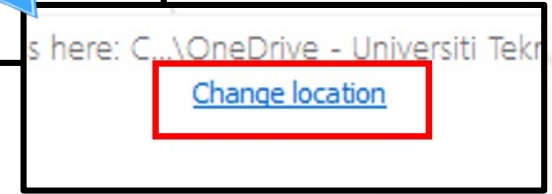
5 Enter M365 Email id
Eg :- xxxx@live.utm.my



6 Click Next.

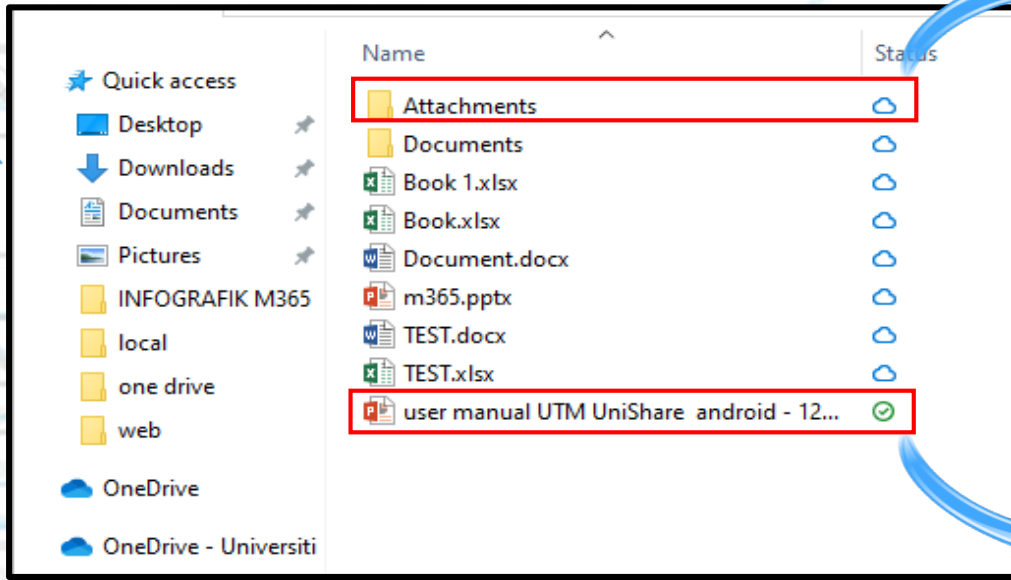
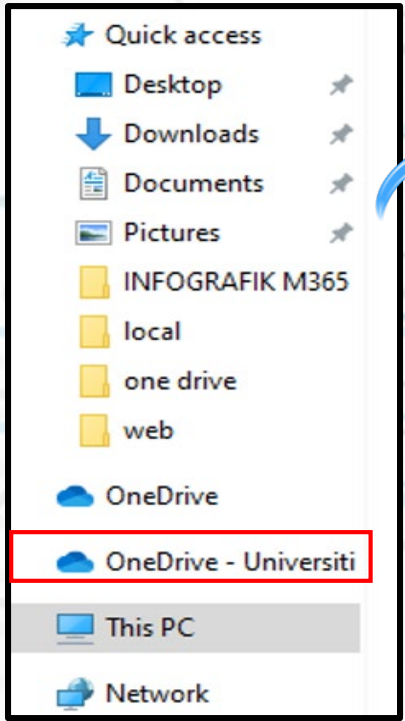


! Click on the highlighted icon if you want to change the location.



M365 : HOW TO CHECK THE STATUS OF THE FILE

7 Double click the highlighted icon



8 The file is still in cloud.



9 OneDrive is ready and synced to the web.

