



KUWAIT COLLEGE OF SCIENCE & TECHNOLOGY  
كلية الكويت للعلوم والتكنولوجيا

Private University

جامعة خاصة

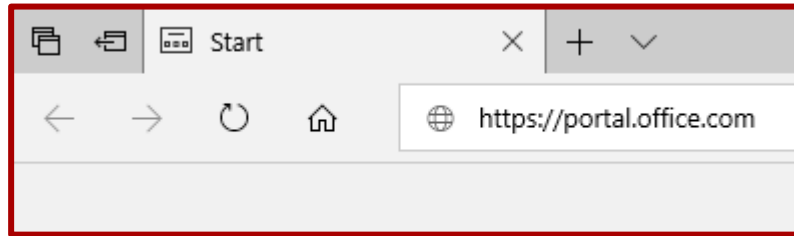
## OFFICE 365 TUTORIAL



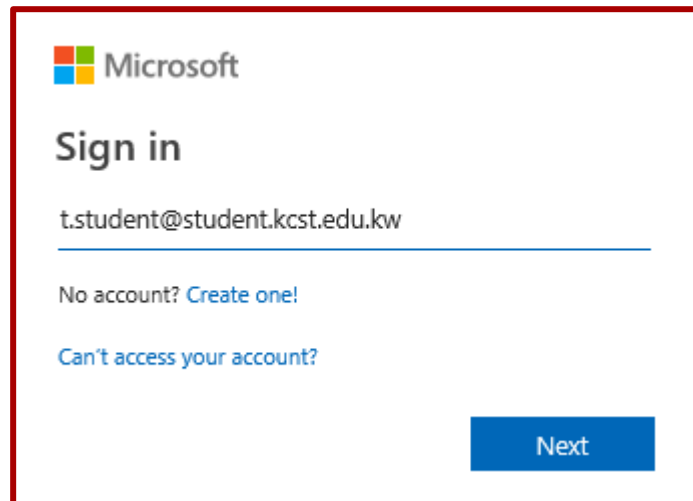
## 1. How to access office 365 via web browser

① Open any Browser (Microsoft Edge, Google Chrome, Internet Explorer, Firefox or Opera)

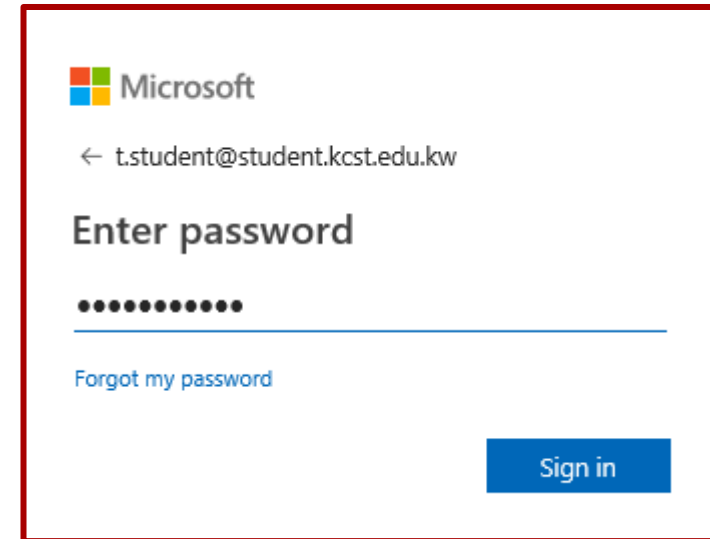
② Navigate To: <https://portal.office.com>



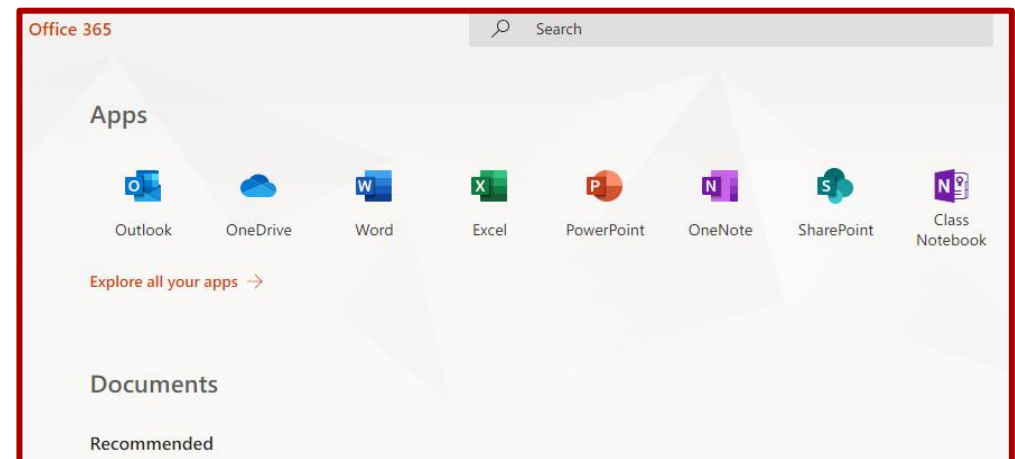
③ Enter your Office 365 Email ID and then press **Next**



④ Enter Password and then press **Sign in**

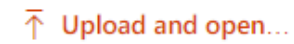


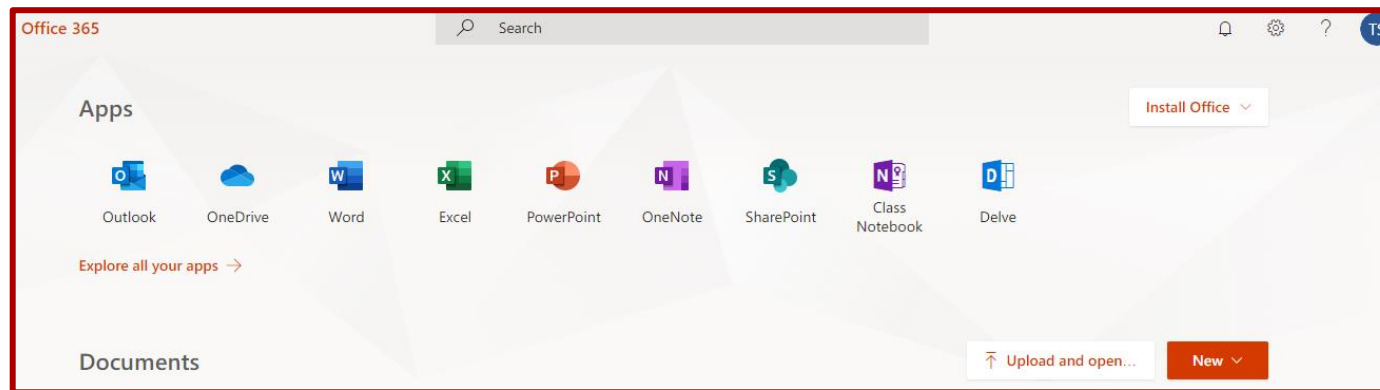
⑤ You are now logged in, Start using your desired app from the Apps list.



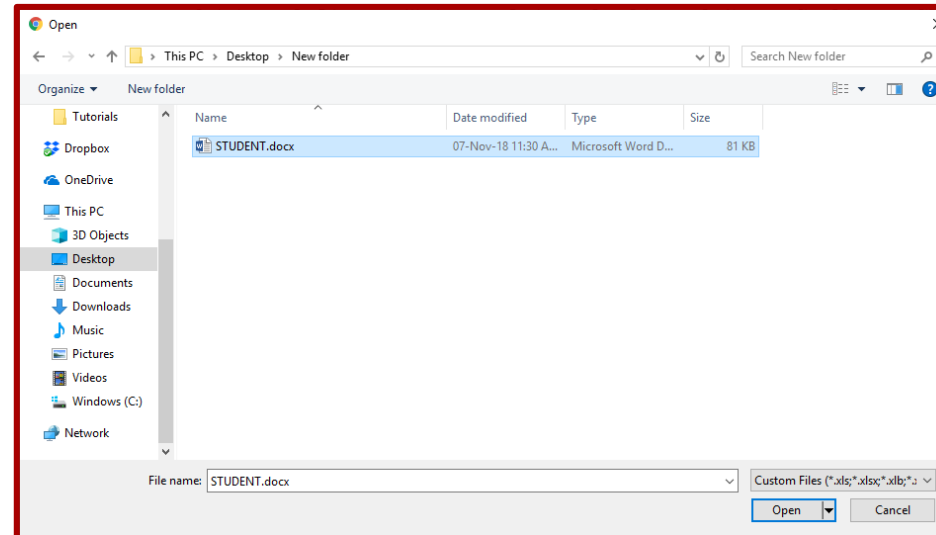
All of your documents created with these apps get stored in one drive.  
You can access these files in any computer with internet connection & a compatible web browser.

In Case if you want to edit any MS Office file from your internal storage just click





And then open your desired MS Office file from your PC.



You can now edit that file and save it in your OneDrive.

## 2. How to configure mail on mobile



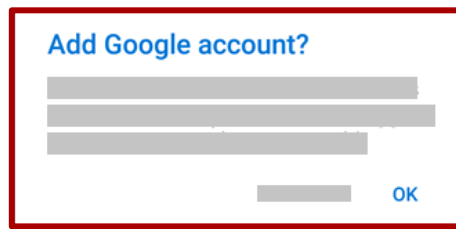
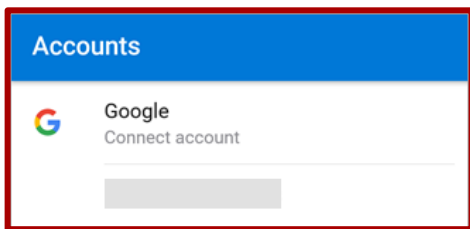
1. Install the **Outlook for Android** app from the [Google Play Store](#) and then open it.

Tap **Get Started** if this is your first time.

Otherwise, to add another email account, open

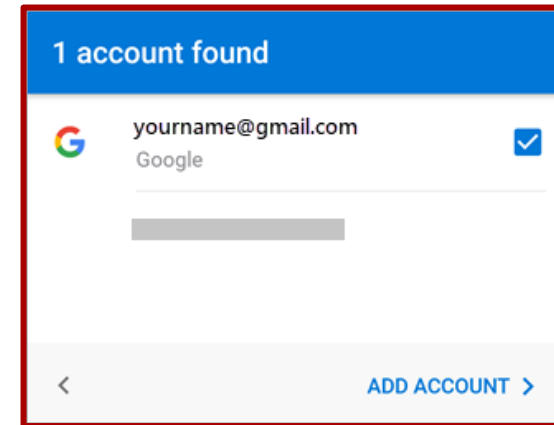
the **Menu** ≡ > **Settings** ⚙ > **Add Account** > **Add Email Account**. Then skip to step 4 under [Set up another email account](#) below.

2. Outlook may detect your Google accounts. To add them to Outlook for Android, tap **Google Connect Account** and then tap **OK** to confirm. Tap **Allow** to give Outlook access to your Contacts.

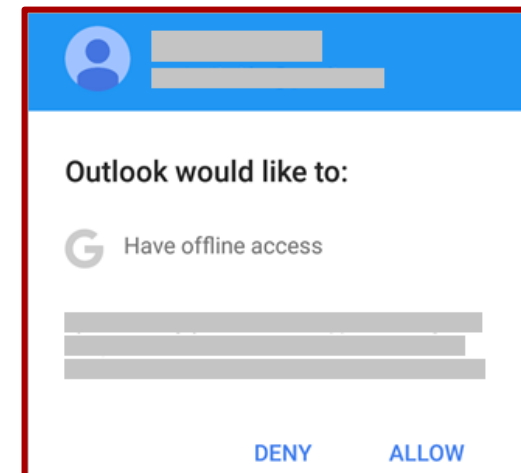


If you don't want to add these accounts, tap **Skip** and then go to step 4 under [Set up another email account](#) below.

3. Select the accounts you'd like to add and tap **Add Account**. You may be asked to sign in.

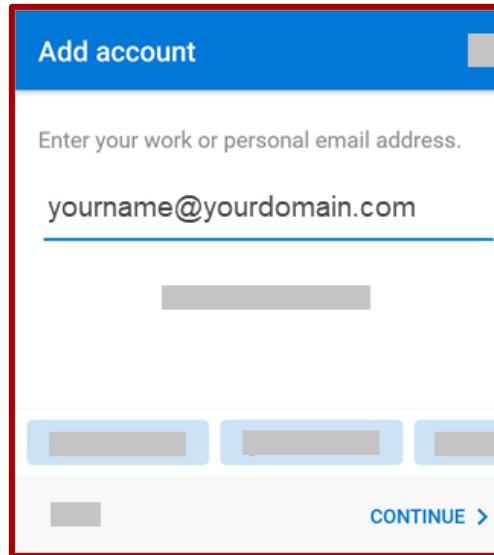


Tap **Allow** to confirm offline access and any other prompts.

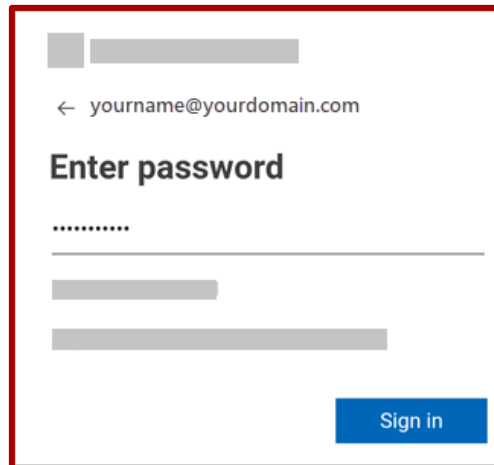


To add another email account, tap **Continue** and go to Step 4, otherwise tap **Skip**.

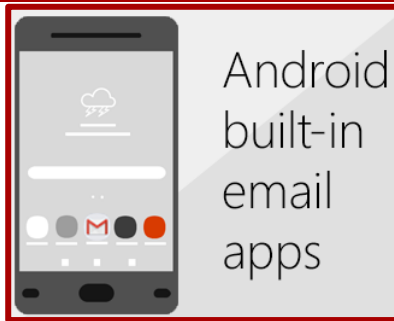
- ④ Enter your full email address, then tap **Continue**.



- ⑤ Enter your email account password and tap **Sign in** or **Next**.



## 2. How To Configure Mail on Mobile. Continued...



### Gmail App

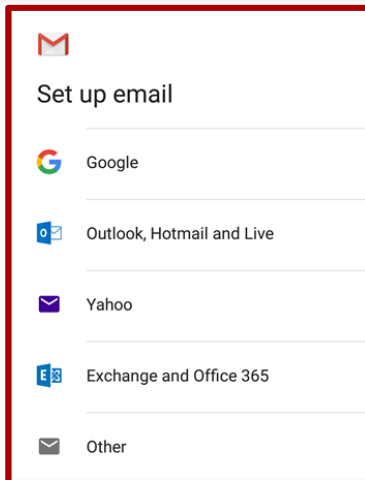
Before you begin, update the Gmail app to the latest version:  
Open the Google Play Store app on your phone or tablet.  
Type "Gmail" into the search bar and then select **Update**.

**Note:** If the update option is not available, you're already on the latest version.

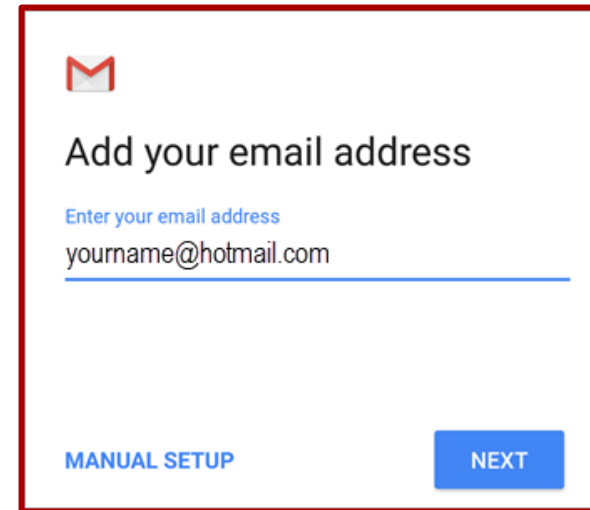
① Open the Gmail app.

Tap the menu icon in the upper left corner > **Settings** > **Add account** > **Exchange and Office 365**.

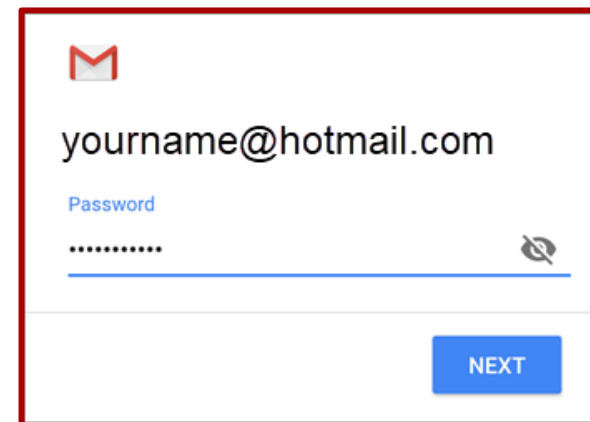
**Important:** Do **NOT** choose "Outlook, Hotmail, and Live" unless you want to sync email only and not calendar/contacts.



② Enter your full email address and tap **Next**.

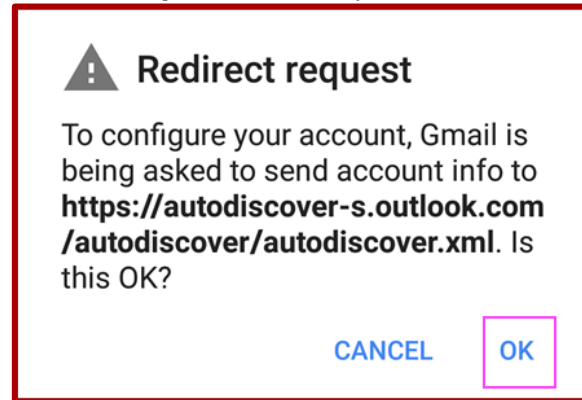


Enter your password and tap **Next**.



③ Follow steps for your account type:

- **Outlook.com users:** skip this step
- **Exchange or other accounts:** you may have to ask your IT admin or email provider for server settings and [set up your account manually](#)
- **Office 365 work or school:** you may see a **Redirect request** screen. Tap **OK**.



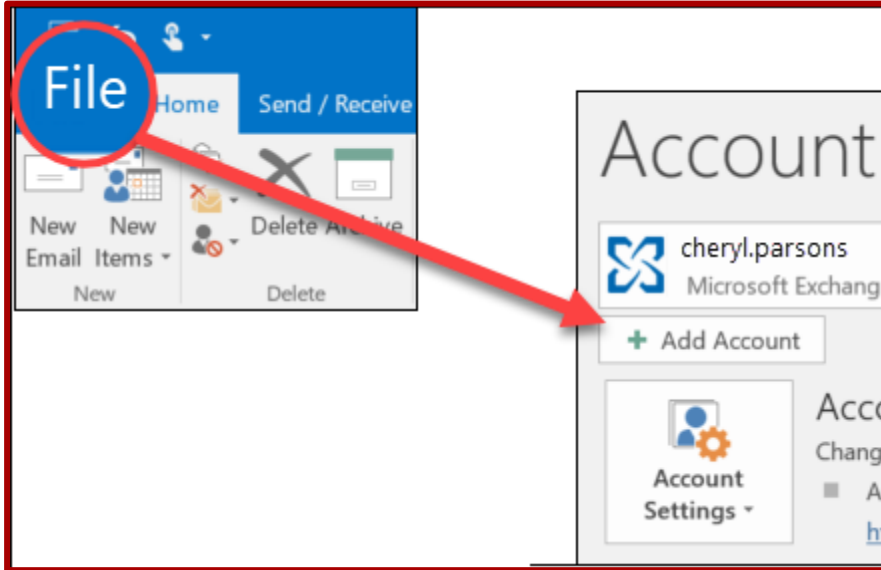
On the Incoming server settings screen, change your server to **outlook.office365.com**.

### 3. How to configure Outlook in PC

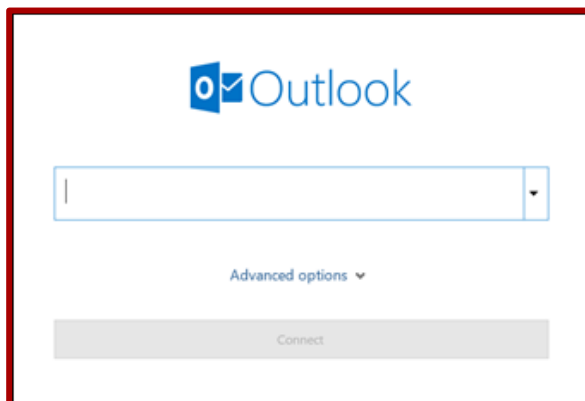
#### Add an email account to Outlook

These steps are the same whether you're adding your first email account or additional email accounts to Outlook.

1. Select **File** > **Add Account**.



2. Enter your email address and click **Connect**.

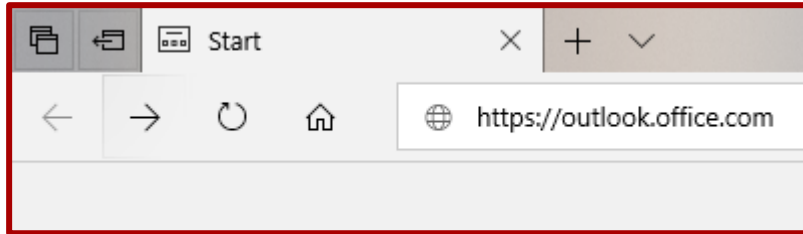


3. If prompted, enter your password again, then select **OK** > **Finish** to start using your email account in Outlook.



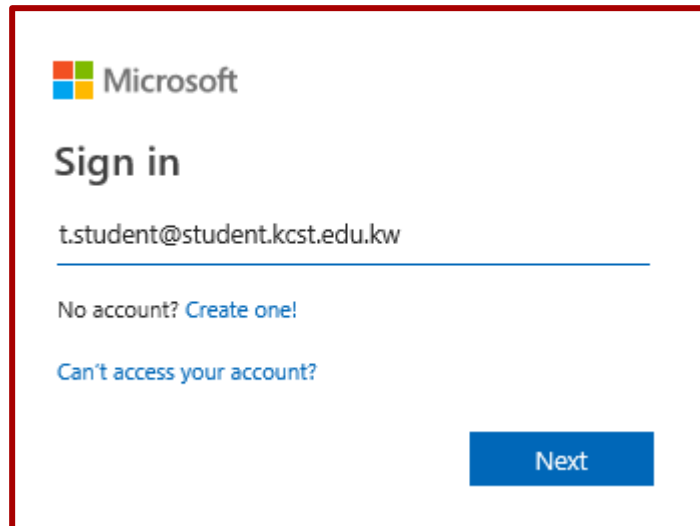
## 4. How to use outlook online portal.

1. Open any Browser (Microsoft Edge, Google Chrome, Internet Explorer, Firefox or Opera)
2. Navigate To: <https://outlook.office.com>



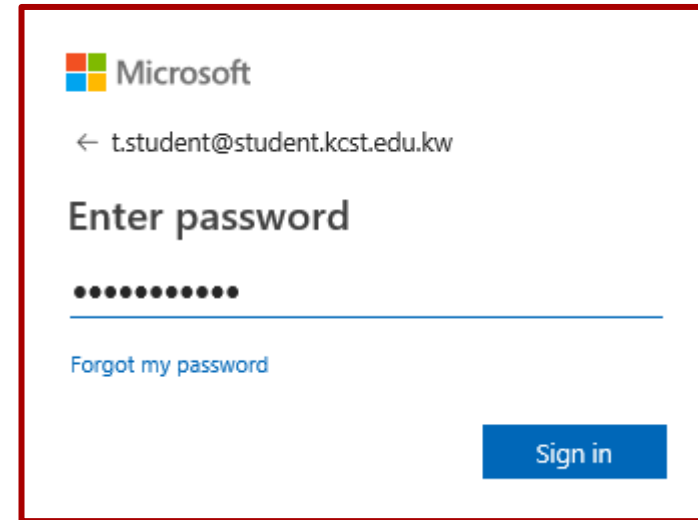
3. Enter your Office 365 Email ID and then press

Next

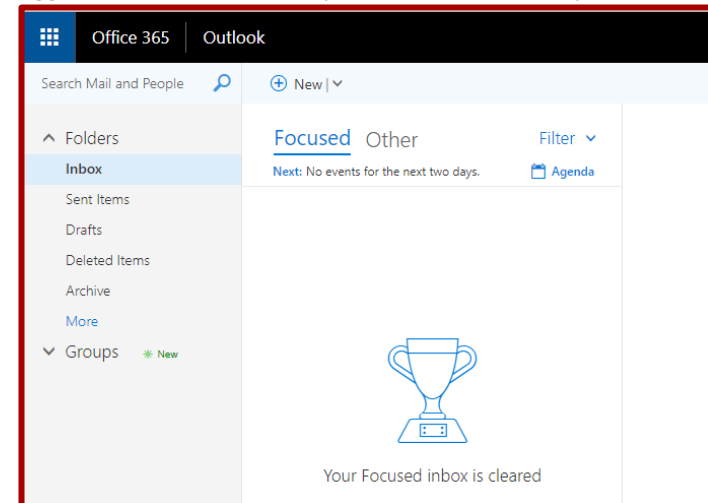


4. Enter Password and then press

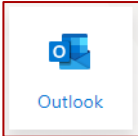
Sign in

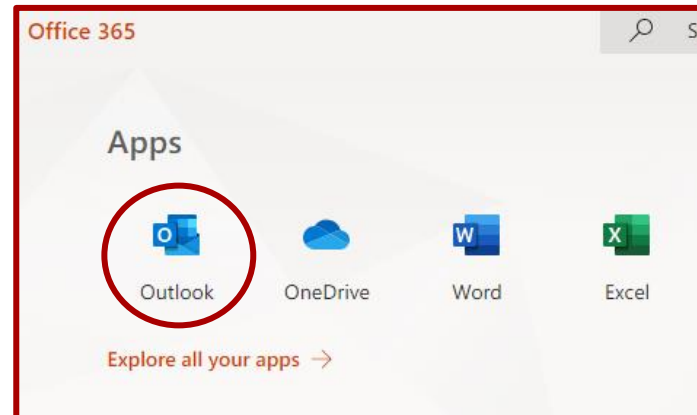


You are now logged in to outlook online portal and can access your mails after logging in.



## 4. How to use outlook online portal. Continued...

Alternate way to go to outlook is to click on  icon at the homepage of office 365

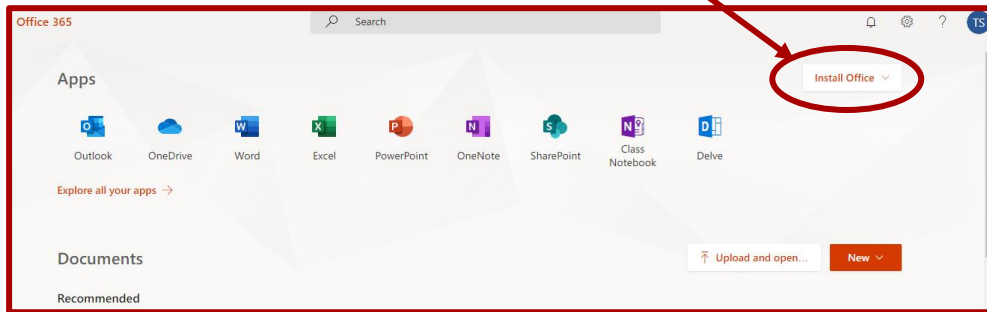


## 5. How to download office and install

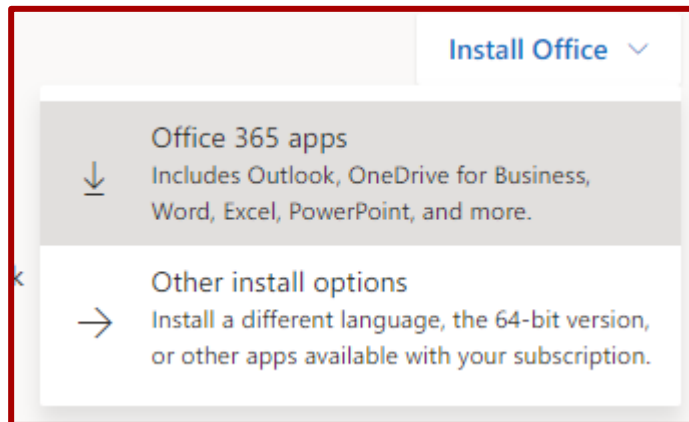
(Note: You can install it on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.)

1. After Logging in to portal.office.com click on

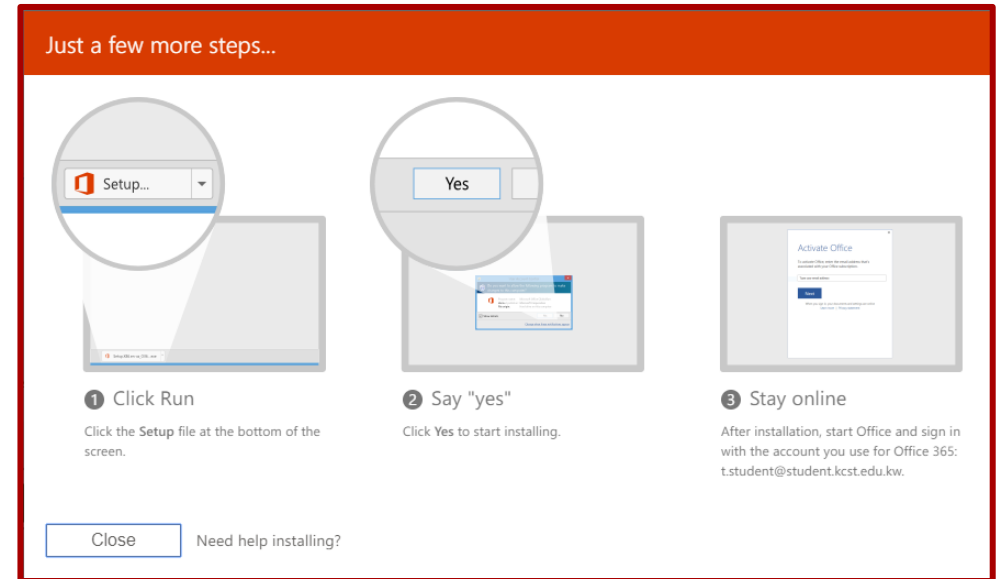
Install Office



2. Select "Office 365 apps"



3. Instruction will appear on screen for how to open the downloaded setup file.

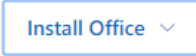


Run that setup file to install office 365 in your PC.

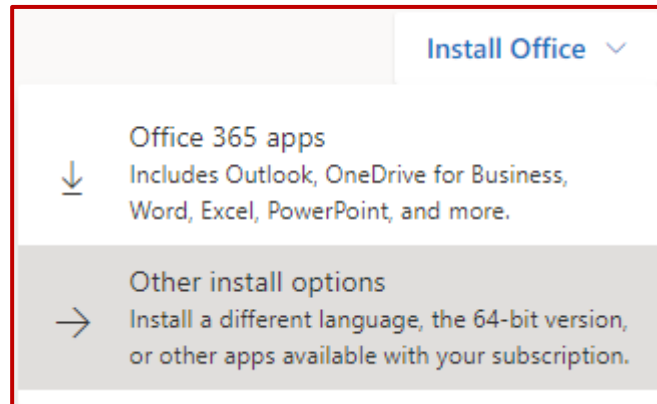
## 6. Skype for business for students

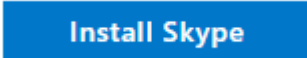
Skype for business is included in the office 365 apps package.

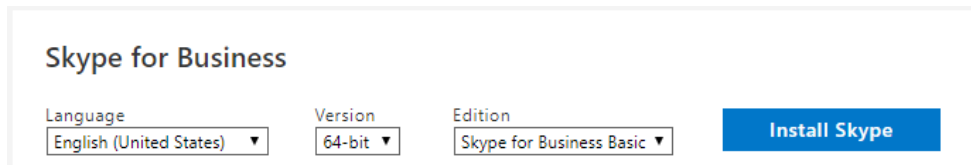
Note: If you already have skype for business installed in your PC then skip to step 4.

① If you wish to install skype for business separately then click on 

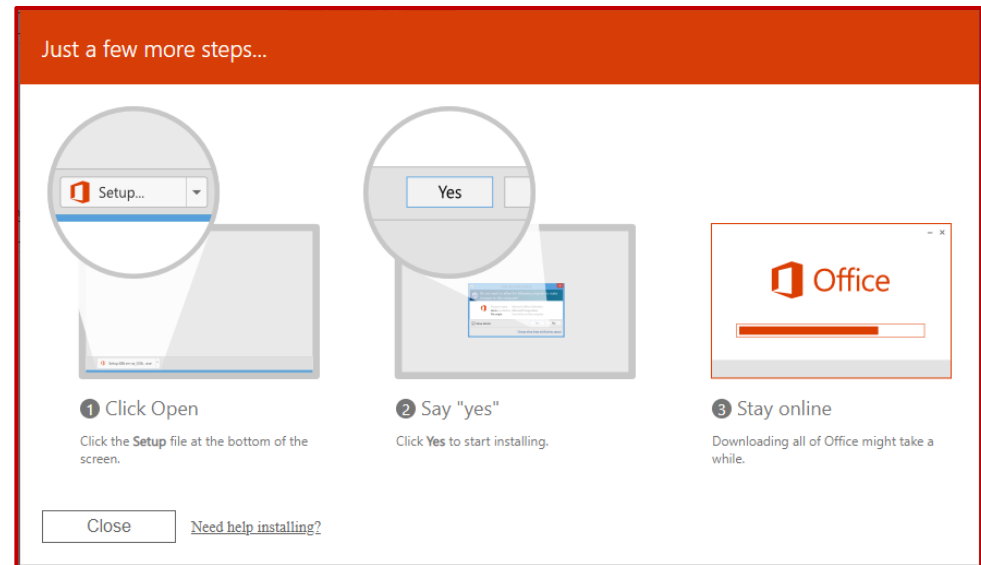
② Select “Other install options”



③ Then Click 

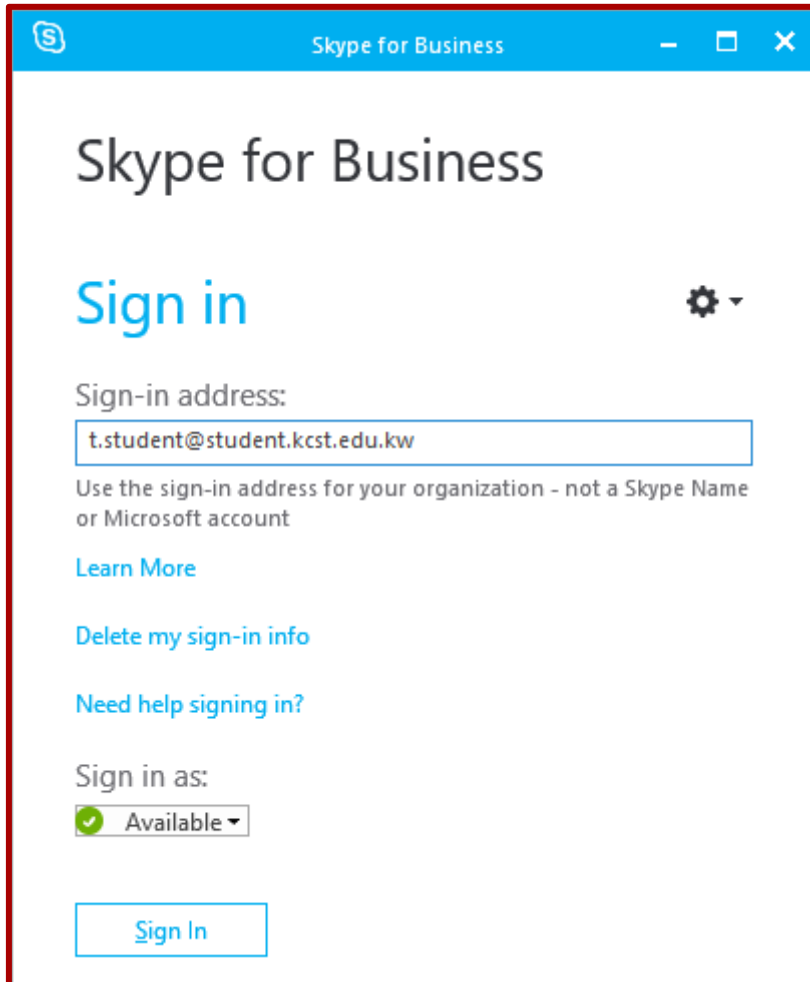


Instruction will appear on screen for how to open the downloaded setup file.

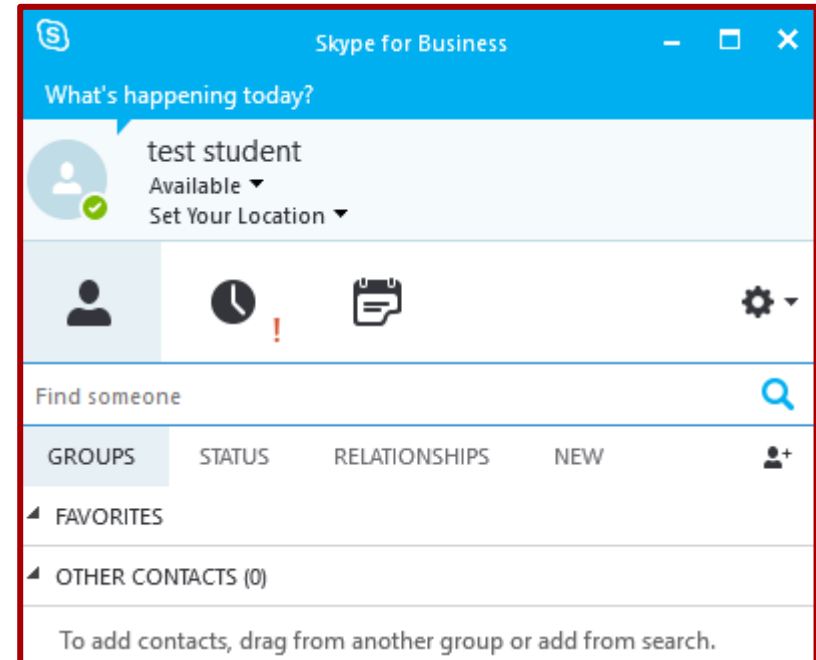


Run that setup file to install Skype for business in your PC

- 4 After installation, open Skype for business, enter your email id and press [Sign In](#). Enter password, if prompted.



You are now logged in and ready to use skype for business.

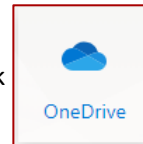


## 7. One Drive

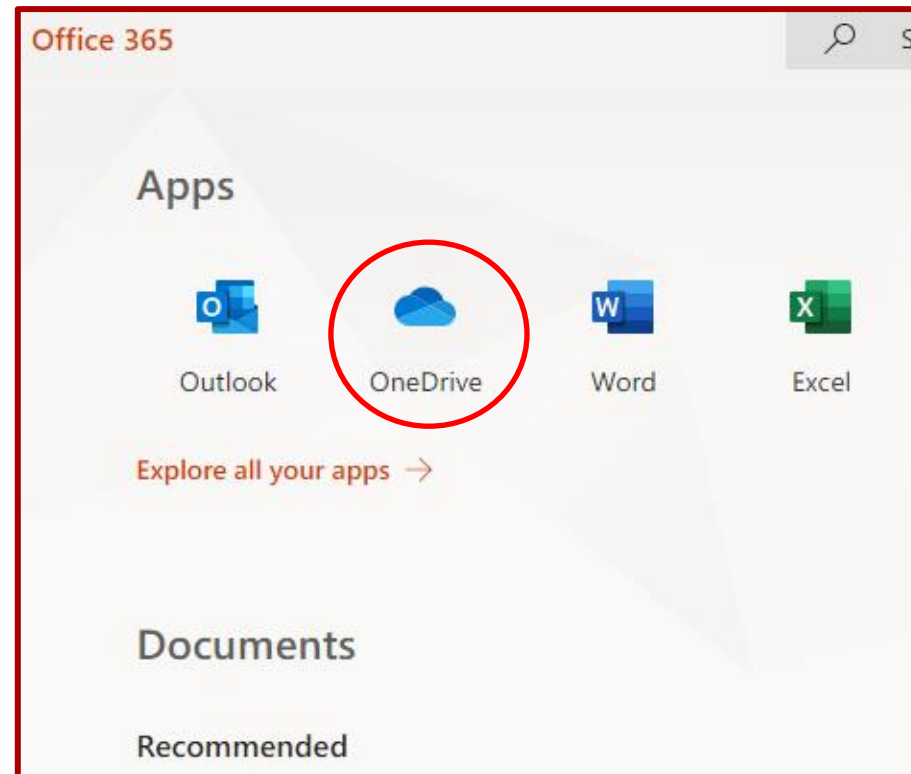
OneDrive is used as online storage for Office 365.

Files saved in OneDrive can be accessed anywhere and can directly be edited using Office 365 online.

To access OneDrive, Click



icon at the homepage of office 365.



Here you will find all the files created using Office 365.