Microsoft

Office 365

Installation Manual

For new user who can be CCK Staff or Student, should follow the given steps to install Office 365 in their computer or laptops.

IT department will provide a logon name and password. After that kindly go to the following URL:

https://mail.ac-kuwait.edu.kw or https://login.microsoftonline.com
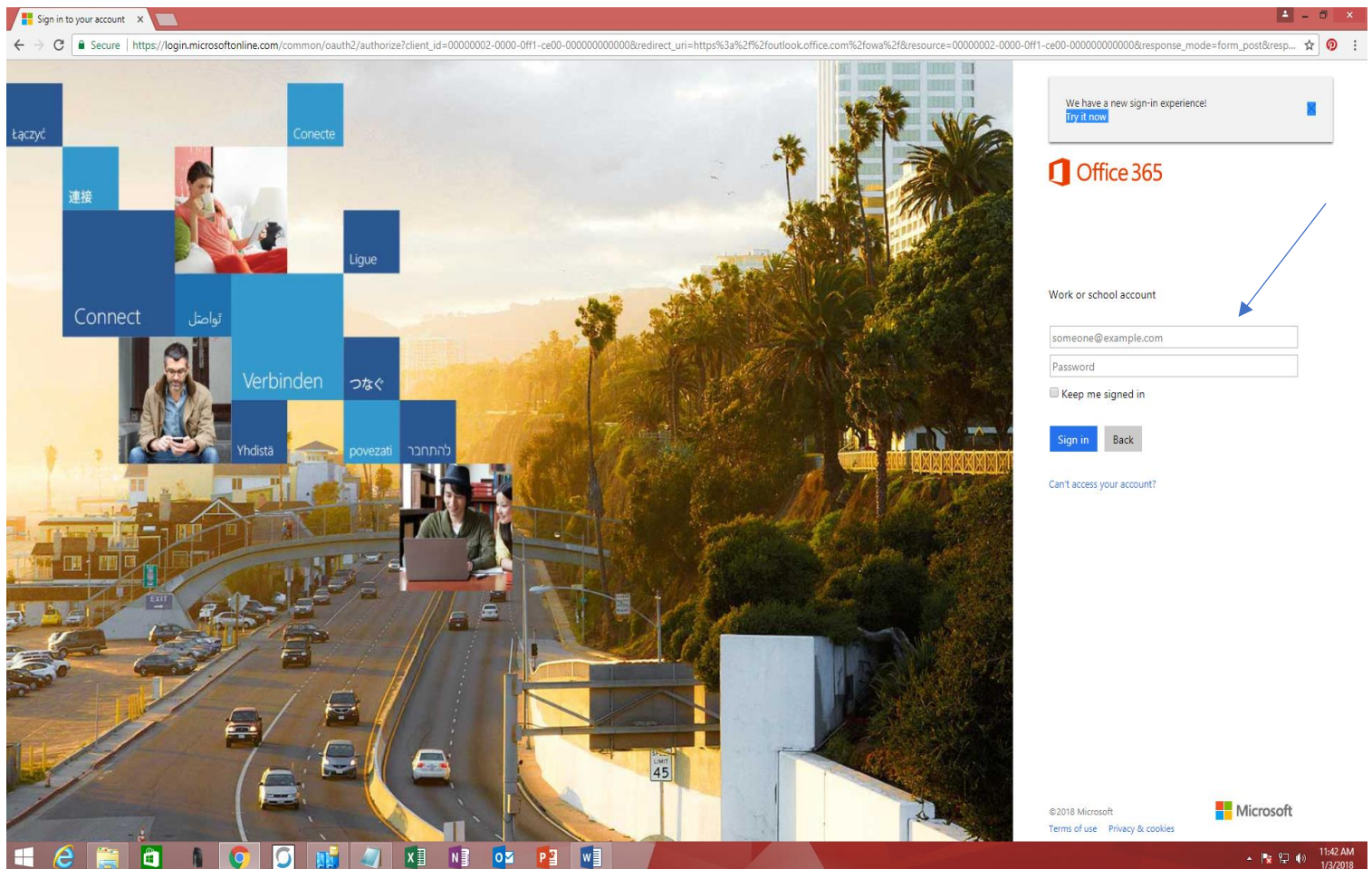
(Screen Shot 1.0)

Write your full logon name and password and see (Screen Shot 1.0).

For example abcd@ac-kuwait.edu.kw (staff)

For example 2017-00751@ac-kuwait.edu.kw (student)

After logging on you will see the following screen shot 1.1
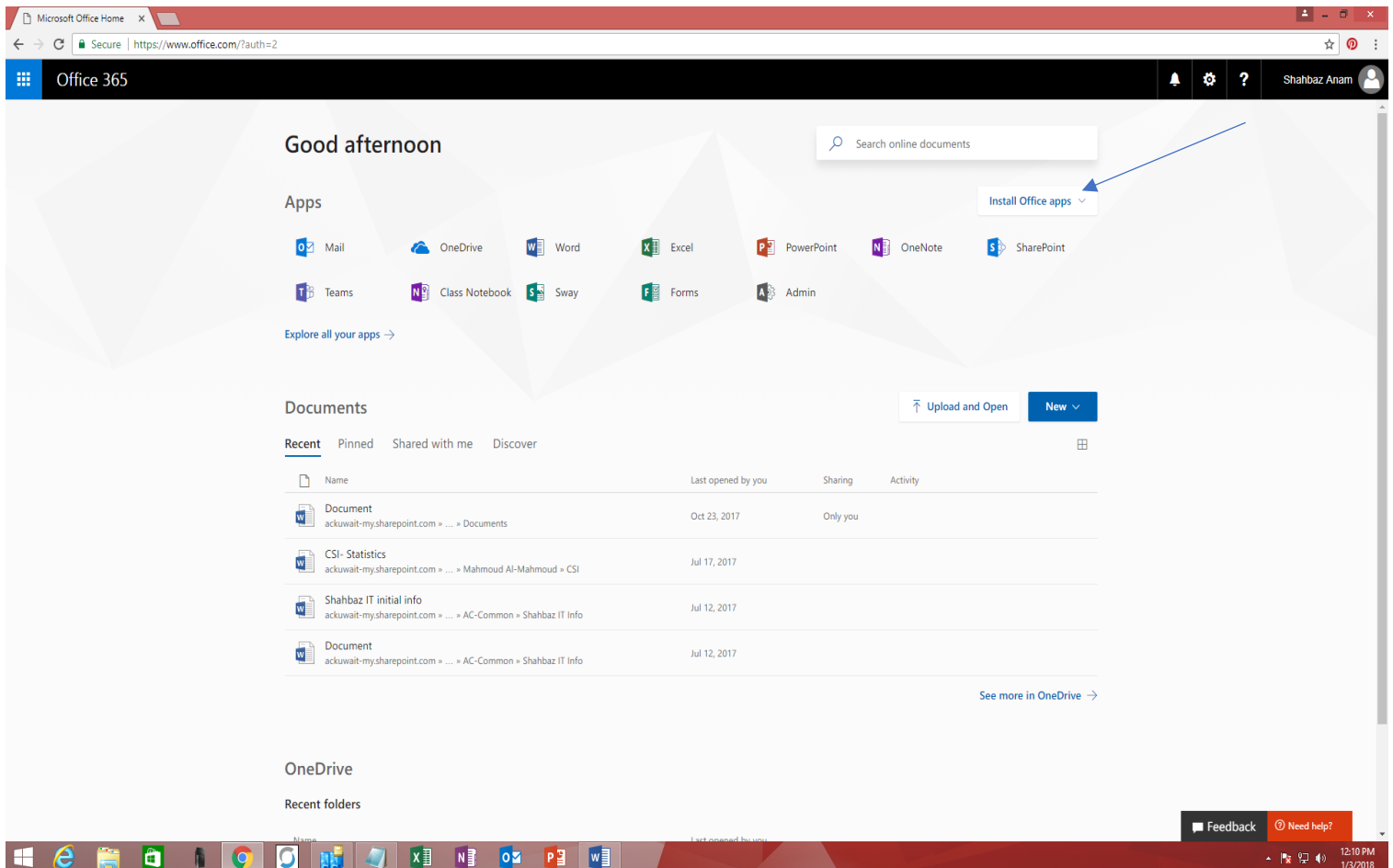
See the Blue Arrow pointing towards "Install Office apps" It will show the drop-down menu with two options.

Screen shot 1.2

By Clicking the first option "Office 2019", it will download "Setup.X86.en-us" file onto your download folder. Which later you must run from bottom right of google browser.

Screen shot 1.3

If you click Advanced button shown in Blue color, this will show you two Office 365 32 Bit and 64-Bit versions, select any of it depending on your PC specs, your PC can be Windows 32 bit or Windows 64 bit.

Press Install button in the same page and this would download specific version in your download folder. You can run this and by clicking next buttons several times this would finish installation.