

Guide B: Microsoft Office 365 Setup

Things to take note before you begin

- [If you are RP Student] Please ensure you have completed "Guide A: Student Laptop Configuration".
- Ensure you have stable Internet access throughout the process. **Please do this installation at home and not in RP campus.**
- The whole process will take approximately 30 to 60 minutes, depending on your laptop's specification and internet bandwidth.

Microsoft Office365 features

Services	Description
Word PowerPoint Excel Outlook Access Publisher Teams	<ul style="list-style-type: none">• MS Office 365.• Everyone is issued 5 licenses which can be installed in 5 different individual/RP issued computers (Windows or MacOS).• Everyone is also entitled 2 copies of MS Office on your mobile devices (Windows, Android, or iOS).• An online version of the Office Suite can also be activated.• The licenses will be deactivated exactly 1 month after the individual leave RP.
OneDrive for Business	<ul style="list-style-type: none">• Storage space for individual (up to 100 GB).• Can share with others and allows co-authoring of documents.
Email, People, Calendar	Outlook and web-based email (student-id@myrp.edu.sg).

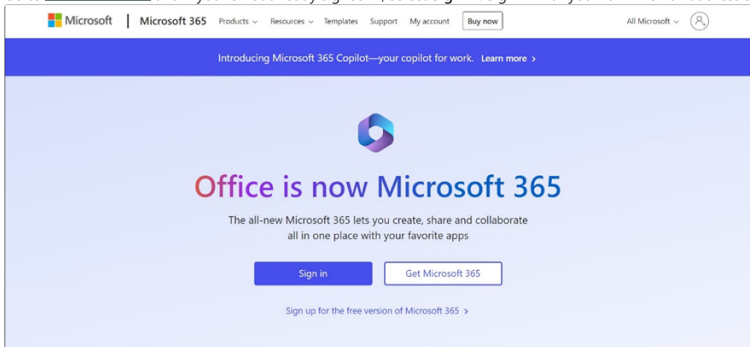
Office 365 is a service portal provided by Microsoft to you and is subjected to their terms of usage. By using the Office 365, do note that you have agreed to Microsoft's terms of usage.

Before you begin to use Office 365, please kindly read the terms of usage via <https://www.microsoft.com/en-sg/servicesagreement>

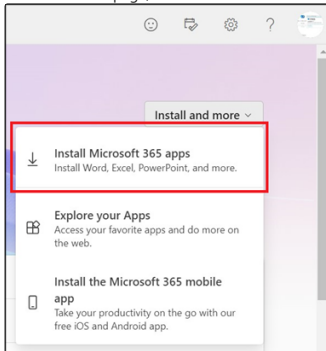
Step 1: Download and install Microsoft 365

1. Sign in to download Microsoft 365

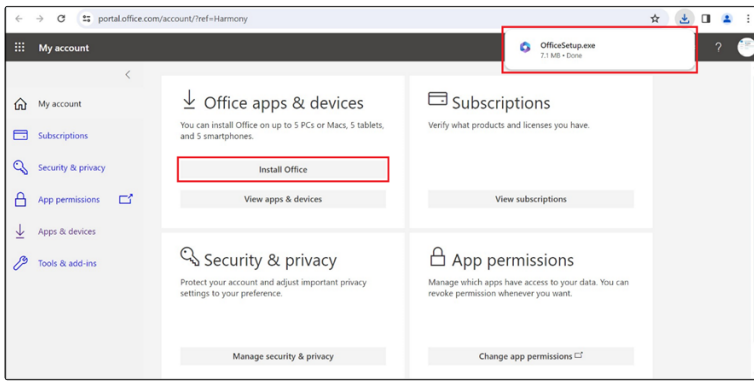
1. Go to www.office.com and if you're not already signed in, select **Sign in**. Sign in with your full RP email address and password.



2. From the Home page, select **Install and more** > **Install Microsoft 365 apps**.

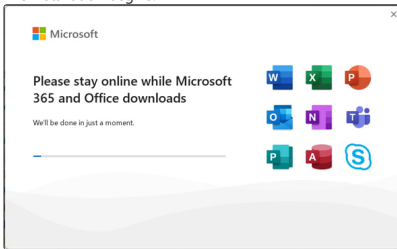


3. Under Office apps & devices, select **Install Office** > **OfficeSetup.exe** to begin the installation.

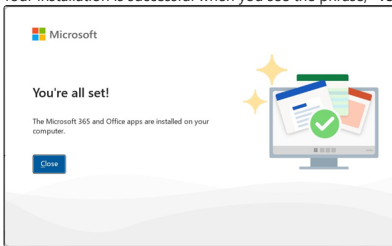


2. Download and Install Office

1. Depending on your browser, select **Run** (in Microsoft Edge), **Setup** (in Google Chrome), or **Save File** (in Firefox). If you see the User Account Control prompt that says, **Do you want to allow this app to make changes your devices?**, select **Yes**. The installation begins.

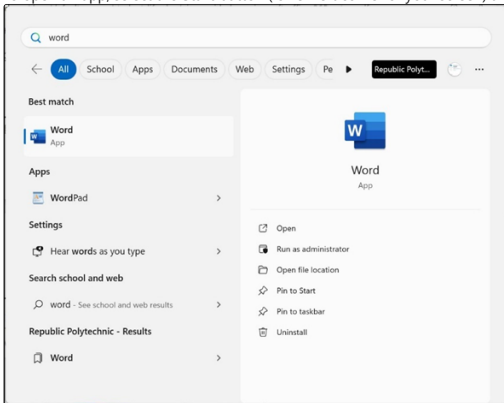


2. Your installation is successful when you see the phrase, **"You're all set! The Microsoft 365 and Office apps are installed on your computer"**. Select **Close**.

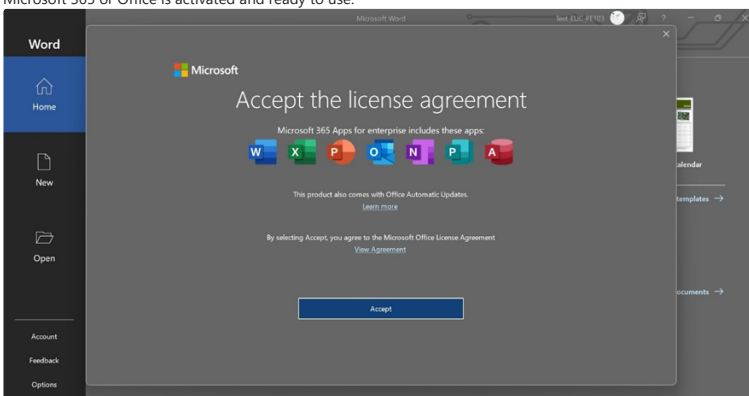


Step 2: Activate Microsoft 365 or Office

1. To open an app, select the **Start** button (lower-left corner of your screen) and type the name of an app, like **Word**.



2. To open the app, select its icon in the search results.
3. When the app opens, view and accept the license agreement. Microsoft 365 or Office is activated and ready to use.



Step 3: Setup and use Microsoft Outlook

1. Setup and configure Microsoft Office

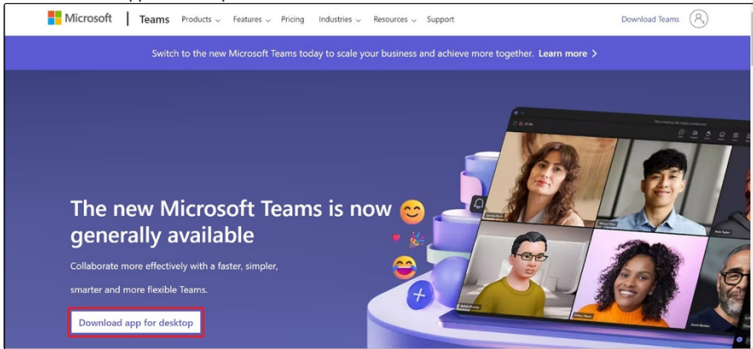
After installing your Microsoft 365 apps, you'll may proceed to setup Microsoft Outlook to access RP email, calendar, and contacts.

1. Open Microsoft Outlook.
2. Enter your full RP email address, and then select **Connect**.
3. Enter any additional email addresses that you want to use and then select **Next**.
4. If prompted an Advanced Setup, select **Microsoft 365**.
5. After all your accounts have been added, uncheck the set up Outlook mobile option.
6. Select **Done**. It can take several minutes for Outlook to download your email and other data.

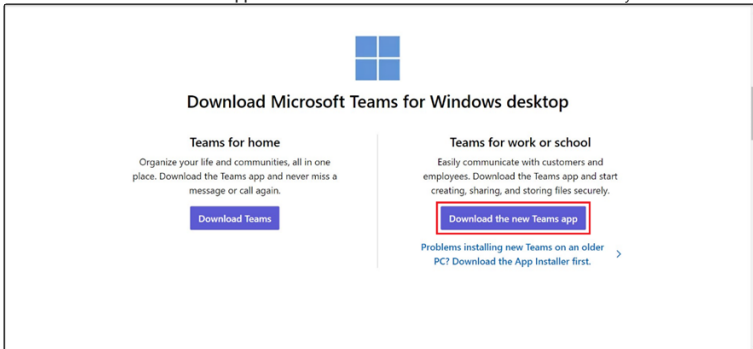
Now you can view email for the accounts you added. You can also view your calendar, contacts, and tasks.

Step 4: Installing Microsoft Teams

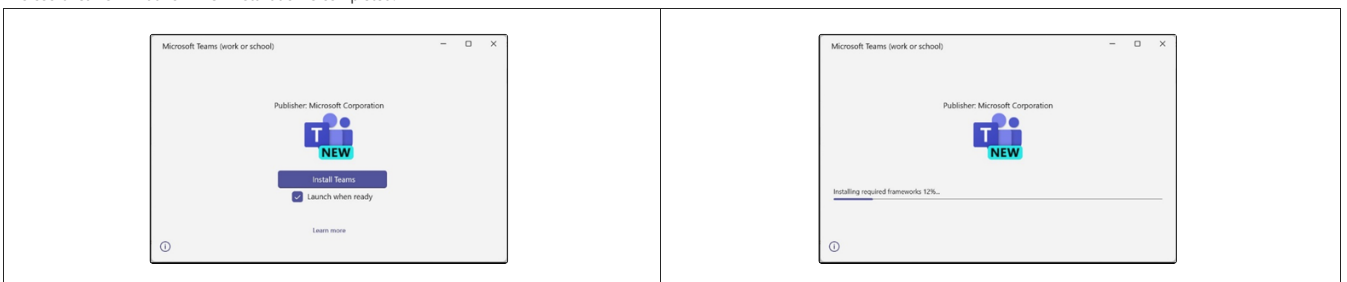
1. Go to the [Microsoft Teams download](#) page by Microsoft.
2. Select **Download app for desktop**.



3. Select **Download the new Teams app** and it will download an **MSTeams-x86.msix** installer to your Downloads folder.



4. Double-click on the **.msix** installer and select **Install Teams** from your Downloads folder to install Microsoft Teams. Microsoft Teams will launch when installation is completed.



Step 5: Sync files with OneDrive

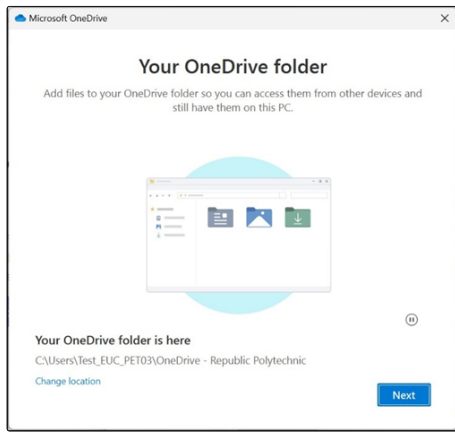
1. Install and set up

1. Select the **Start** button, search for **OneDrive** and open it.
2. When OneDrive Setup starts, enter your full RP email address, and select **Sign in**.

2. Key points in OneDrive Setup

There are two screens in OneDrive Setup that are helpful to watch for:

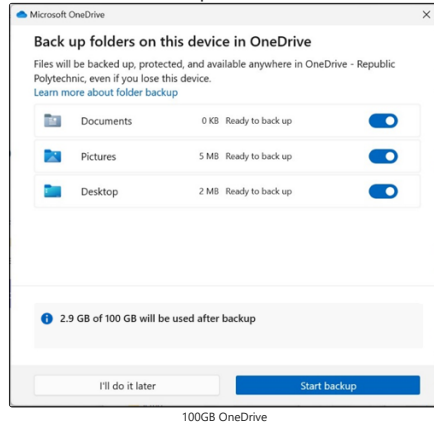
1. On the **Your OneDrive folder** screen, select **Next** to accept the default folder location for your OneDrive files.



Default path would be C:\Users\<Student ID>\OneDrive - Republic Polytechnic

2. If you want to change the folder location, select **Change location** - this is the best time to make this change.





3. On the **On the Back up folders on this device in OneDrive** screen, select **Start backup** to start backup files automatically from Documents, Pictures, and Desktop.



4. If you wish to stop the automatic backup, [manage your OneDrive folder backup](#).

What do the OneDrive icons means?

The Microsoft OneDrive icons in desktop notification areas, menu bars, Windows File Explorer and macOS Finder tell you the sync state of the file or folder.

 <p>Green tick icon</p>	<p>When you open an online-only file, it downloads to your device and becomes a locally available file. You can open a <i>locally available file</i> anytime, even without Internet access.</p> <p>If you need more space, you can change the file back to online only. Just right-click the file and select "Free up space."</p> <p>Learn more about OneDrive Files On-Demand</p>
 <p>Solid green circle with...</p>	<p>Files that you mark as "Always keep on this device" have the green circle with the white check mark.</p> <p>These always available files download to your device and take up space, but they're always there for you even when you're offline.</p> <p>Learn more about OneDrive Files On-Demand</p>
 <p>Blue cloud icon</p>	<p>A blue cloud icon next to your OneDrive files or folders indicates that the file is only available online. Online-only files don't take up space on your computer.</p> <p>You can't open online-only files when your device isn't connected to the Internet.</p> <p>Learn more about OneDrive Files On-Demand</p>
 <p>OneDrive icon with ...</p>	<p>The circular arrows over the OneDrive or OneDrive for work or school notification icons signify that sync is in progress. This includes when you are uploading files, or OneDrive is syncing new files from the cloud to your PC. Sync icons may also be seen online on OneDrive.com.</p> <p>OneDrive will also check for other file or folder changes and may show "Processing changes". If OneDrive shows "Processing changes" for a long time, it could be because you have an online file open, a very large file syncing, a lot of files stuck in a queue. To help resolve these problems, read OneDrive is stuck on "Processing changes".</p>

[Learn about more OneDrive icons and its meaning.](#)