

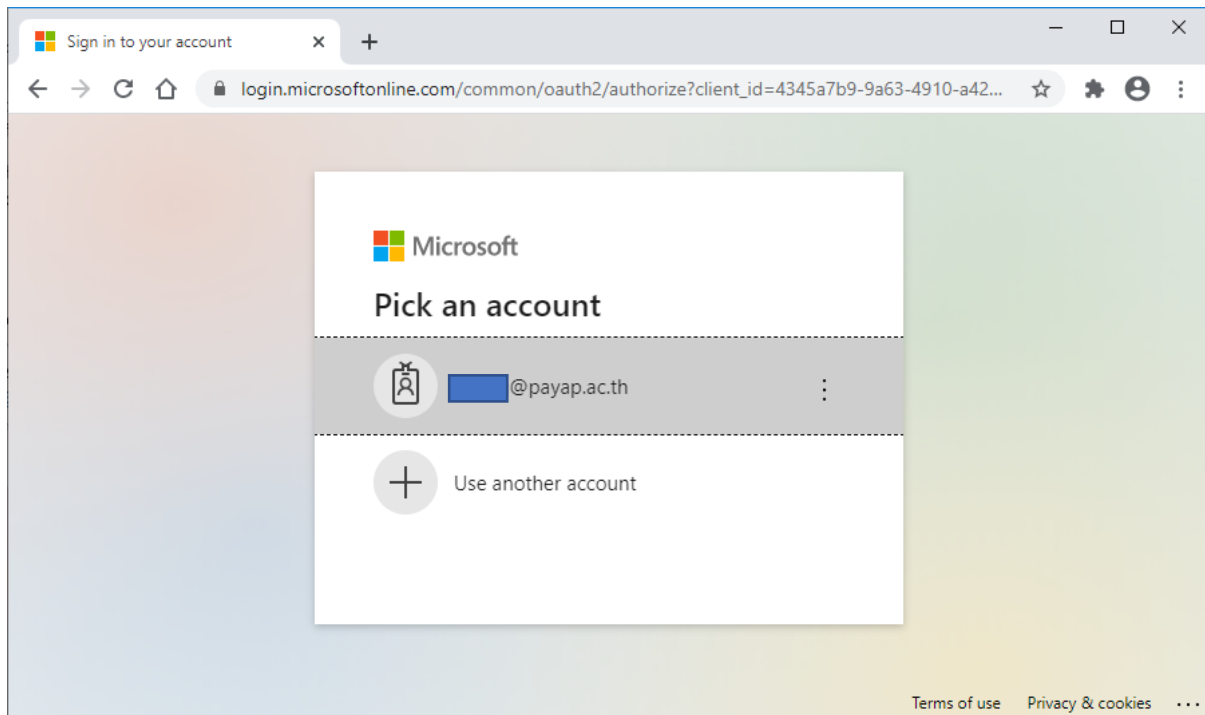
Microsoft Office 365

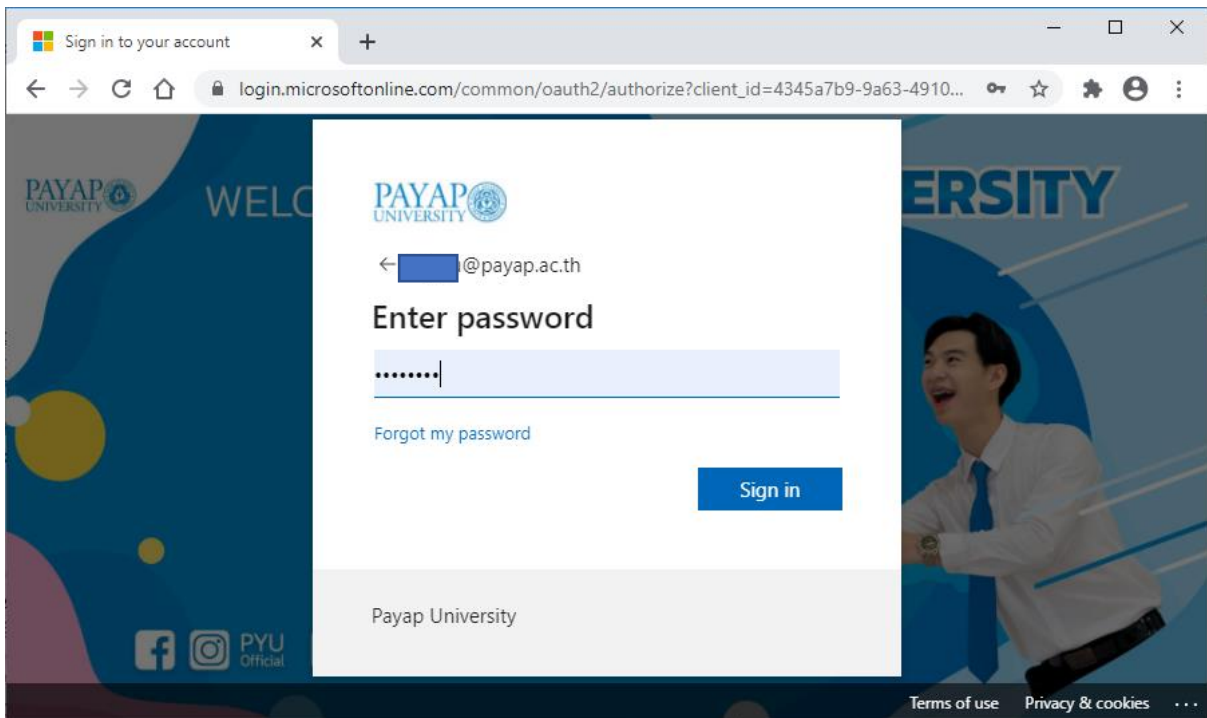
The Payap University has subscribed to Microsoft Office 365 ProPlus since January 2018 which allows faculty, staff and students have free access to the Microsoft Office suit. You can install the latest full-version of Microsoft Office 365 on up to five personal devices.

- The subscription is available to all enrolled students, staff, and faculty.
- To maintain access to Microsoft Office 365, you must connect to the internet at least once every 30 days. This allows Microsoft to check your entitlement.
- Your subscription will remain valid as long as you are a member of Payap University.

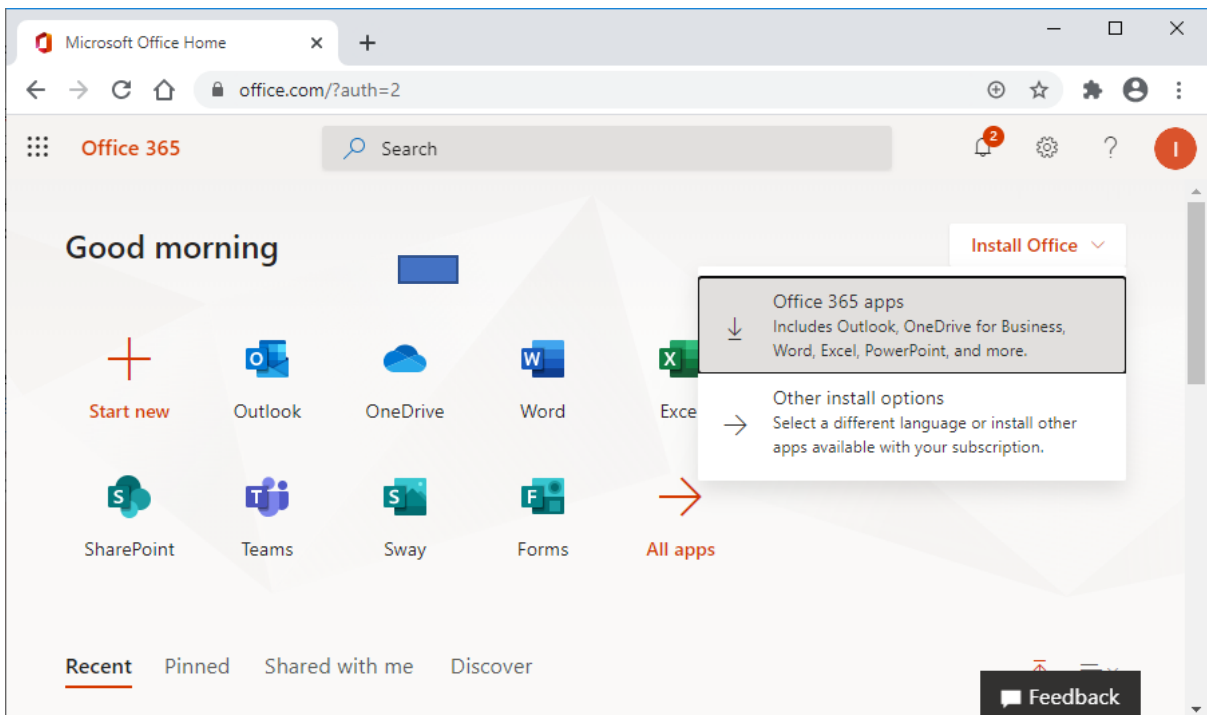
Installing Microsoft Office 365

1. On your own device, log in to the Microsoft 365 portal (<https://login.microsoftonline.com>) using your University email address (e.g. faculty and staff: john_s@payap.ac.th, students: 6300000001@payap.ac.th) and University email password, then choose Sign in.





2. After login, click on "Install Office" located on the top right-hand corner of the site. Then click "Office 365 apps", this will download the Office installer to your computer.



3. After download is complete, locate and run the downloaded file. The local installation procedure will start, and you may be asked to make one or two choices. Make sure you stay connected to the Internet while all of the apps are being installed.

Office



Please stay online while Office downloads



We'll be done in just a moment.

4. Once the installation is complete you can start using Office. The first time you open one of the applications you may be prompted to sign into Office. If so, sign in using your Payap University email address and password.