# Steps to Use Microsoft Office Offline:

- Open a web browser (Chrome, Firefox, or Edge) and go to the official Microsoft Office website: <u>https://www.office.com</u>.
- 2. Click the "Sign In" button, as shown in the screenshot.



3. Enter the login ID provided by the institute (e.g., username@iitbhu365.onmicrosoft.com) and click "Next."

Sign in	
username@iitbhu365.onmici	rosoft.com
No account? Create one!	
Can't access your account?	
	Next

4. Enter the one-time password provided by the institute and click "Sign In."

6 USA	arname@iithhu365.onmicrosoft.com	
Enter	password	
⇒		
Forgot m	y password	
	Sign in	

### 5. Set a new password

Microsoft	
username@iitbhu365.onmicrosoft.com	
Update your password	
You need to update your password because this is the first time you are signing in, or because your password has expired.	
Current password	
New password	
Confirm password	
Sign in	

6. Click Next button as shown in screenshot



7. For additional security, click "Download Now" to install the Microsoft Authenticator app.





8. Scan the QR code to install the Microsoft Authenticator app on your mobile device.

Get the app on your phone<sup>\*</sup> Scan the QR code with your Android or IOS mobile device.

9. Install the app from Google Play.



No more passwords, easier sign-in, and greater protection for your accounts.

# Keep your account secure

# Microsoft Authenticator Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app



# Keep your account secure

Scan t	he OR code
Scarra	
Use the N app with y	licrosoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator your account.
After you	scan the QR code, choose "Next".
Can't	scan image?
	Back Next

# 10. Open the Microsoft Authenticator app.

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← Google I	Play	:	
Micro ≥ Ins	soft Authenticator talled		
Uninsta		Open	
Sponsored · Sugg	gested for you	:	
Traya.	Wealth Monitor	teji mandi by Motilal Oswal	
Traya: Hair Loss Solutions	Dezerv Wealth Monitor	Teji Mandi:Stock/ ETF Portfolio	FY
4.2*	4.0 *	4.2 *	4.3
More apps to	otry	$\rightarrow$	
•	đj	★	
Microsoft Outlook	Microsoft Teams	Google Authenticator	Cr
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11. Once the Microsoft Authenticator app is open, click "Accept" on the screen and click continue on next screen.





12. On the next screen, select the "Scan a QR Code" option as shown in the screenshot.



13. Use your mobile device to scan the QR code displayed on the screen.

Microsoft Authenticator Scan the QR code
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account. After you scan the QR code, choose "Next".
Can't scan image? Back Next

14. Click "Next" to continue. On the next screen, you will see an authentication/notification text.

	Keep your account secure
Microso	ft Authenticator Let's try it out
_	Approve the notification we're sending to your app by entering the number shown below
	Back Next

15. Enter the authentication number displayed on your mobile screen, as shown and click 'Yes'.



Keep your account secure	
Microsoft Authenticator	

## Keep your account secure

Great j	ob! You have successfully set up your security info. Choose "Done" to continue signing in.	
Defaul	t sign-in method:	
٢	Microsoft Authenticator V2055	
٢	Microsoft Authenticator	₽
		Done

Once you've logged in successfully, click on the "Install and More" dropdown menu, then select "Install Microsoft 365 apps" as shown in the image below.

		<b>\$</b> → <b>7</b>	The Microsoft 365 Copilot app is here! Enjoy the same app with access to AI-powered features. Update your bookmark to the new URL m365.cloud.	microsoft. Learn more		×
	Home Create			=>[	Inst	Install Microsoft 365 apps
•	OneDrive		Welcome to Microsoft 365 Copilot, Manmeet		₿	Explore your Apps Access your favorite apps and do more on the web.
			Quick access			Install the Microsoft 365 Copilot mobile app Take your productivity on the go with our free IOS and Android app.

By clicking on "Install Microsoft 365 apps" from the dropdown menu, you will be redirected to a new window or tab. Then, click on the "My Account" tab and select the "Install Office" button as shown.

$\leftarrow \  \   \rightarrow \  \   G$	O A https://portal.office.com/account/?ref=Harmony#home	
::: My account		
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My account	$\stackrel{-}{ o}$ Office apps & devices	Subscriptions
Subscriptions	You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.	Verify what products and licenses you have.
🔍 Security & privacy	Install Office	
App permissions	View apps & devices	View subscriptions
↓ Apps & devices		
🌈 Tools & add-ins	🖓 Security & privacy	App permissions
	Protect your account and adjust important privacy settings to your preference.	Manage which apps have access to your data. You can revoke permission whenever you want.
	Manage security & privacy	Change app permissions 🖆

The OfficeSetup.exe file will be downloaded to your PC. Locate the file and double-click to begin the installation. The setup wizard will open, guiding you through the installation process.

	My account		OfficeSetup.exe ×	
	<			Show all downloads
ŵ	My account	ightarrow Office apps & devices	Subscriptions	
	Subscriptions	You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.	Verify what products and licenses you have.	
Q	Security & privacy	Install Office		
A	App permissions	View apps & devices	View subscriptions	
$\overline{\uparrow}$	Apps & devices			
ß	Tools & add-ins	🔍 Security & privacy	App permissions	
		Protect your account and adjust important privacy settings to your preference.	Manage which apps have access to your data. You can revoke permission whenever you want.	