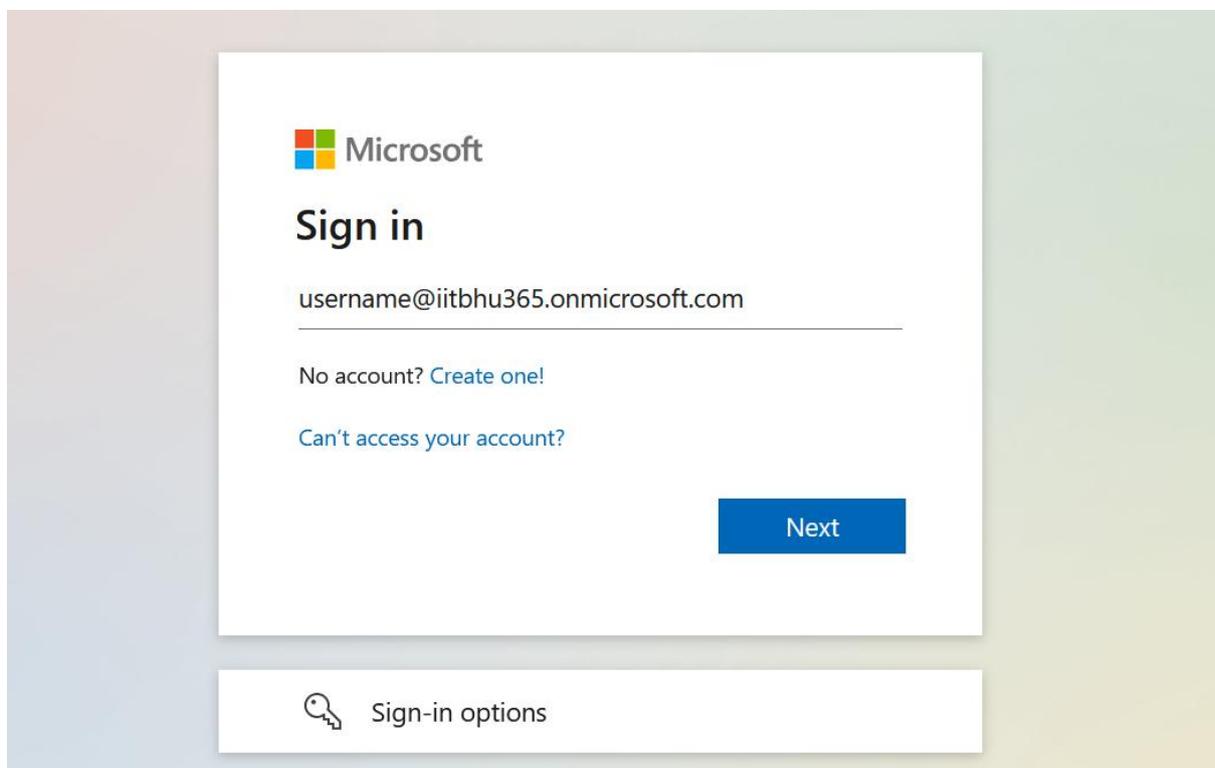


## Steps to Use Microsoft Office Offline:

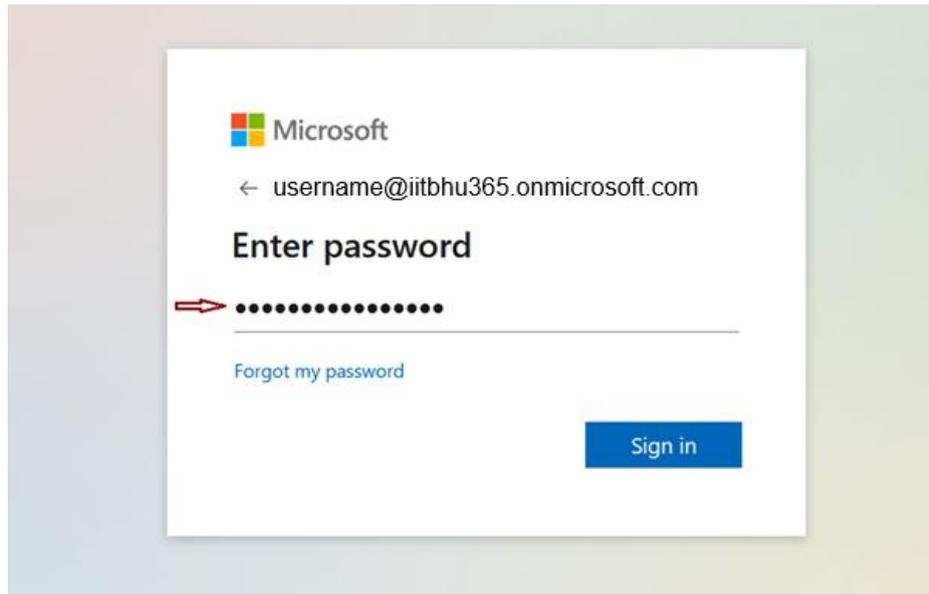
1. Open a web browser (Chrome, Firefox, or Edge) and go to the official Microsoft Office website: <https://www.office.com>.
2. Click the "Sign In" button, as shown in the screenshot.



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

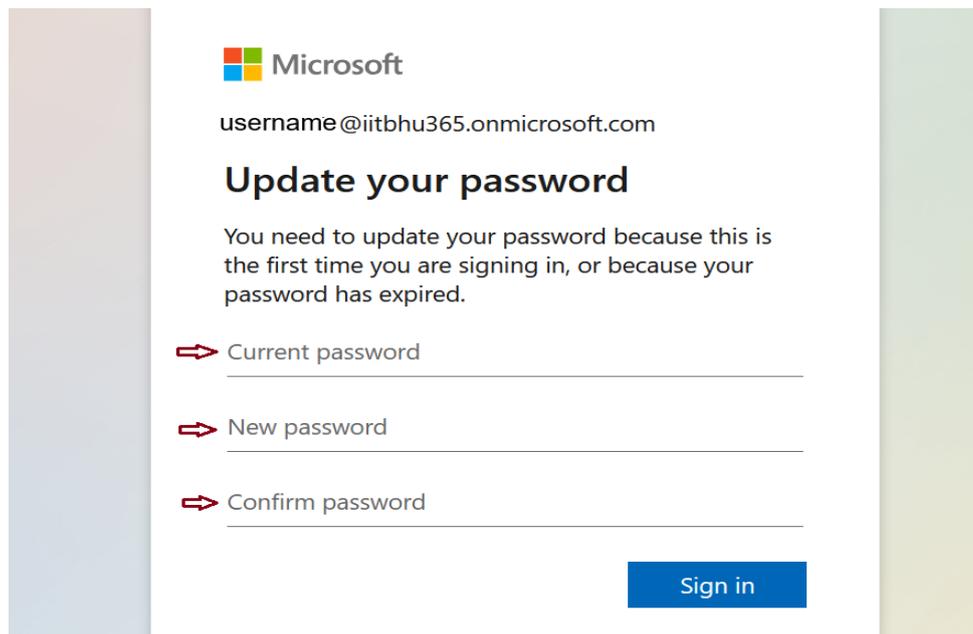


4. Enter the one-time password provided by the institute and click "Sign In."



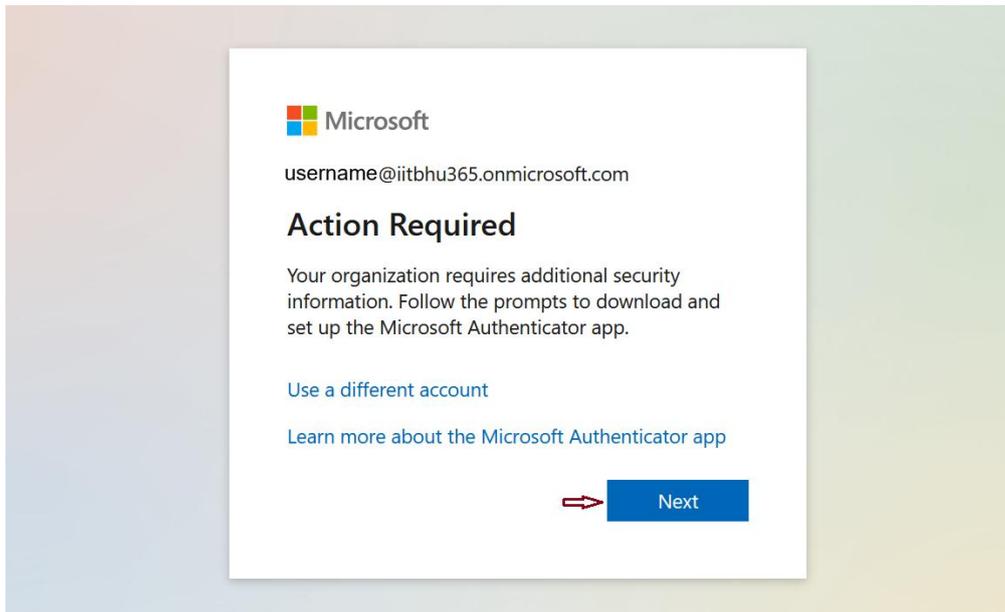
A screenshot of a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Microsoft" is displayed. Underneath, there is a back arrow followed by the email address "username@iitbhu365.onmicrosoft.com". The main heading is "Enter password". Below this heading is a password input field with a red arrow pointing to the right and a series of black dots representing the password. Below the input field is a link that says "Forgot my password". At the bottom right of the form is a blue button labeled "Sign in".

5. Set a new password

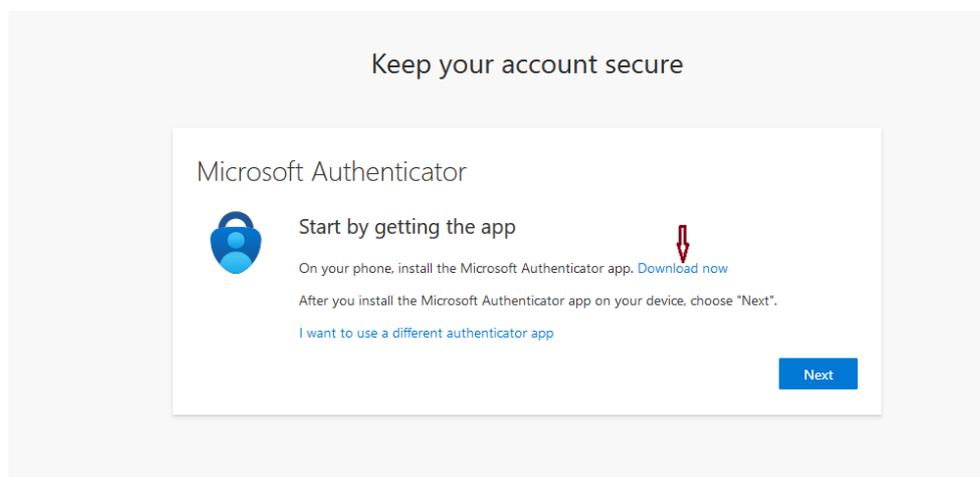


A screenshot of a Microsoft password update page. At the top left is the Microsoft logo. Below it, the text "Microsoft" is displayed. Underneath, there is the email address "username@iitbhu365.onmicrosoft.com". The main heading is "Update your password". Below this heading is a paragraph of text: "You need to update your password because this is the first time you are signing in, or because your password has expired." Below this text are three password input fields, each with a red arrow pointing to the right and a label: "Current password", "New password", and "Confirm password". At the bottom right of the form is a blue button labeled "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\***  
Scan the QR code with your Android or iOS mobile device.

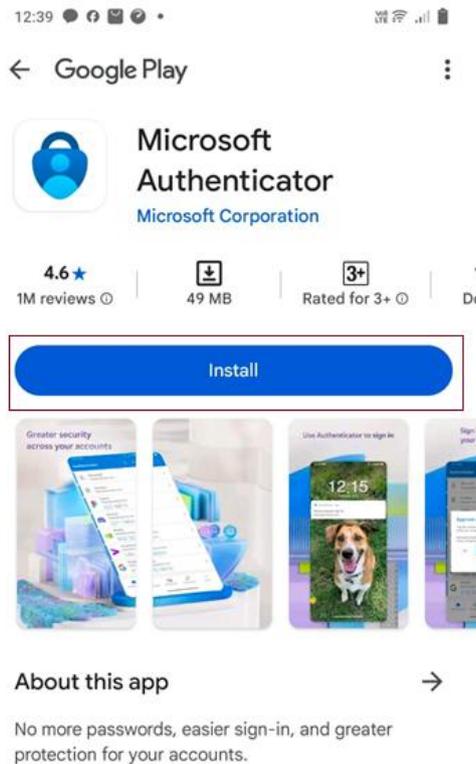
  
  

Google Play  
[Get the app](#)

App Store  
[Get the app](#)

9. Install the app from Google Play.



12:39

Google Play

**Microsoft Authenticator**  
Microsoft Corporation

4.6 ★  
1M reviews

49 MB

3+  
Rated for 3+

1 Do

**Install**

Greater security across your accounts

Use Authenticator to sign in

Sign in your phone

**About this app** →

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](#)



Next

## Keep your account secure

### Microsoft Authenticator



#### Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back

Next



## Keep your account secure

### 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".

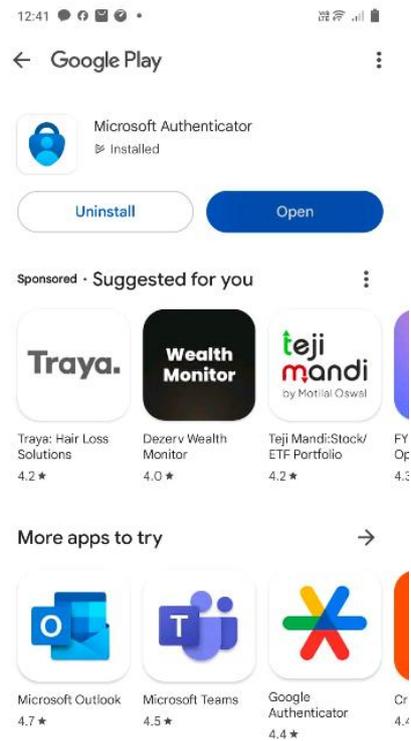


Can't scan image?

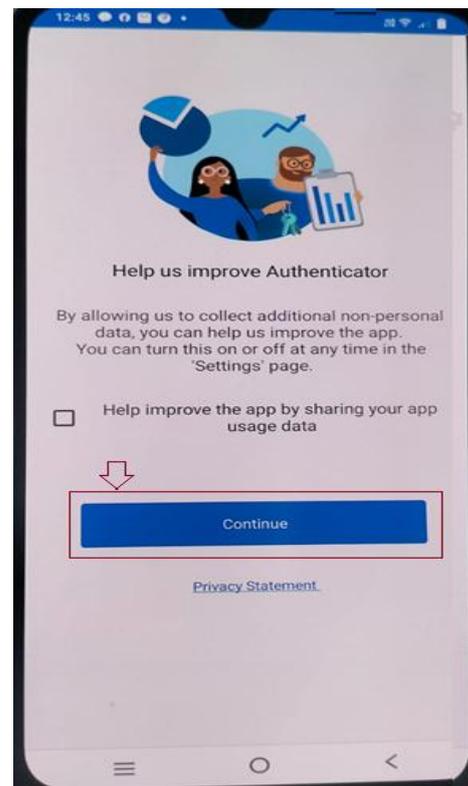
Back

Next

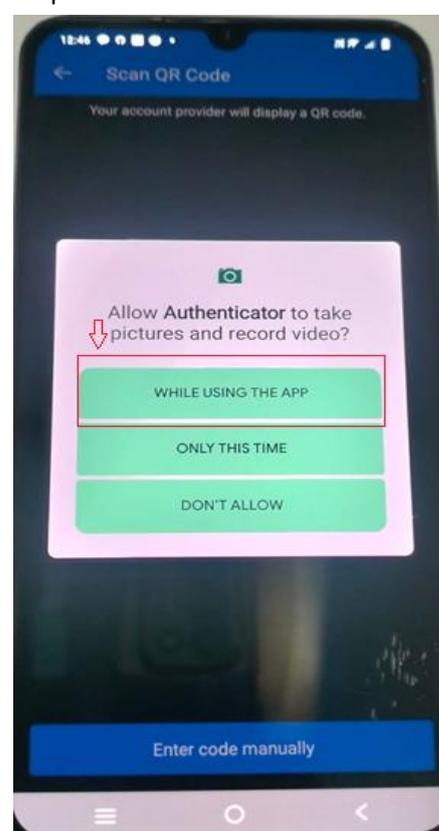
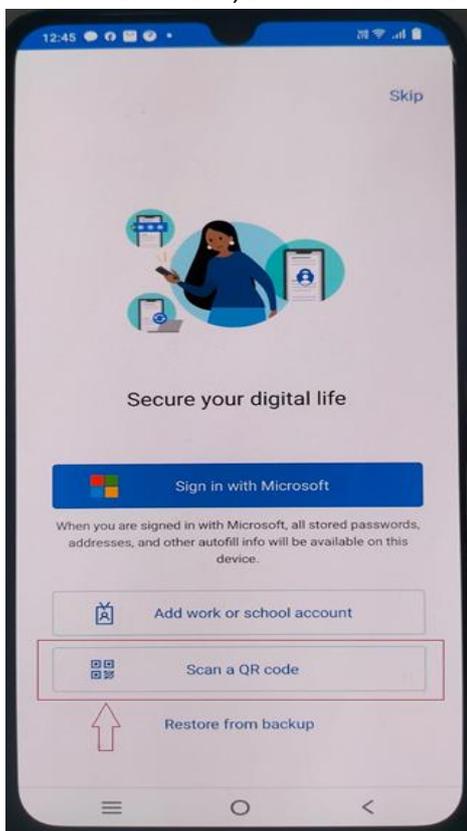
### 10. Open the Microsoft Authenticator app.



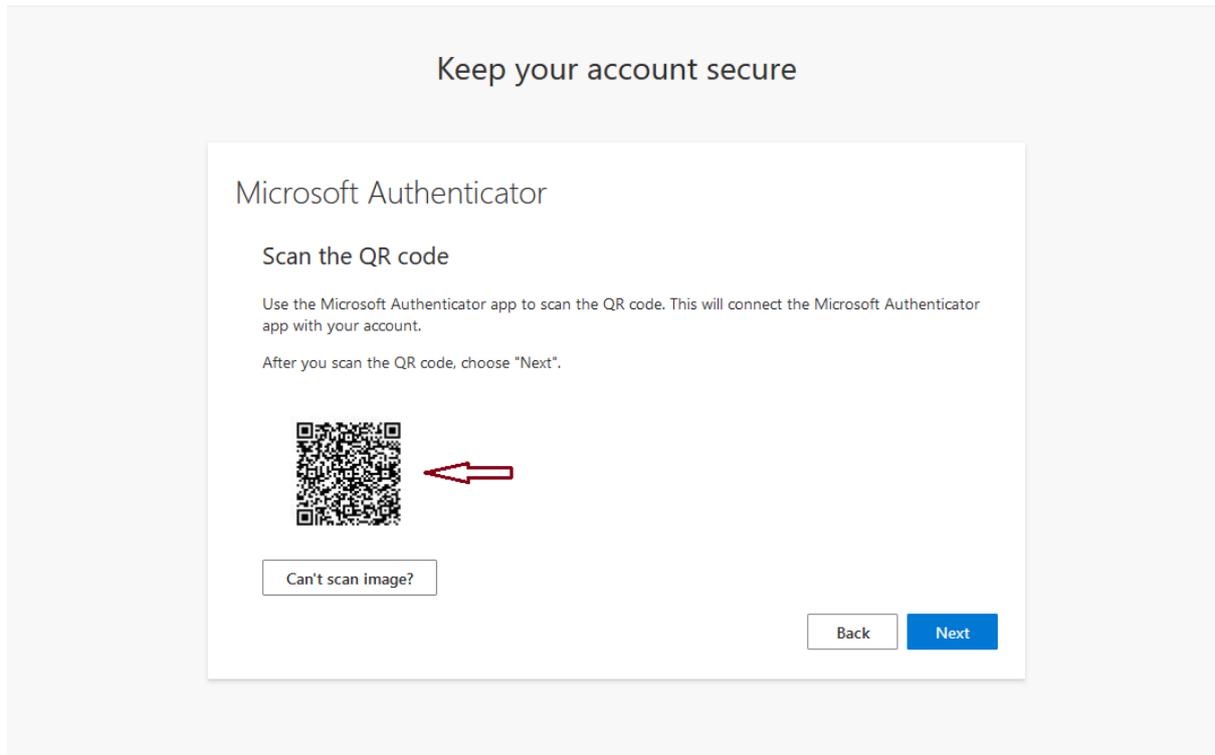
11. Once the Microsoft Authenticator app is open, click "Accept" on the screen and click continue on next screen.



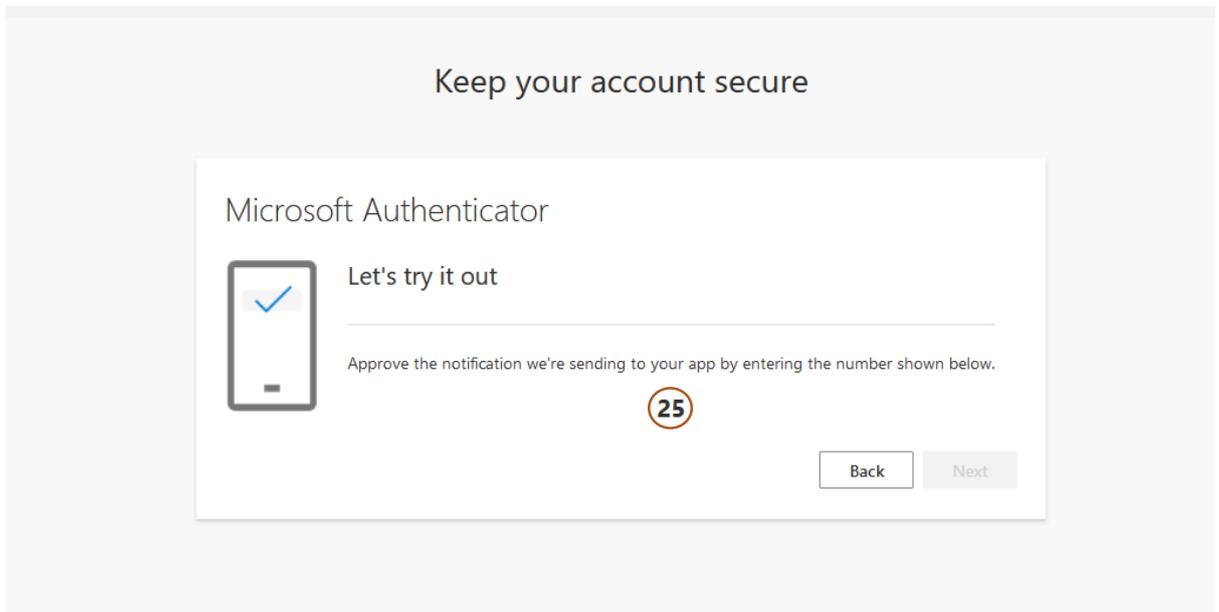
12. On the next screen, select the "Scan a QR Code" option as shown in the screenshot.



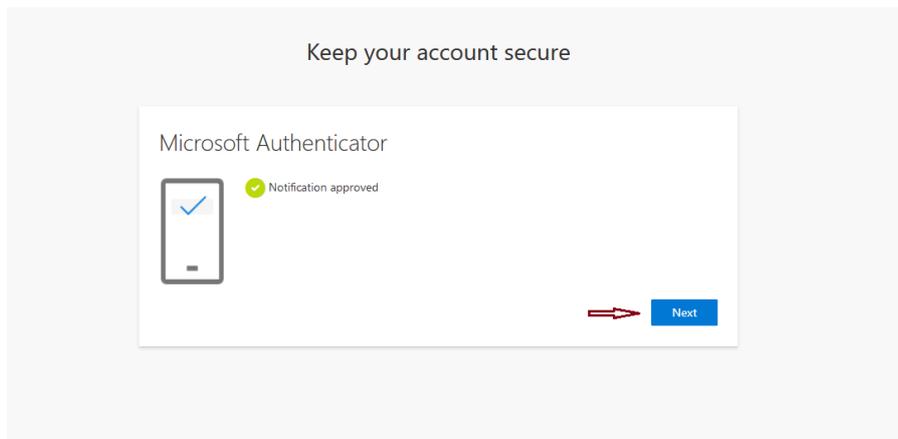
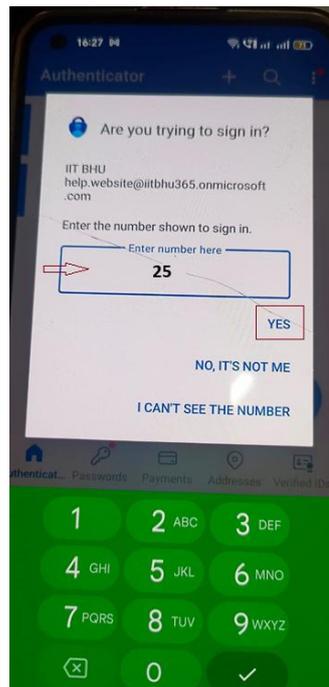
13. Use your mobile device to scan the QR code displayed on the screen.

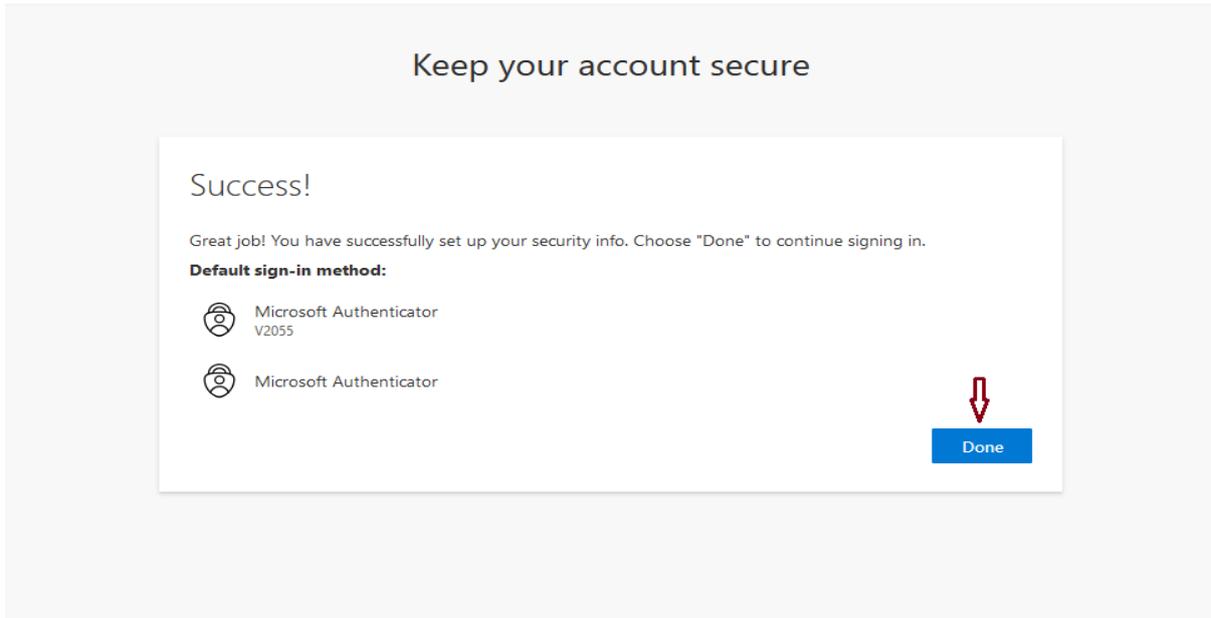


14. Click "Next" to continue. On the next screen, you will see an authentication/notification text.

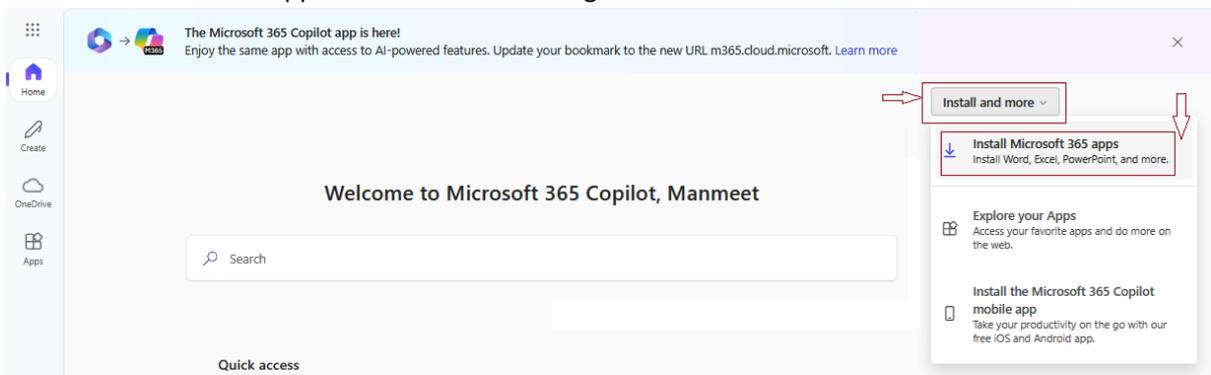


15. Enter the authentication number displayed on your mobile screen, as shown and click 'Yes'.

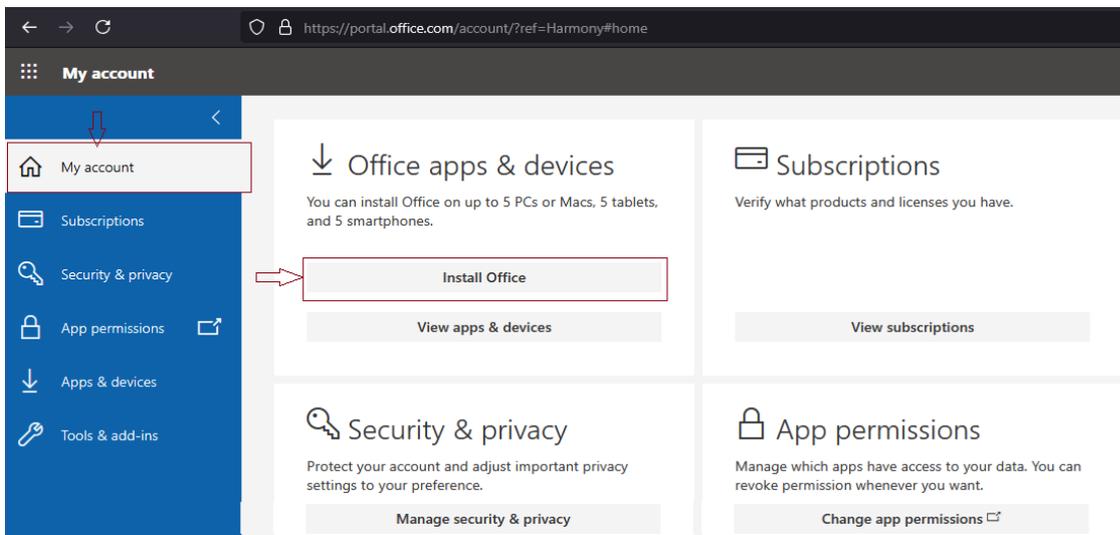




Once you've logged in successfully, click on the "Install and More" dropdown menu, then select "Install Microsoft 365 apps" as shown in the image below.



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.



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.

