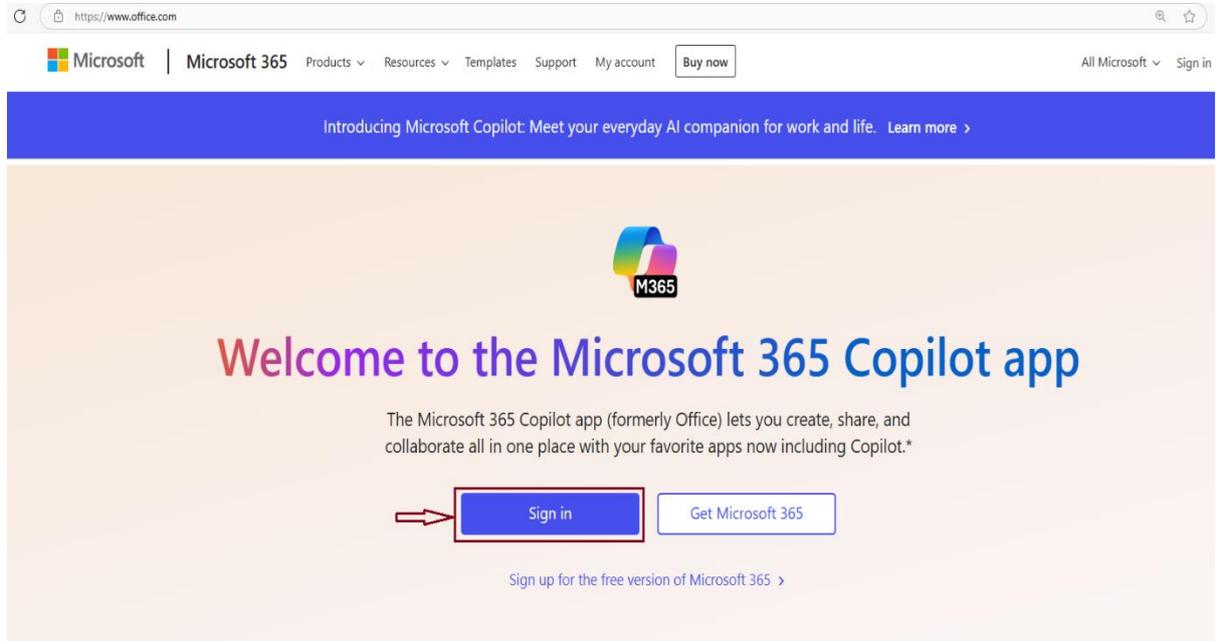
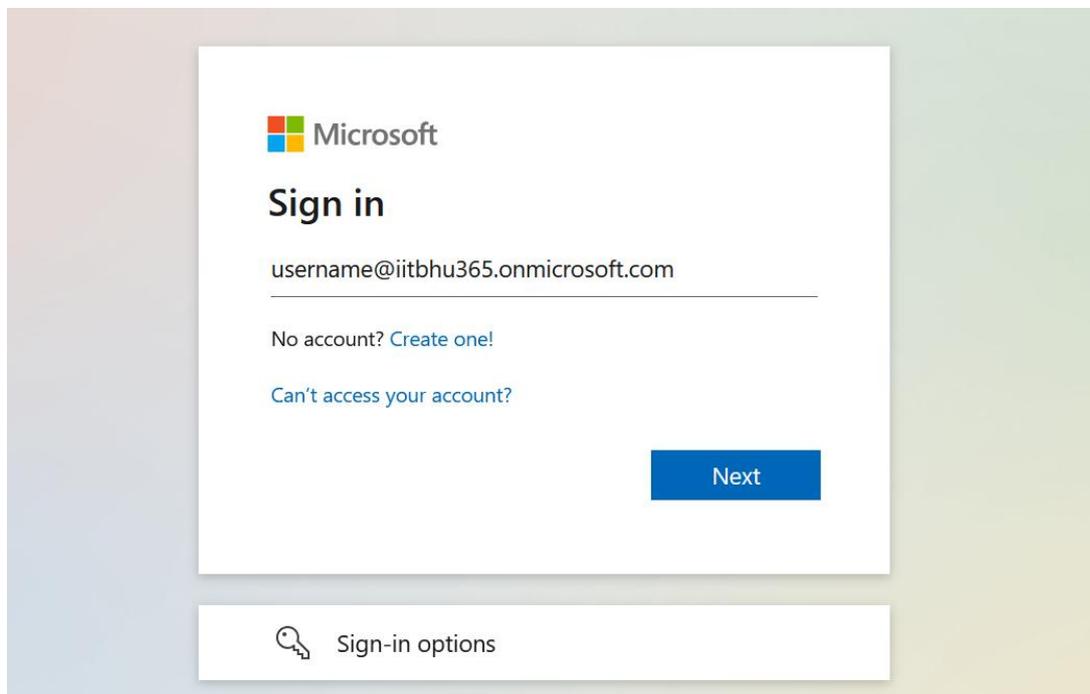


Steps to Use Microsoft Office Online:

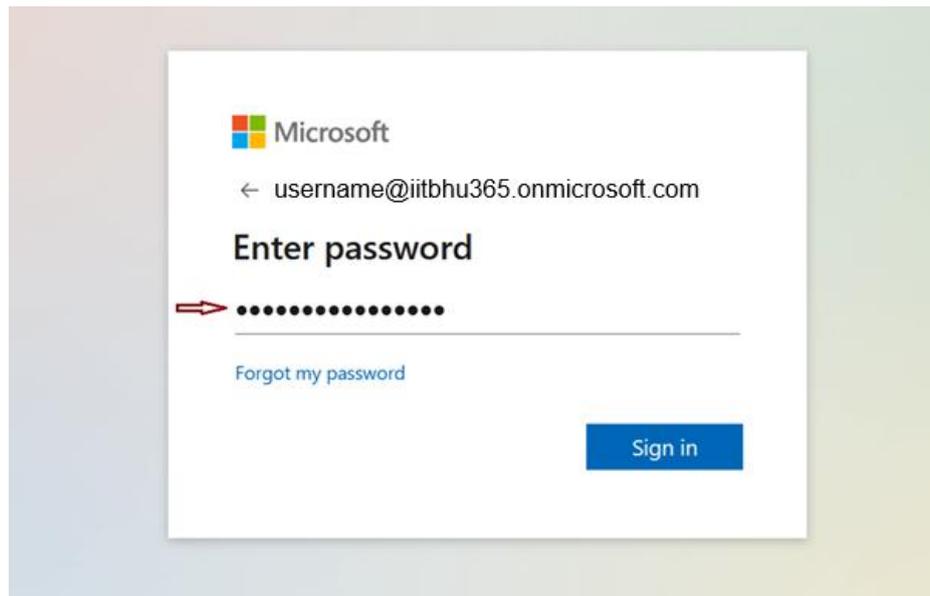
1. Open a web browser (Chrome, Firefox, or Edge) and go to the official Microsoft Office website: <https://www.office.com>
2. Click the "Sign in" button, as shown in the screenshot.



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

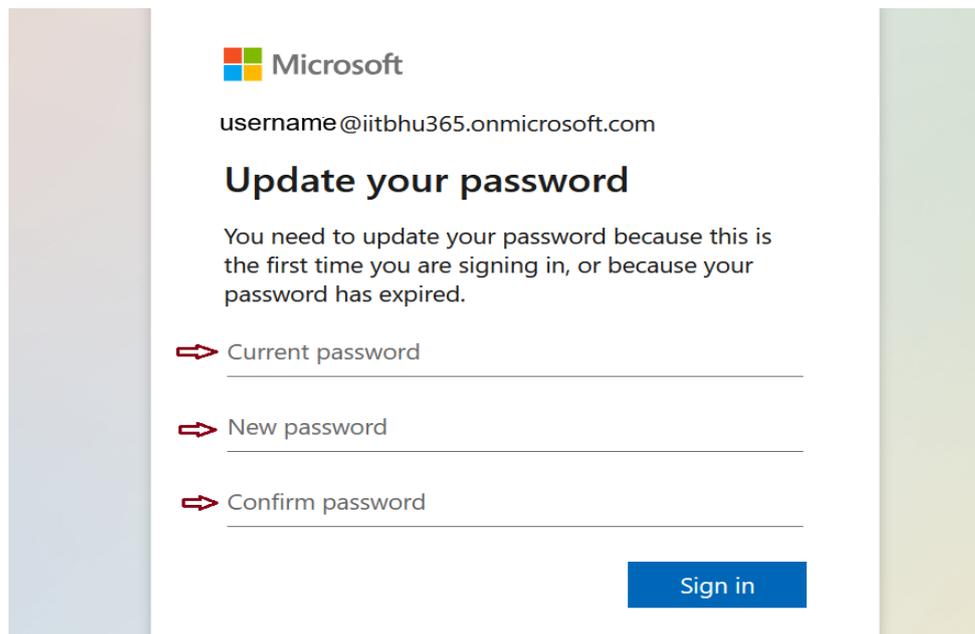


4. Enter the one-time password provided by the institute and click "Sign In."



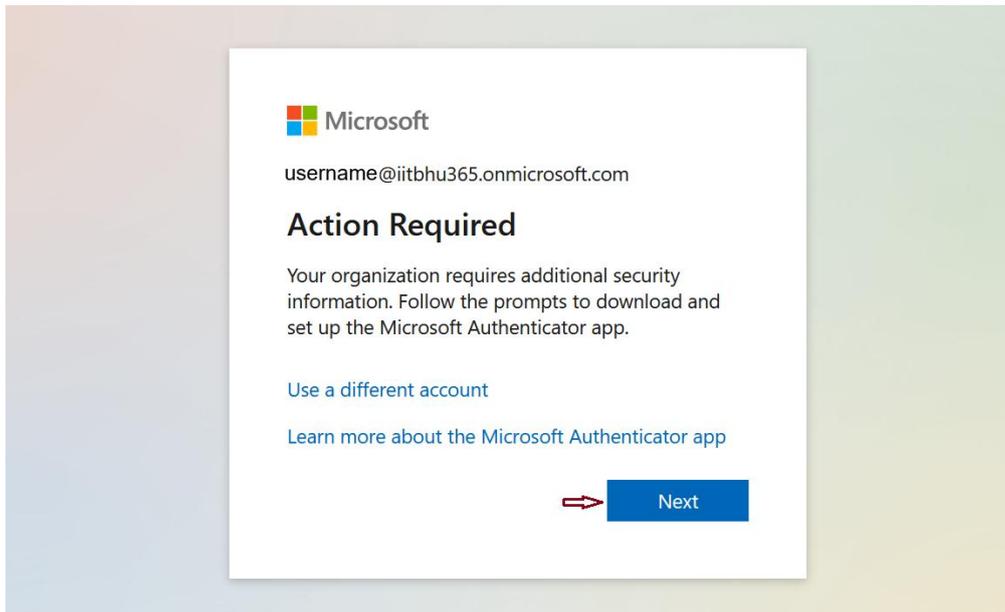
A screenshot of a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Microsoft" is displayed. Underneath, there is a back arrow followed by the email address "username@iitbhu365.onmicrosoft.com". The main heading is "Enter password". Below this heading is a password input 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

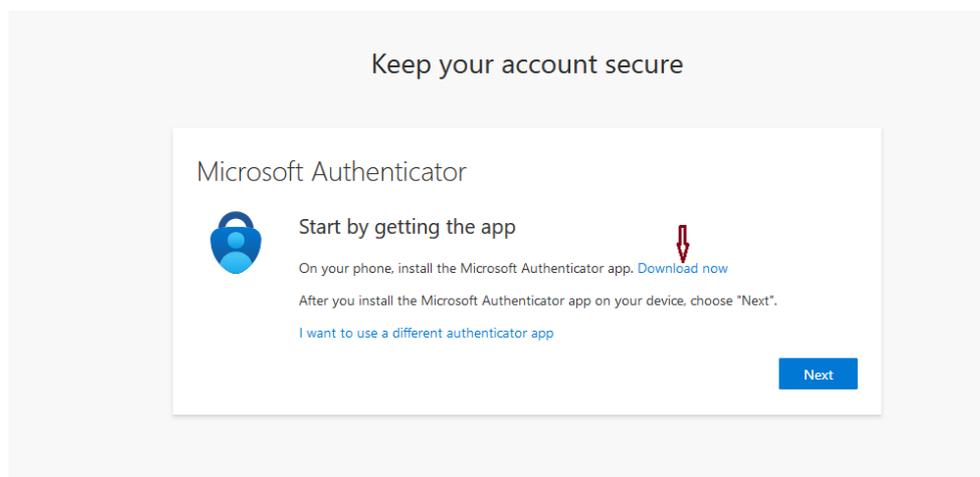


A screenshot of a Microsoft password update page. At the top left is the Microsoft logo. Below it, the text "Microsoft" is displayed. Underneath, there is the email address "username@iitbhu365.onmicrosoft.com". The main heading is "Update your password". Below this heading is a paragraph of text: "You 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".

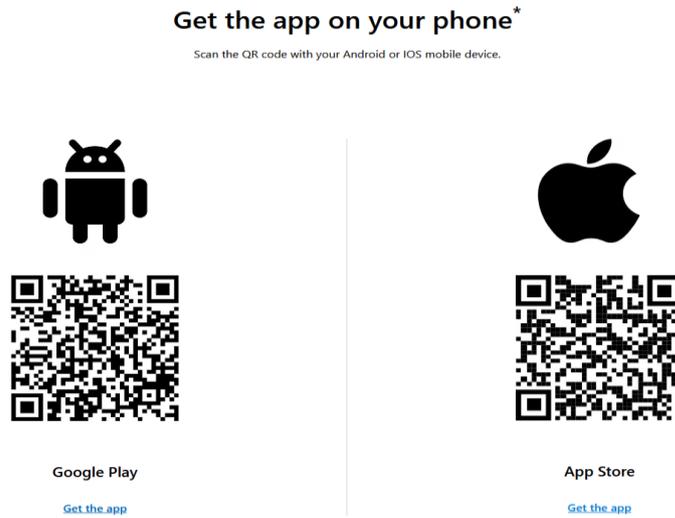
6. Click Next button as shown in screenshot



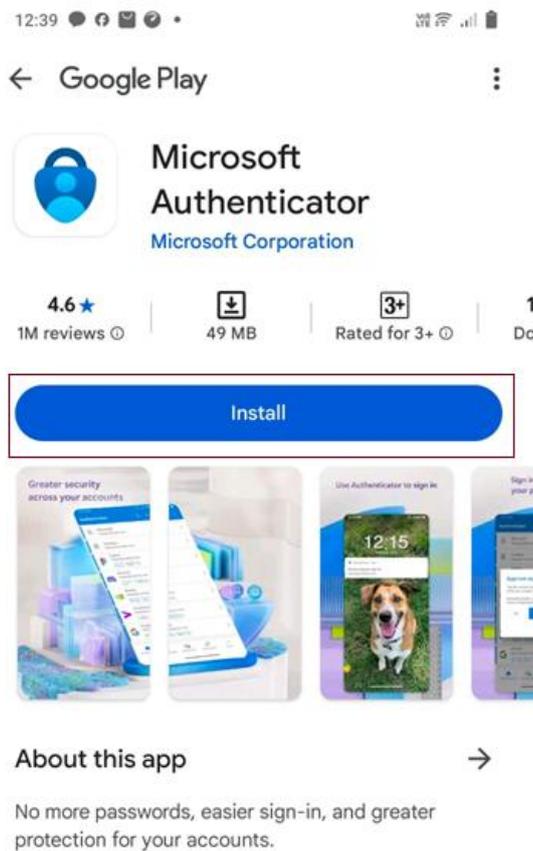
7. For additional security, click "Download Now" to install the Microsoft Authenticator app.



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



9. Install the app from Google Play.



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

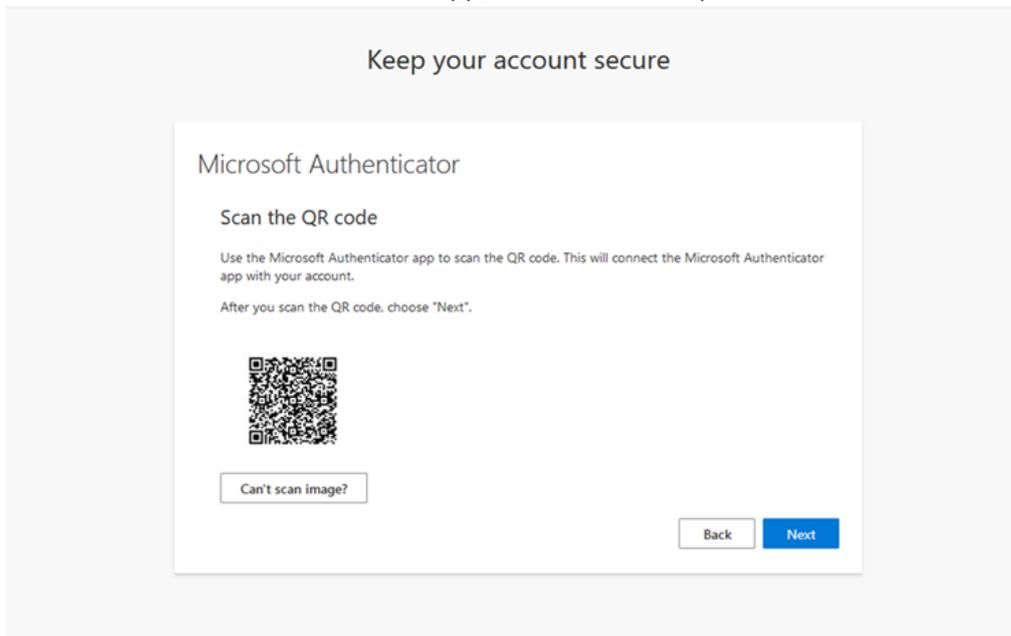
If prompted, allow notifications. Then add an account, and select "Work or school".

Back

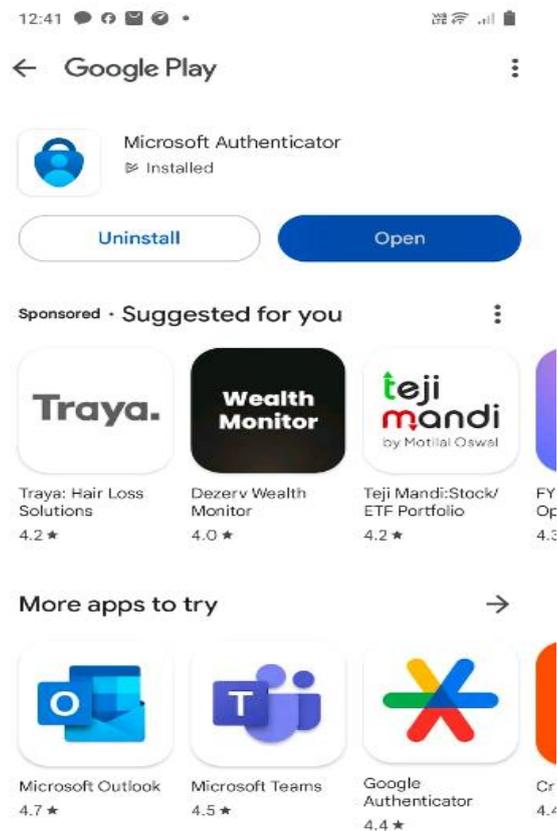
Next



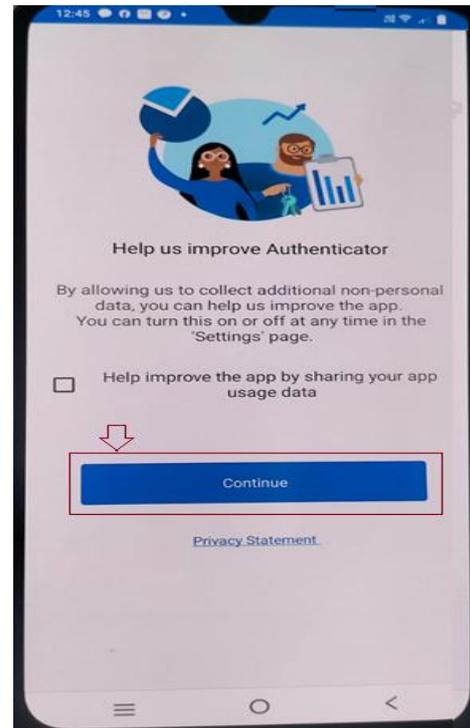
10. After clicking "Next," the screen will appear as shown. Keep this screen open and then launch the Microsoft Authenticator app, as outlined in step 11.



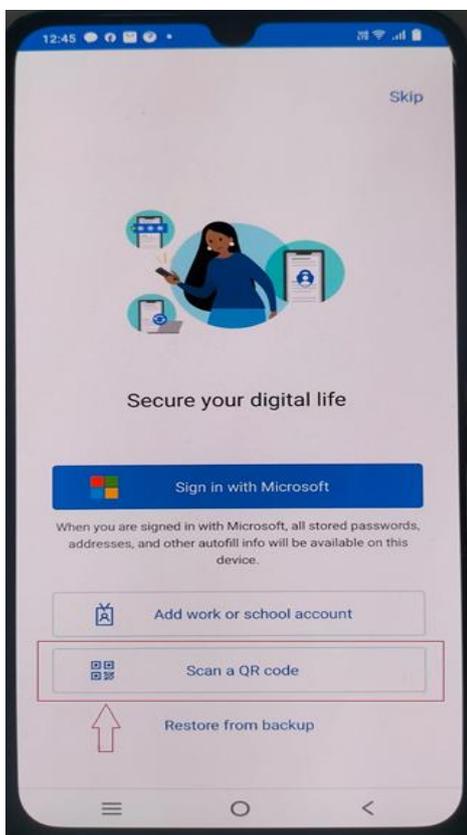
11. Open the Microsoft Authenticator app.



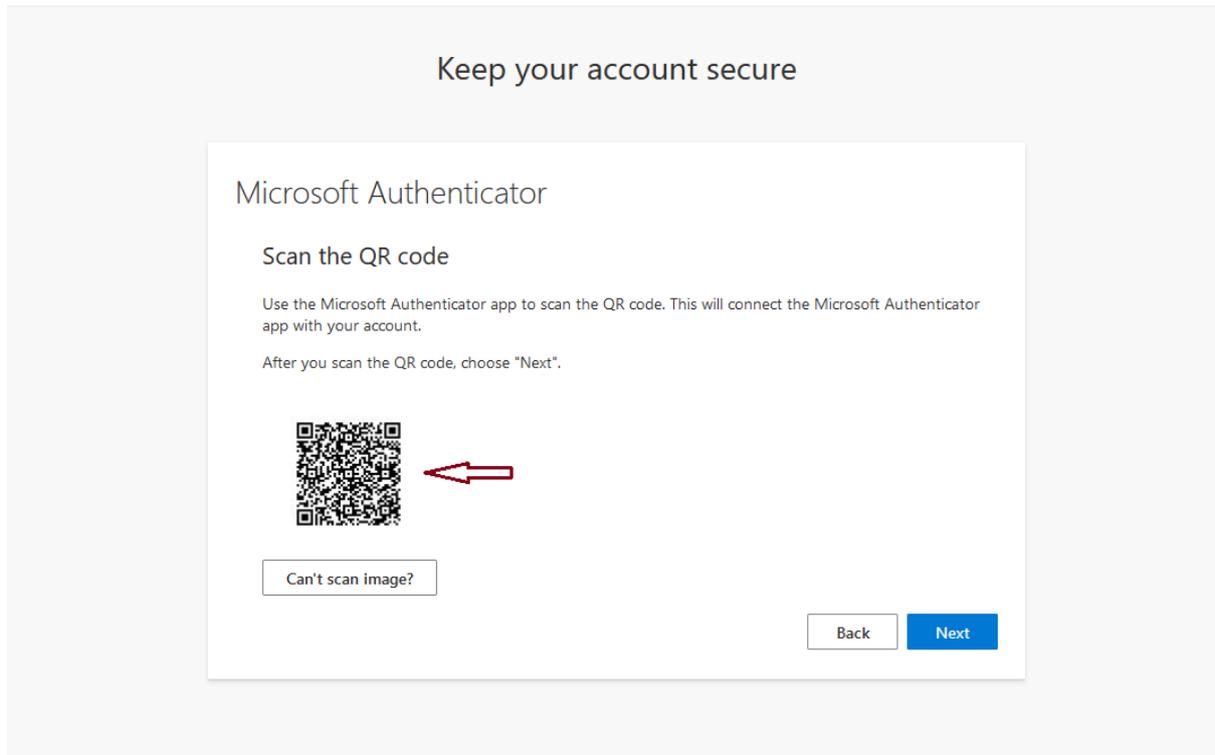
12. Once the Microsoft Authenticator app is open, click "Accept" on the screen and click continue on next screen.



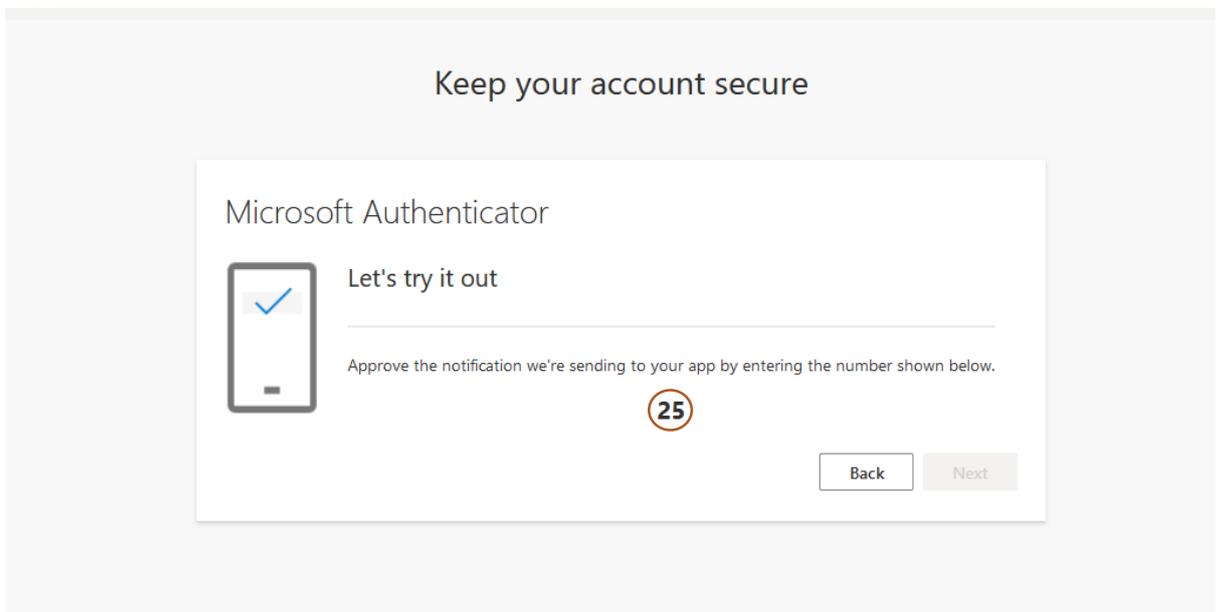
13. On the next screen, select the "Scan a QR Code" option as shown in the screenshot.



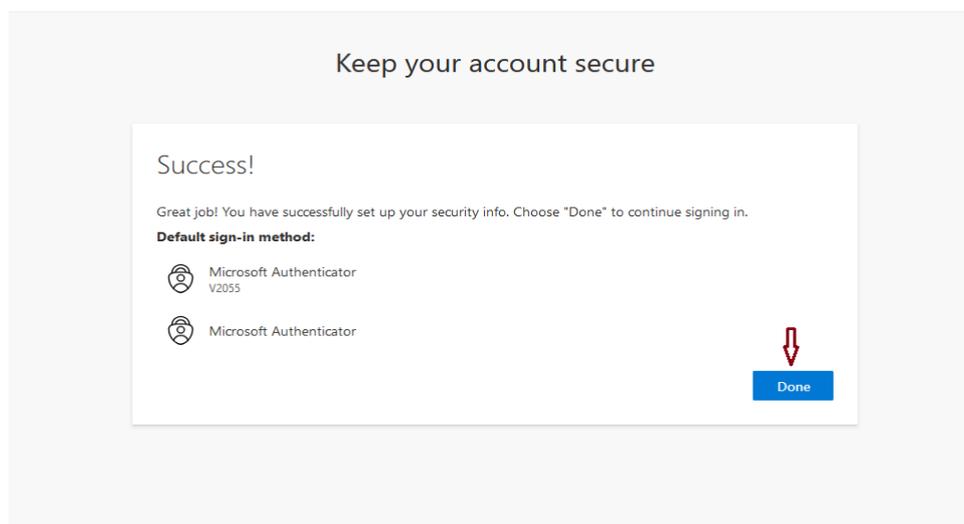
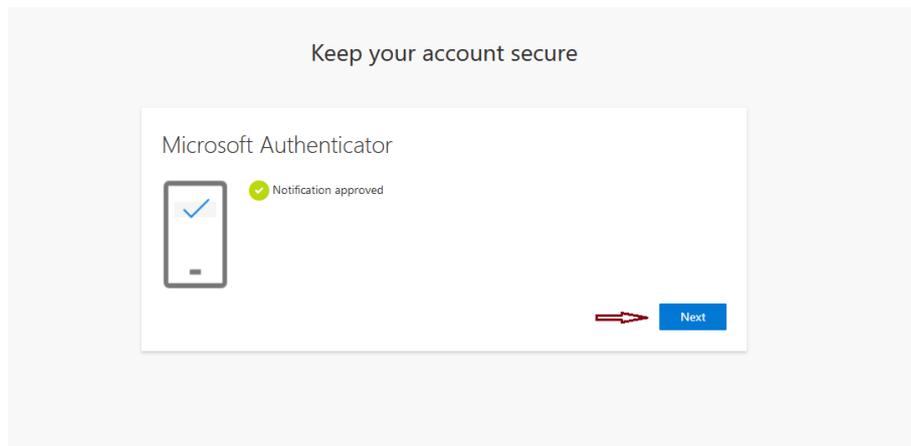
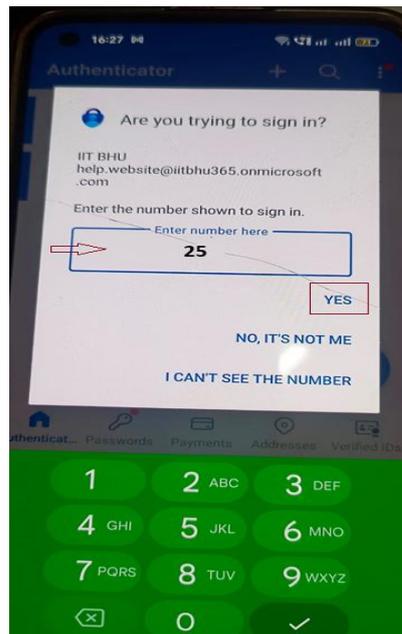
14. Use your mobile device to scan the QR code displayed on the screen.



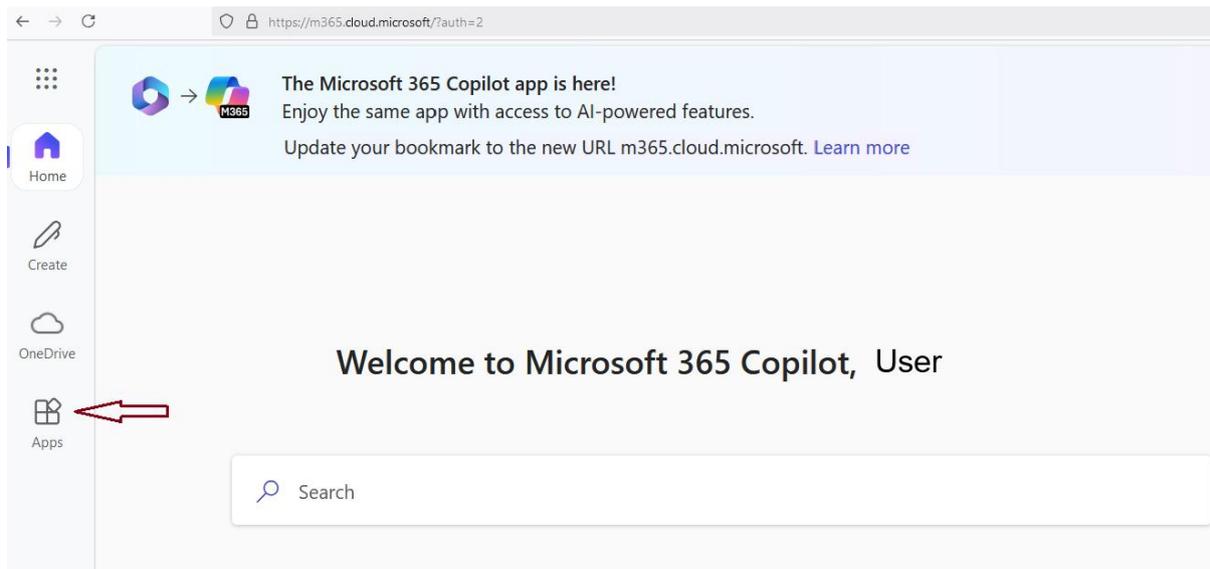
15. Click "Next" to continue. On the next screen, you will see an authentication/notification text.



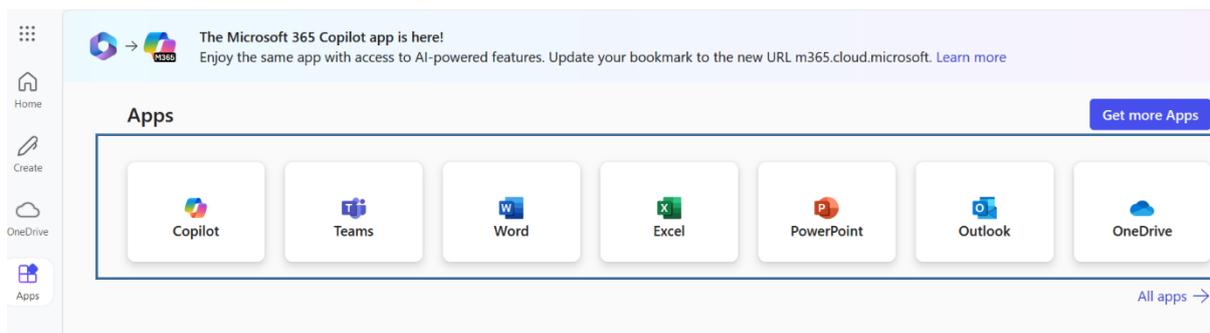
16. Enter the authentication number displayed on your mobile screen, as shown and click 'Yes'.



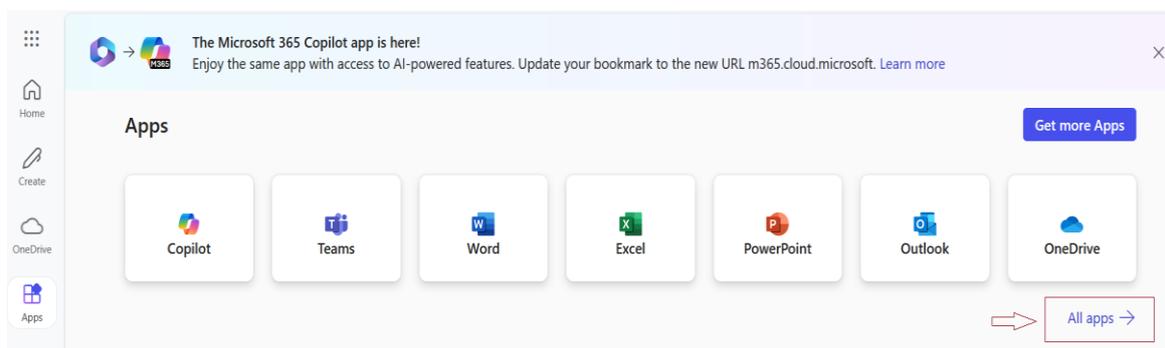
17. Once logged in successfully, click on "Apps," as shown in the image below.



18. By clicking on "Apps," a list of all available apps will appear, select the one you need to access.



19. To explore more apps, click on the "All apps" link as shown



Apps

Get more Apps

Copilot Teams Word Excel PowerPoint Outlook OneDrive

All apps →

Explore by category

- Productivity
- Utilities
- Education
- Communication
- Content management
- Project management
- Developer tools
- Employee Experience

OneNote Create a digital notebook.	Forms Customize surveys and quizzes, get real-time results.	Calendar Manage and share your schedule.	Sway Create interactive reports and presentations.	Engage Connect with coworkers and classmates, share information, and organize around projects.
Stream Share videos of classes, meetings, presentations, and training sessions.	Visio Simplify and communicate complex information visually.	To Do List and manage your tasks.	Project Develop project plans, assign tasks, track progress, and manage budgets.	Bookings Simplify how you schedule and manage appointments both inside and outside your organization.
Whiteboard Ideate and collaborate on a freeform canvas designed for pen, touch and keyboard.	Lists Allows users to create, share, and track data inside lists.	SharePoint Share and manage content, knowledge, and applications to empower teamwork.	Power Automate Sync files and more to simplify your work.	Planner Create plans, organize and assign tasks, share files, and get progress updates.
Clipchamp Make and edit videos.	Loop Enabling teams to think, plan, and create together.	Power Pages Unleash the power of Copilot to craft secure, low-code business websites with ease.	Connections Access personalized tools, news, and resources.	Reading Coach AI-powered personalized reading fluency practice.
Reflect A wellbeing app to support connection, expression, and learning.				