



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.

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Microsoft Office 365 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>

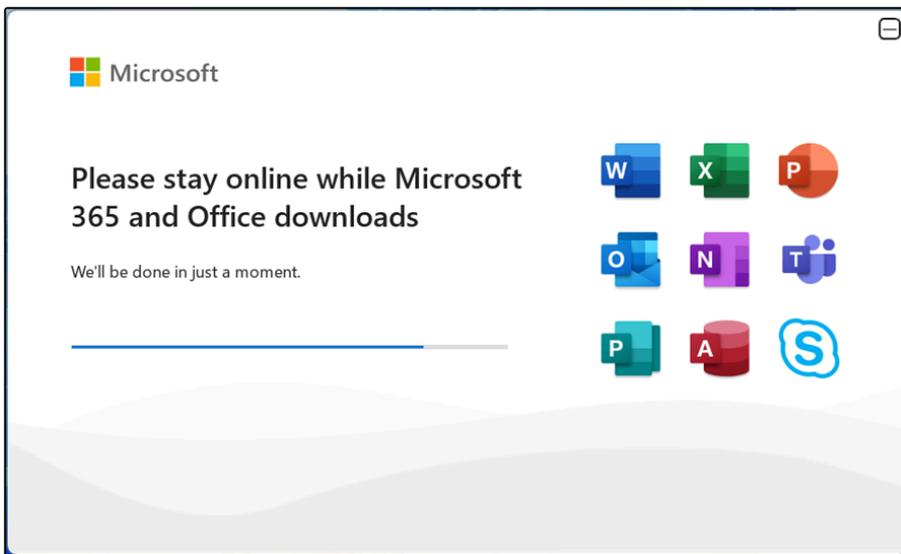
Step 1: Setting up Microsoft 365

Sign in to Microsoft 365

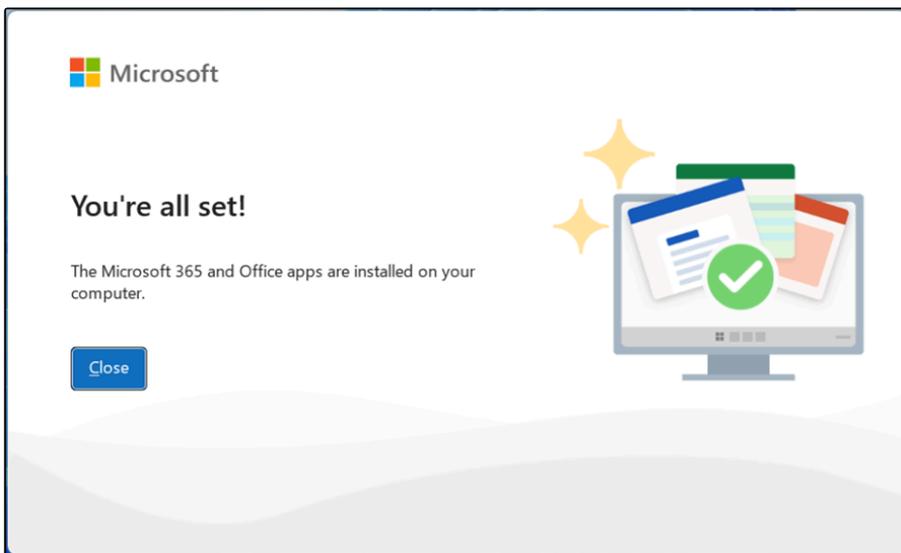
1. Go to www.office.com and if you're not already signed in, select **Sign in**.
2. Sign in with your RP account.
3. After signing in, from the M365 Copilot home page, select **Apps > All apps**.
4. Select **Install apps**.
5. Select Microsoft 365 apps to begin the installation.
6. This completes the download of Microsoft 365 to your device. To complete the installation, follow the prompts in the "**Install Microsoft 365**" section below.

Install Microsoft 365

1. Depending on your browser, select **Run** (in Microsoft Edge or Internet Explorer), **Setup** (in 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 to your devices?** select **Yes**.
The installation begins.

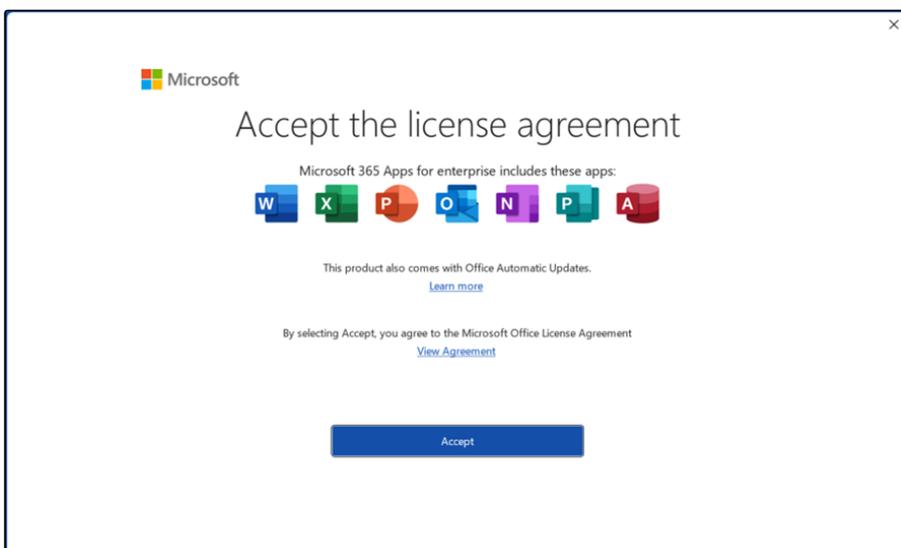


2. Your installation is successful when you see the phrase "You're all set! The Microsoft 365 and Office apps are installed on your computer."
Select Close.



Activate Microsoft 365 or Office

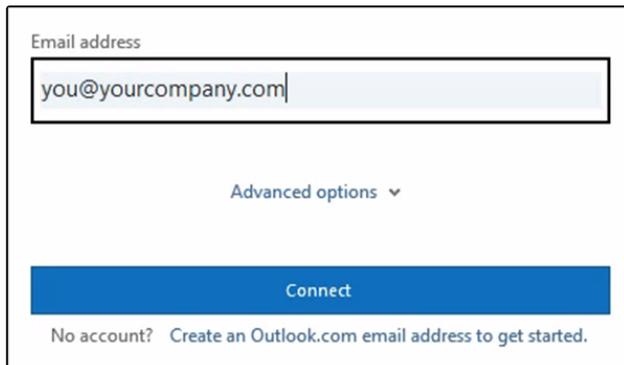
1. To open an app, select the **Start** button (lower-left corner of your screen) and type the name of an app, like **Word**.
2. To open the app, select its icon in the search results.
3. When the app opens, view and accept the license agreement.
4. Microsoft 365 is activated and ready to use.



Step 2: Setup and Use Microsoft Outlook

After installing your Microsoft 365 apps, you'll next be able to configure Outlook to start using email, calendar, and contacts.

1. Open **Outlook**.
2. Enter your Microsoft 365 email address, and then select **Connect**.



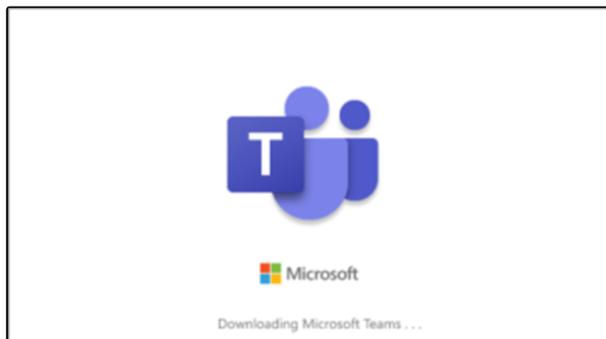
The screenshot shows the Outlook setup interface. At the top, there is a label 'Email address' above a text input field containing 'you@yourcompany.com'. Below the input field is a blue link 'Advanced options' with a downward arrow. At the bottom of the form is a large blue button labeled 'Connect'. Below the button, there is a link 'No account?' followed by the text 'Create an Outlook.com email address to get started.'

3. Enter any additional email addresses that you want to use and then select **Next**.
 4. If prompted, enter a password, and then select **Sign in**.
 5. After all your accounts have been added, choose if you want to set up Outlook mobile or wait until later.
 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.

Source: [Set up and use Outlook](#)

Step 3: Installing Microsoft Teams

1. Click [here](#) to open the Microsoft Teams download page.
2. Select **Download Microsoft Teams for Windows**.
3. Once downloaded, select the executable file **MSTeamsSetup.exe**.
4. A "Downloading Microsoft Teams..." will appear and let it install.

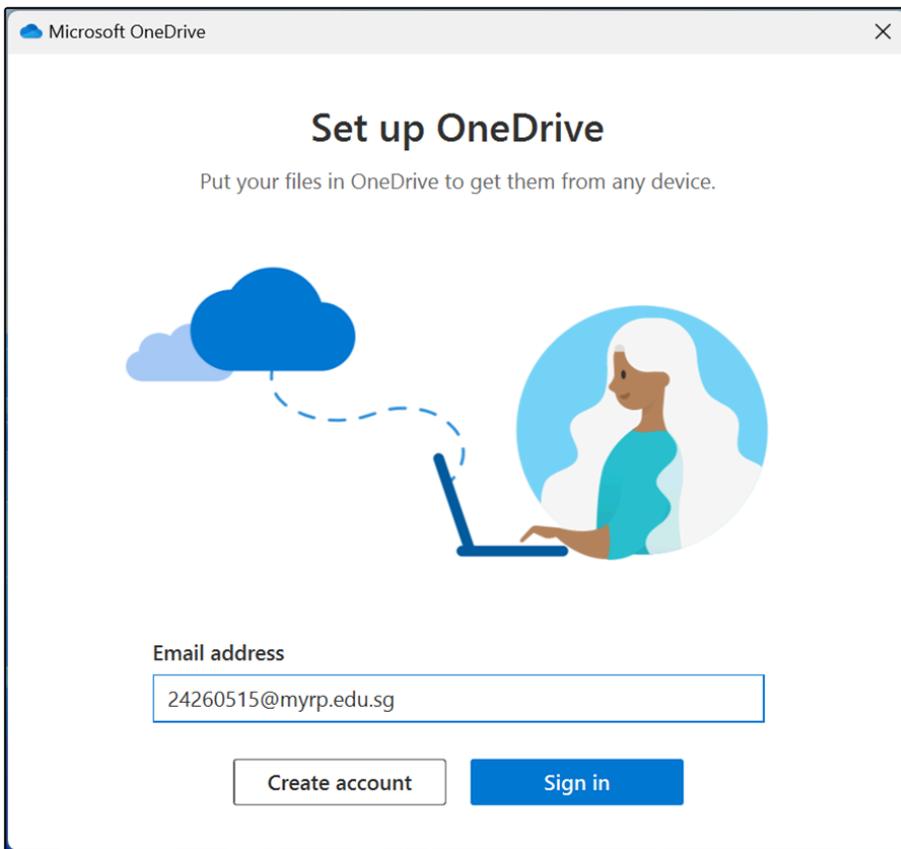


5. Sign in with your RP email and password.
 6. Microsoft Teams is ready to use.
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Step 4: Sync files with OneDrive

Install and setup OneDrive

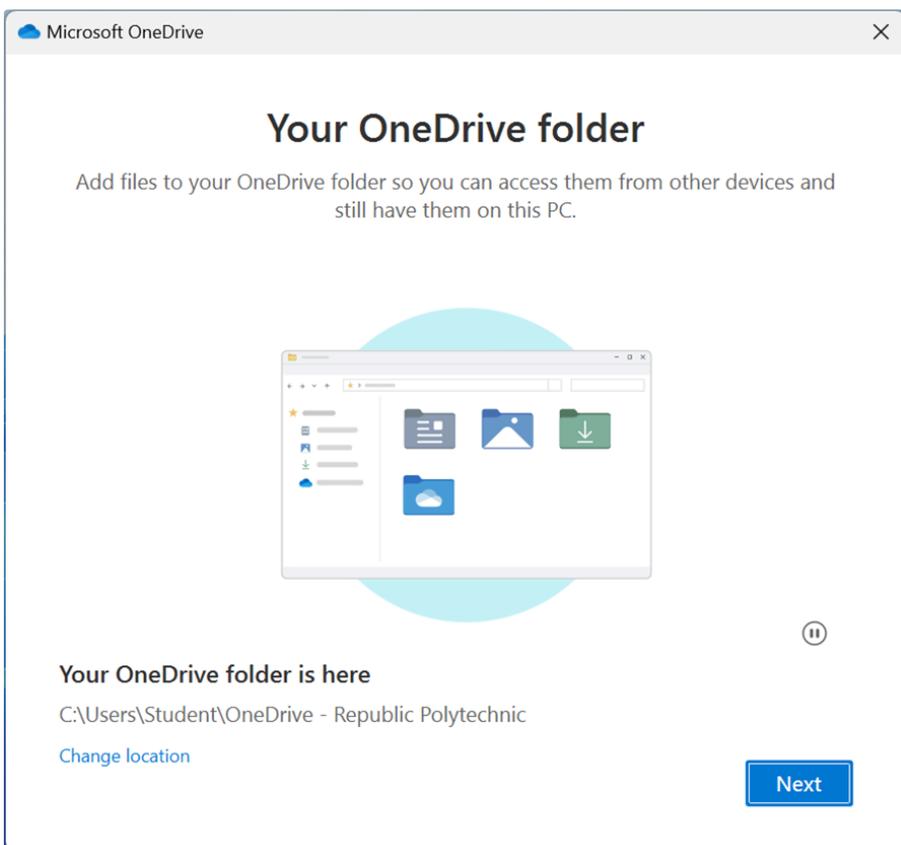
1. Select the **Start** button, search for **OneDrive** to launch the app.
2. When OneDrive Setup starts, enter your full RP email address, and select **Sign in**.



Key points in OneDrive setup

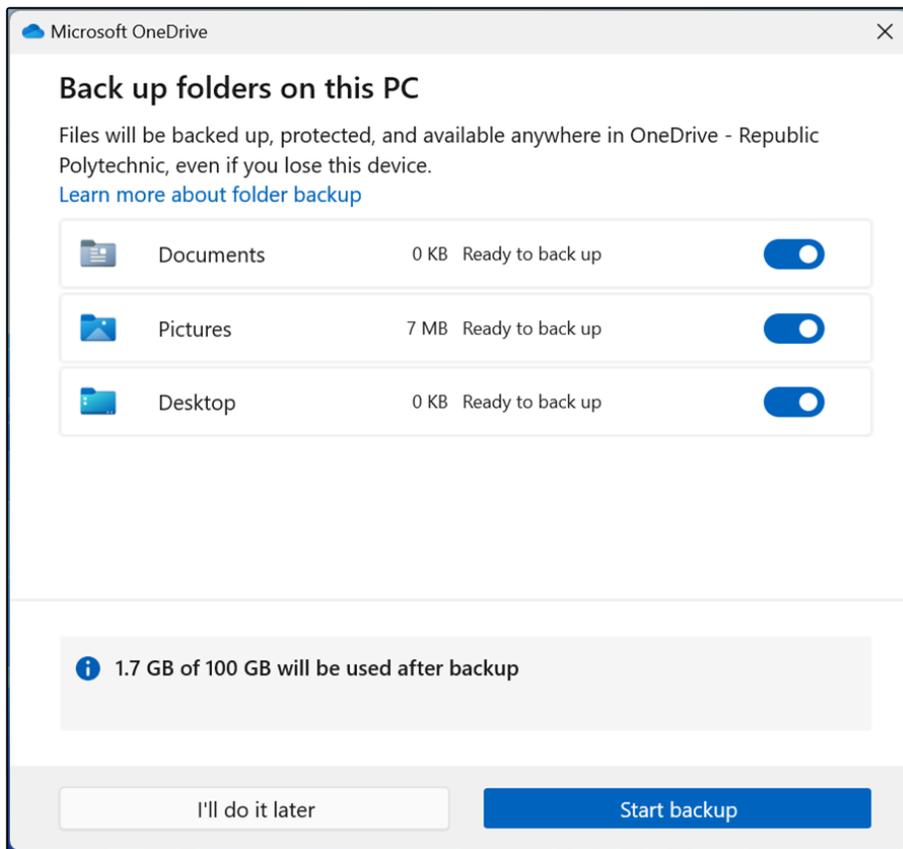
There are two screens in OneDrive Setup that are helpful to watch for:

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



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

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



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

Useful Links

What do the OneDrive icons mean? - Microsoft Support
support.microsoft.com

Save disk space with OneDrive Files On-Demand for Windows - Microsoft Support
support.microsoft.com
