

# Student Installation Guide for Microsoft 365 in Personal Devices

# Table of Contents

---

|                                                                       |    |
|-----------------------------------------------------------------------|----|
| 1. Introduction to Microsoft 365 .....                                | 3  |
| 2. Download and install or reinstall Microsoft 365 on PC or Mac ..... | 7  |
| <i>Install on a PC</i> .....                                          | 11 |
| <i>Activate Office on PC</i> .....                                    | 14 |
| <i>Install on a Mac</i> .....                                         | 15 |
| <i>Activate Office on Mac</i> .....                                   | 19 |
| 3. How to access Microsoft 365 apps on Chromebook .....               | 21 |
| <i>How to run Microsoft 365 apps on Chromebook</i> .....              | 23 |
| 4. Install and set up Microsoft 365 apps on an Android .....          | 25 |
| 5. Install and set up Microsoft 365 apps on an iPhone or iPad .....   | 29 |
| 6. FAQs .....                                                         | 33 |



01

# Introduction to Microsoft 365

# What is Microsoft 365?

Microsoft 365 is a suite of productivity tools including full versions of Office apps like Word, Excel, and PowerPoint, that is installed on your personal desktop, laptop, mobile devices, and Personal Learning Devices (PLD). Microsoft 365 works across multiple devices, and monthly updates are made available to help ensure your apps are always current.

# Who can download Microsoft 365 applications?

As part of the MOE-Microsoft Student Use Programme, staff can use their MIMS (Student iCON) accounts to download Office applications such as Word, Excel, PowerPoint, etc.

# Which Microsoft 365 applications can you download?



### Excel

Excel allows you to use worksheets to store and organize numbers and data in a table format by using formulas and functions.



### Powerpoint

Powerpoint allows you to create presentations slides, add text, images, transitions and animations.



### Word

Word allows you to create and format your document with themes and polish the words you type.



### Outlook

Outlook allows you to organise your emails, manage and share your calendar to schedule meetings.



### OneNote

OneNote allows you to take notes and store information such as text and images in a document.



### Access (PC Only)

Access is a database management system which allows you to view and edit data. It is similar to Excel, but it is able to manage more data efficiently.



### Publisher (PC Only)

Publisher allows you to create a wide variety of publications such as posters, business cards, calendars, newsletters and greeting cards.

# Availability of Microsoft 365 applications

| Apps                       | Windows                                                                                                                                                                     | iOS | Android | Mac | Chromebook* |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|-------------|
| Outlook                    | ✓                                                                                                                                                                           | ✓   | ✓       | ✓   | NA          |
| Powerpoint                 | ✓                                                                                                                                                                           | ✓   | ✓       | ✓   | NA          |
| Word                       | ✓                                                                                                                                                                           | ✓   | ✓       | ✓   | NA          |
| OneNote                    | ✓                                                                                                                                                                           | ✓   | ✓       | ✓   | NA          |
| Excel                      | ✓                                                                                                                                                                           | ✓   | ✓       | ✓   | NA          |
| Publisher                  | ✓                                                                                                                                                                           | NA  | NA      | NA  | NA          |
| Access                     | ✓                                                                                                                                                                           | NA  | NA      | NA  | NA          |
| Office.com online services | Office.com online services (e.g. Teams etc.) are not available at this phase of deployment. More details will be shared at a later date when the services become available. |     |         |     |             |

*Note: Office 365 ProPlus apps, as decided by your school, will be deployed to Personal Learning Device for Secondary schools by their school's DMA Administrator.*

02

# Download and install or reinstall Microsoft 365 on PC or Mac

# Minimum Requirements (Windows and Mac)

Refer to [Microsoft](#) for the complete up to date requirements (under Microsoft 365 subscription section)

|                        |                                                                                                                                                                                                                                                          |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Computer and Processor | Windows OS: 1.6 GHz or faster, 2-core<br>macOS: Intel processor                                                                                                                                                                                          |
| Memory                 | Windows OS: 4 GB RAM; 2 GB RAM (32-bit)<br>macOS: 4 GB RAM                                                                                                                                                                                               |
| Hard disk              | Windows OS: 4 GB of available disk space<br>macOS: 10 GB of available disk space; HFS+ hard disk format (also known as macOS Extended) or APFS Updates may require additional storage over time.                                                         |
| Display                | Windows OS: 1280 x 768 screen resolution<br>macOS: 1280 x 800 screen resolution<br><br>Web apps require the same minimum resolution as the OS they are running on.<br><br>Apps running inside of Microsoft Teams adhere to the Teams minimum resolution. |

|                   |                                                                                                                                                                                                                                                                                                    |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Graphics          | Windows OS:<br>Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update)<br>macOS: No graphics requirements                                                                                   |
| Operating Systems | Windows OS:<br>Windows 11, Windows 10, Windows 8.1<br>macOS:<br>One of the three most recent versions of macOS. When a new version of macOS is released, the macOS requirement becomes one of the then-current three most recent versions: the new version of macOS and the previous two versions. |

# Minimum Requirements (iOS and Android)

Refer to [Microsoft](#) for the complete up to date requirements (under mobile apps section)

- **iOS:** Office for iPad® and iPhone® (including Outlook for iOS) is supported on the two most recent versions of iOS and iPadOS. When a new version of iOS or iPadOS is released, the Office Operating System requirement becomes the two most recent versions: the new version of iOS or iPadOS and the previous version.
- **Android:** Office for Android (including Outlook for Android) can be installed on tablets and phones running any of the supported versions of Android and have an ARM-based or Intel x86 processor. Starting on July 1, 2019, support will be limited to only the last four major versions of Android.

# Before you begin...

- Make sure your PC or Mac meets the system requirements\*
- You will need to sign in with your MIMS (Student iCON) account for these versions of Microsoft 365.

*\*Note: For the full list of system requirements, visit [here](#).*

*Screenshots in this guide may differ depending on the versions of Operating System used.*

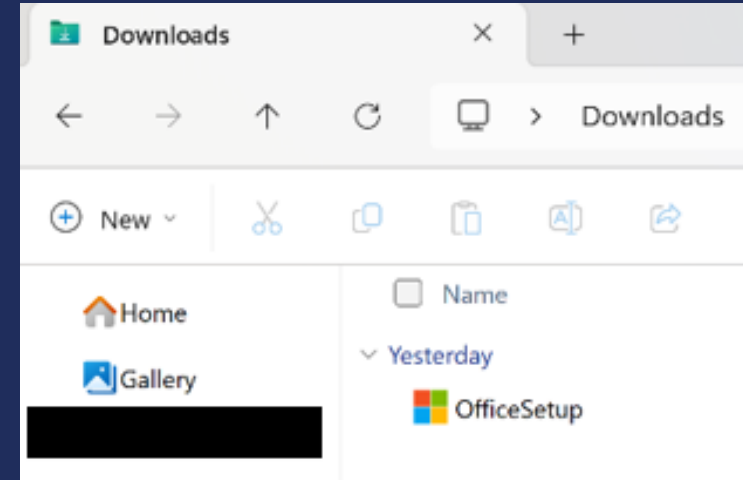
02

# Download and install or reinstall Microsoft 365 on PC or Mac

Install on a PC

## Install on a PC - Download Microsoft 365

1. Go to <https://go.gov.sg/win-office-install>
2. Download the OfficeSetup.exe installer

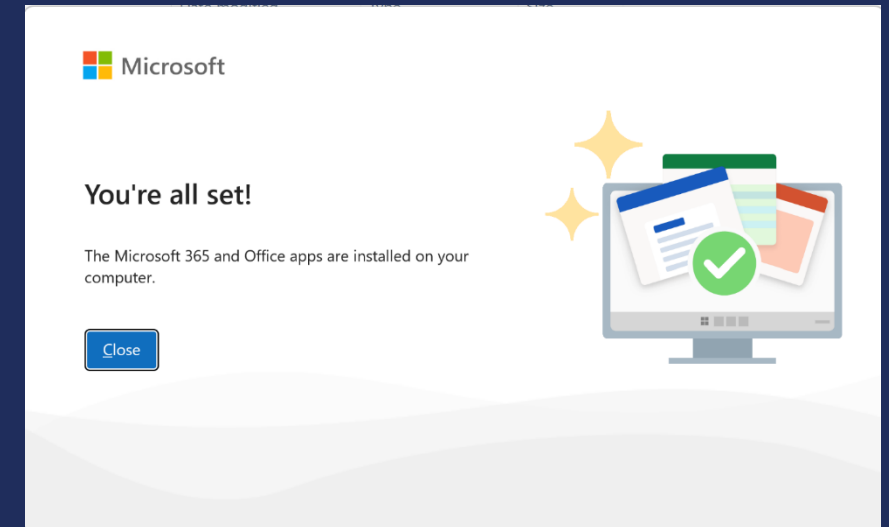
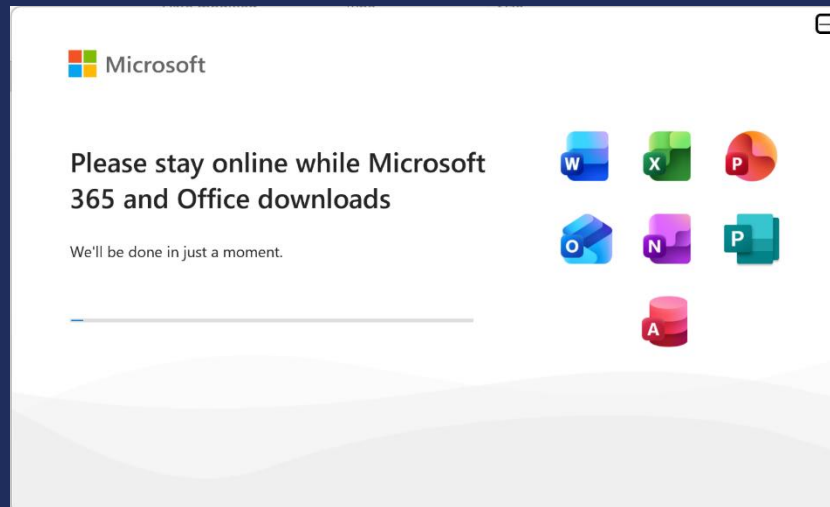


### **Note:**

*The 64-bit version is installed by default unless Microsoft 365 detects you already have a 32-bit version of Microsoft 365 (or a stand-alone Microsoft 365 app such as Project or Visio) installed. In this case, the 32-bit version of Microsoft 365 will be installed instead.*

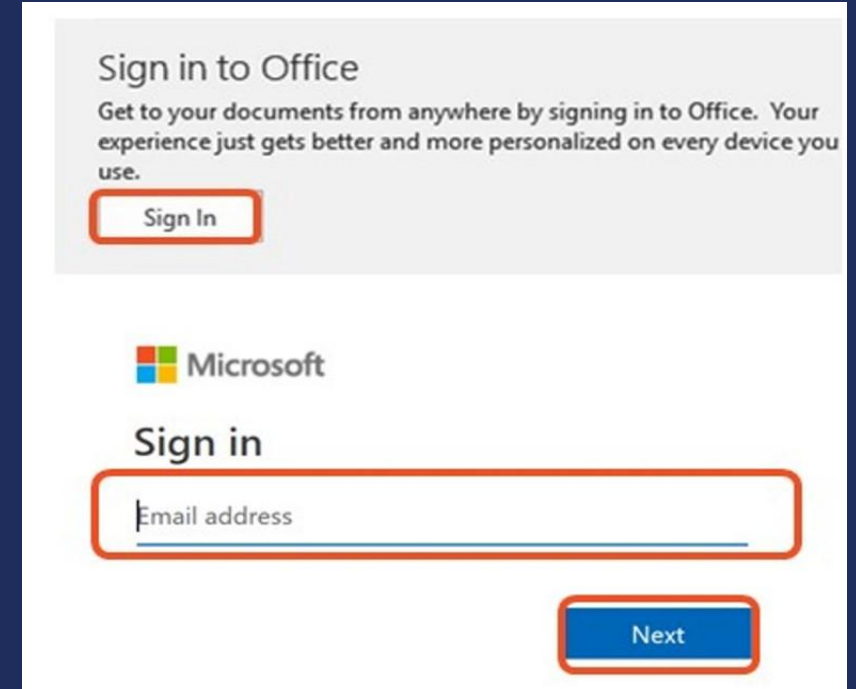
# Install on a PC - Install Microsoft 365

1. Double click on the OfficeSetup.exe installer and follow the prompts to complete the installation of Office 365.
2. If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?** select **Yes**.
3. The install will begin after this.
4. Your install is finished when you see the phrase, **"You're all set! Office is installed now"** and an animation plays to show you where to find Microsoft 365 applications on your computer. Select **Close**.



## Install on a PC - Activate Microsoft 365

1. To open the Microsoft 365 app, select the Start button (lower-left corner of your screen) and type the name of a Microsoft 365 app, like Word.
2. To open the Microsoft 365 app, select its icon in the search results.
3. When the Microsoft 365 app opens, sign in using your MIMS (Student iCON) account and accept the license agreement. Microsoft 365 is activated and ready to use.



Sign in to Office

Get to your documents from anywhere by signing in to Office. Your experience just gets better and more personalized on every device you use.

Sign In

Microsoft

Sign in

Email address

Next

### Note:

*The Activation Wizard appears if Microsoft 365 has trouble activating. Complete the steps in the wizard to finish activating Microsoft 365.*

02

# Download and install or reinstall Microsoft 365 on PC or Mac

Install on a Mac

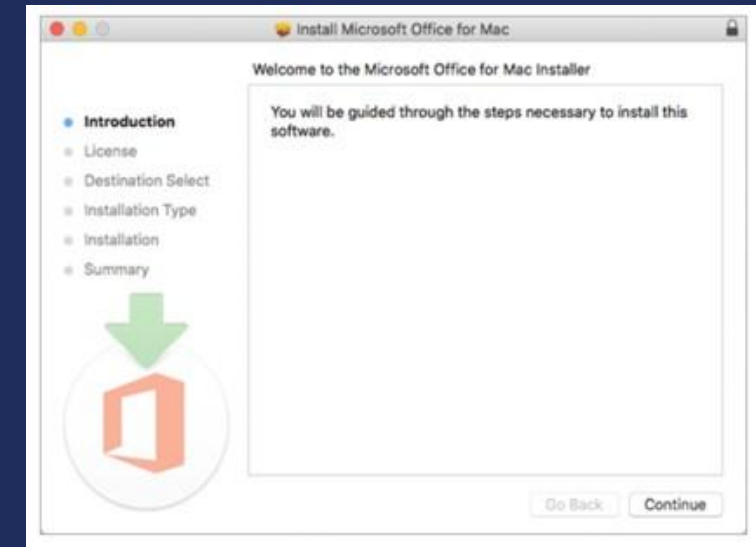
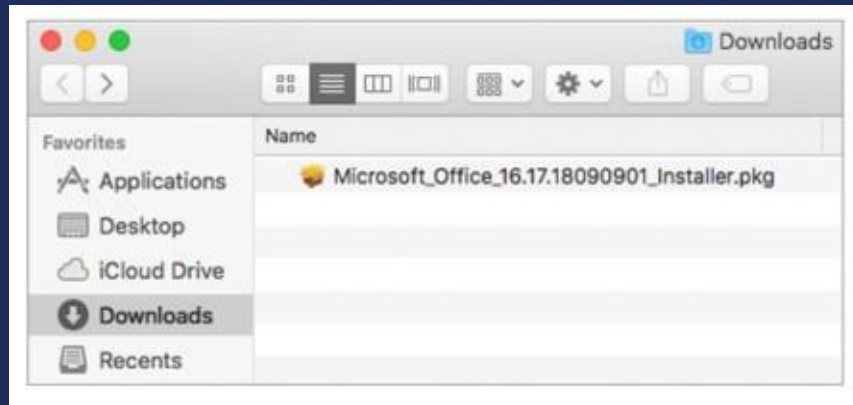
## Install on a Mac – Sign in and install Microsoft 365

1. Go to <https://go.gov.sg/mac-office-install>
2. Download the Microsoft Office installer.pkg file (*the name might vary slightly.*)

## Install on a Mac - Install Microsoft 365 (1/2)

1. Once the download has completed, open Finder, go to Downloads, and double-click the **Microsoft Office installer.pkg** file (the name might vary slightly).
2. On the first installation screen, select **Continue** to begin the installation process.

*Tip: If you see an error that says “**the Microsoft Office installer.pkg can’t be opened because it is from an unidentified developer**”, wait 10 seconds and move the downloaded file to your desktop. **Hold Control + click** the file to launch the installer.*



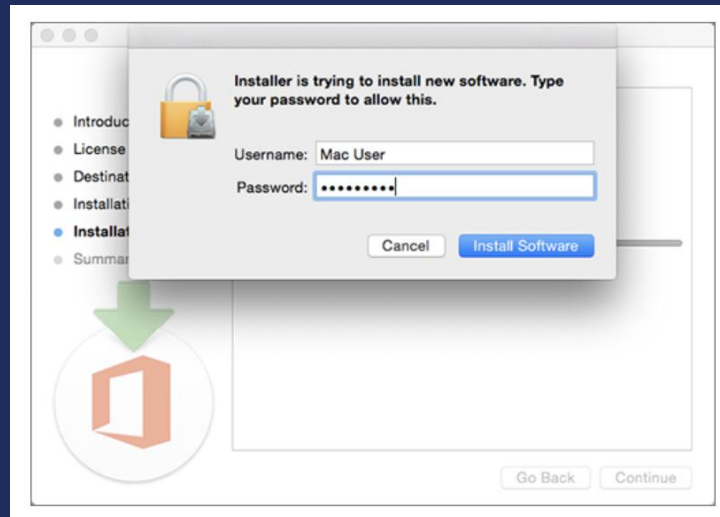
3. Review the software license agreement, and then click **Continue**.
4. Select **Agree** to agree to the terms of the software license agreement.

## Install on a Mac - Install Microsoft 365 (2/2)

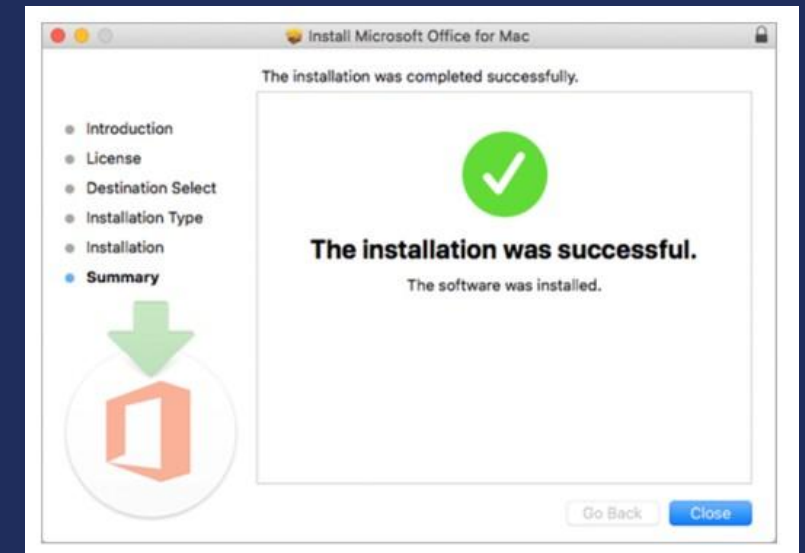
5. Choose how you want to install Microsoft 365 and click **Continue**.
6. Review the disk space requirements or change your install location, and then click **Install**.

*Note: If you want to only install specific Microsoft 365 apps and not the entire suite, click the **Customize** button and uncheck the programs you don't want.*

7. Enter your Mac login password, if prompted, and then click Install Software. (This is the password that you use to log in to your Mac.)



8. The software will begin to install. Click **Close** when the installation is finished.



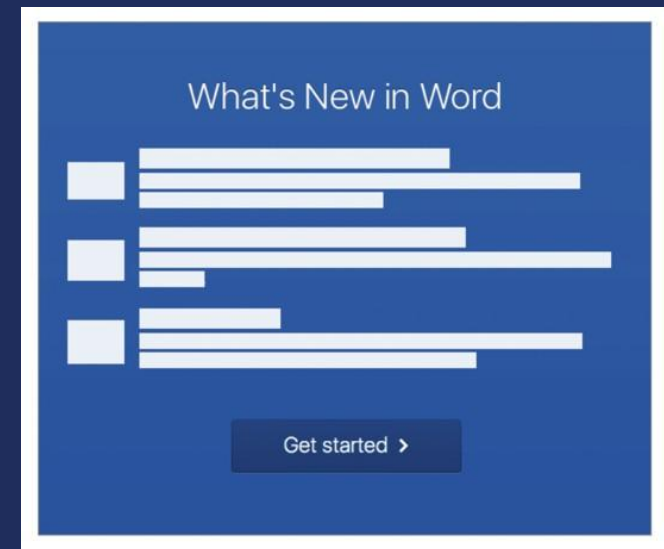
# Install on a Mac – Activate Microsoft 365

1. Click the **Launchpad** icon  in the Dock to display all your apps.

2. Click the **Microsoft Word** icon in the Launchpad



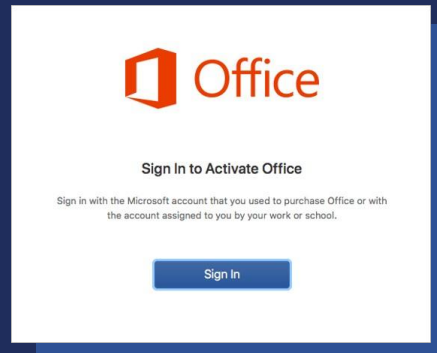
3. The **What's New** window opens automatically when you launch Word. Click **Get Started** to start activating.



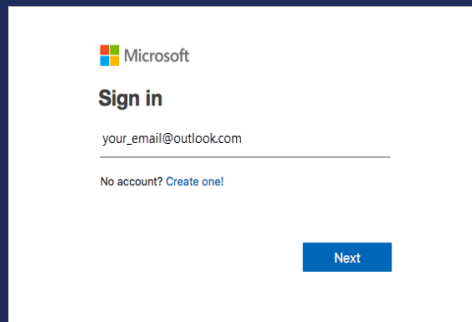
# Install on a Mac – Activate Microsoft 365

- When you start a Microsoft 365 app that's not activated, you'll be prompted to sign in to Microsoft 365. On the **'Sign in to Activate Office'** screen, select **Sign in**.

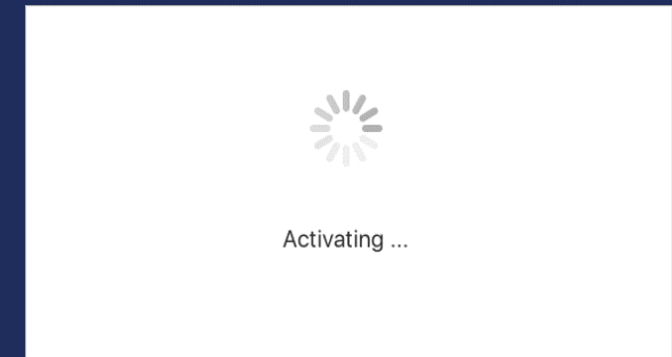
*Note: If you weren't prompted to sign in, open a blank file and go to File > New from template > Sign in.*



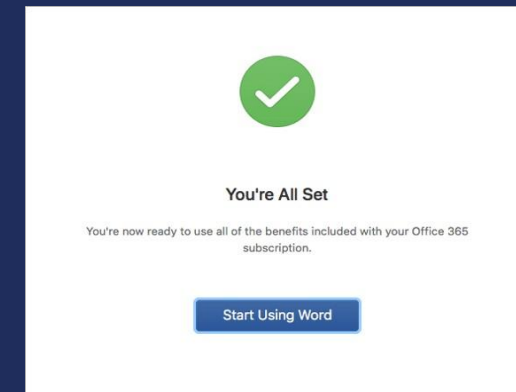
- Be sure to sign in using your MIMS (Student iCON) account and password.



- The system will check if you have a valid license and will then activate the product.



- You're done! Click **Start Using Word**, to start using the app.



03

# How to access Microsoft 365 apps on Chromebook

You can access your Microsoft 365 for Teaching and Learning (M365 T&L) from the web — *Including Word, Excel, PowerPoint, OneNote, and OneDrive.*

The web apps allow you to:

- Create, edit, and collaborate on documents and files.
- Send and receive emails.
- Maintain an online calendar.

### **Notes:**

- *You can't install the Windows or Mac desktop versions of Microsoft 365 or Office 2016 on a Chromebook.*
- *The Android versions of Office, Outlook, OneNote, and OneDrive are not currently supported on a Chromebook.*
- *If you have Google Play on your Chromebook, you can install the Microsoft 365 apps through Google Play Store and installation has to be done per application. However, if you have the Chrome Web Store, you will have to use the Microsoft 365 Online Versions accessible through office.com.*

03

# How to access Microsoft 365 apps on Chromebook

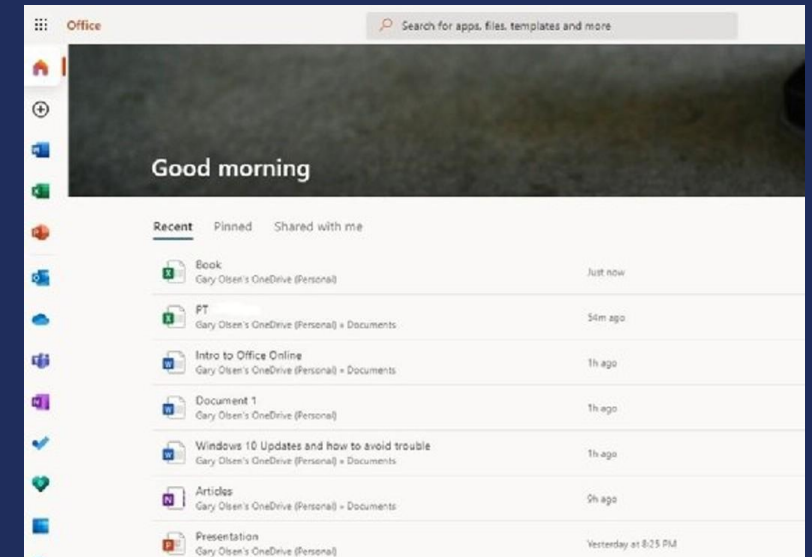
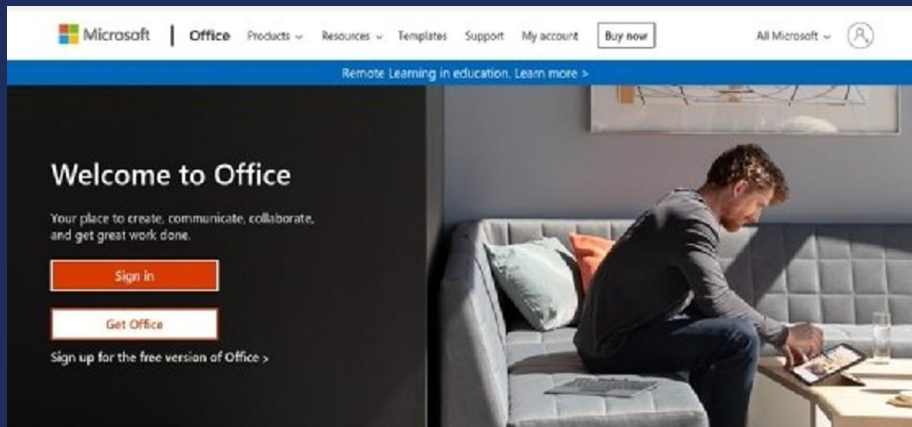
How to run Microsoft 365 apps on a Chromebook

# How to run Microsoft 365 apps on a Chromebook

To access Word, Excel, PowerPoint, OneNote, and OneDrive, do the following:

1. Open the browser on your Chromebook and go to [www.office.com](https://www.office.com).
2. For quick access, create a shortcut, or bookmark the URL in your browser.
3. Sign in with your MIMS (Student iCON) account.

4. In the examples, all the files are accessible via OneDrive on the browser.



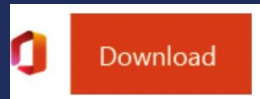
04

# Install and set up Microsoft 365 apps on an Android

# There are two ways to get Office on your Android phone or tablet:

You can install the new Office mobile app that combines Word, Excel, and PowerPoint into a single app, and introduces new mobile-centric features to view, edit and share files without the need to switch between multiple apps.

a) Download the Office (Microsoft 365) app from Google Play, with icon below:



b) Or you can install Office apps from Google Play individually:



*Note: Use the Office mobile apps to work from anywhere, just sign in with your MIMS (Student iCON) account.*

# Set up Office apps for the first time (1/2)

1. Open an Office app like Excel.

Sign in with your MIMS (Student iCON) account.

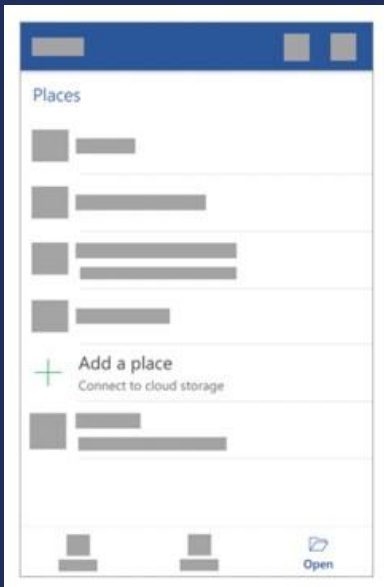


2. If you have other Office apps installed on your Android device, your account and OneDrive files will be automatically added.

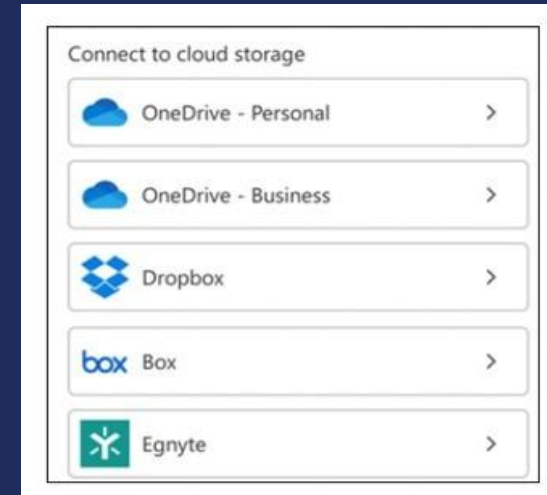
### Set up Office apps for the first time (2/2)

3. To add an account, tap Open (or Open other documents if you're on a tablet) > Add a place

*If you are using OneNote, tap **Settings** > **Accounts***



4. Select OneDrive for business and enter your MIMS (Student iCON) account and password to sign in.



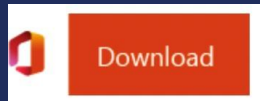
You're done! ✓

05

Install and set up Microsoft 365 apps on an iPhone or iPad

### There are two ways to get Office on your iPhone or iPad:

- a) Download the Office app for iOS from the Apple AppStore, with icon below. The new Office app combines Word, Excel, and PowerPoint into a single app, which introduces new mobile-centric features to view, edit, and share files without the need to switch between multiple apps.



- b) Alternately, you can install the individual Office apps on your iPhone or iPad.



*Note: You can use the mobile Office apps to work from anywhere. Just sign in with your MIMS (Student iCON) account.*

# Set up Office apps for the first time

**STEP 1:** On your iPhone or iPad, open any standalone mobile Office app (for example, Word, Excel, PowerPoint, OneNote and OneDrive).

Sign in with your MIMS (Student iCON) account and then tap **Next**.

**STEP 2:** When prompted to help us improve your Office mobile experience, tap **Yes** to opt in, or **No** to opt out.

Tap **Turn on Notifications** to enable alerts or tap **Not Now** to set your preference later.

**STEP 3:** After you sign in, your account is automatically added to the current app, as well as any other Office apps that are installed on your iPhone or iPad.

**STEP 4:** To add another account or a cloud service, like OneDrive, tap **Open > Add a Place**.

If you're using OneNote on your iPhone or iPad, tap your profile picture in the upper left corner, and then tap **Storage Accounts**.

**STEP 5:** Select OneDrive for Business and enter your MIMS (Student iCON) account and password to sign in.

**You're all set!**

06

# FAQs

### **Which Microsoft 365 applications can I download?**

You would be entitled to access various apps such as Word, PowerPoint and Excel. Refer to p.6 for the list of apps by device type.

### **Can I install Microsoft 365 applications on multiple devices?**

You may download and install Microsoft 365 applications on up to *5 computers, 5 tablets* and *5 mobile phones* at a time.

### **Can I install Microsoft 365 applications with my personal email account?**

No. As the license is tagged to your MIMS (Student iCON) account, you are only allowed to sign in using your MIMS (Student iCON) account.

### **If I have already installed Microsoft 365 applications previously, would I still be able to install Microsoft 365 applications on my device?**

If you are currently using Microsoft 365 applications and would like to make use of the Microsoft 365 applications, sign out of your previous account (e.g. Personal account) and sign in again using your MIMS (Student iCON) account.

### **Are there any rules that I should follow?**

- a. The license is tied to your MIMS (Student iCON) account
- b. Install it only on your personal devices that you use
- c. Do not share your MIMS (Student iCON) login details with others.
- d. Do not use it for improper or illegal purposes
- e. MOE Microsoft 365 office applications are to be used for Official Closed \ Non-Sensitive data only.

# Where can I get help?

For further enquiries, please contact:

- Name : Ravi Kumar (ICT Manager)
- Call : 65637129
- Email : [ravi\\_kumar\\_subramaniam@moe.edu.sg](mailto:ravi_kumar_subramaniam@moe.edu.sg)



# Thank You