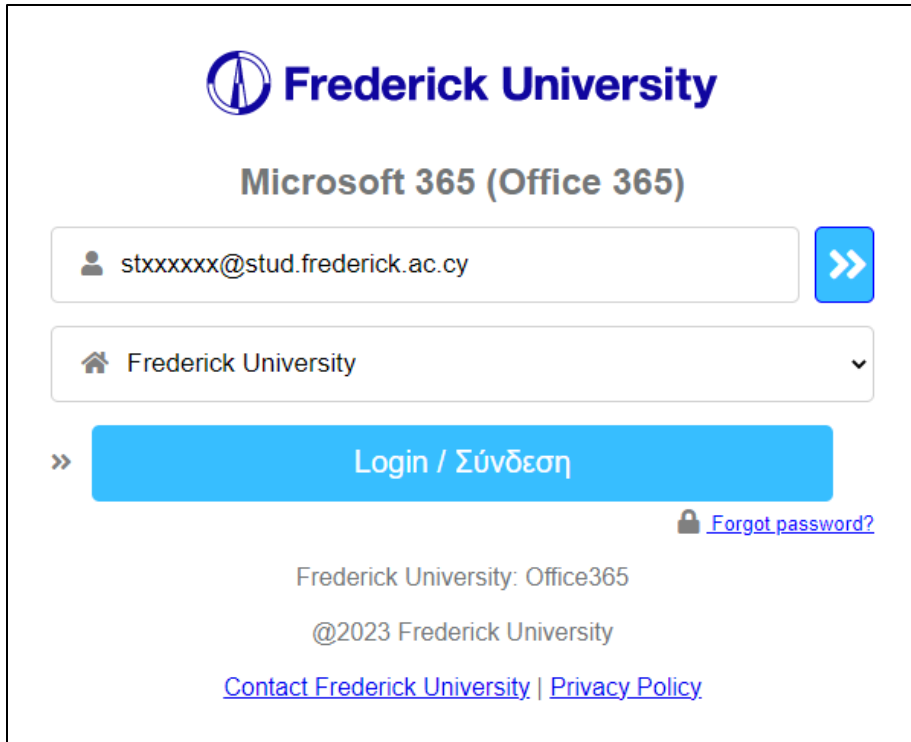# Frederick University

Microsoft 365
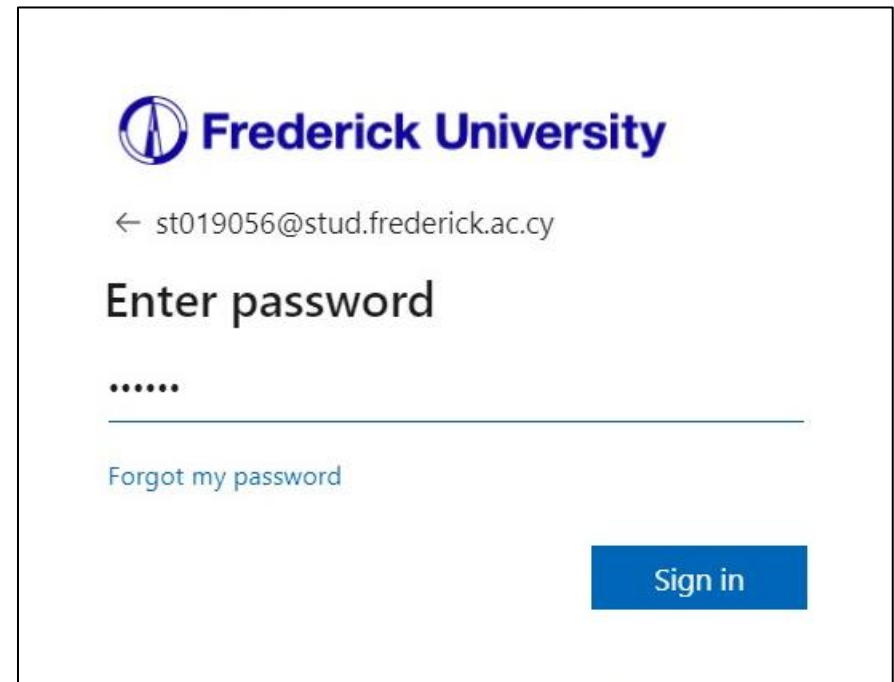
Installation Guide

for students

Computing Services Department

2023

Step 1: Visit office.frederick.ac.cy , enter your Frederick University email address and click "**Next**".

Step 2: Enter your Frederick University student password and click "**Sign in**".

Step 3: Finish reading the welcome guide.
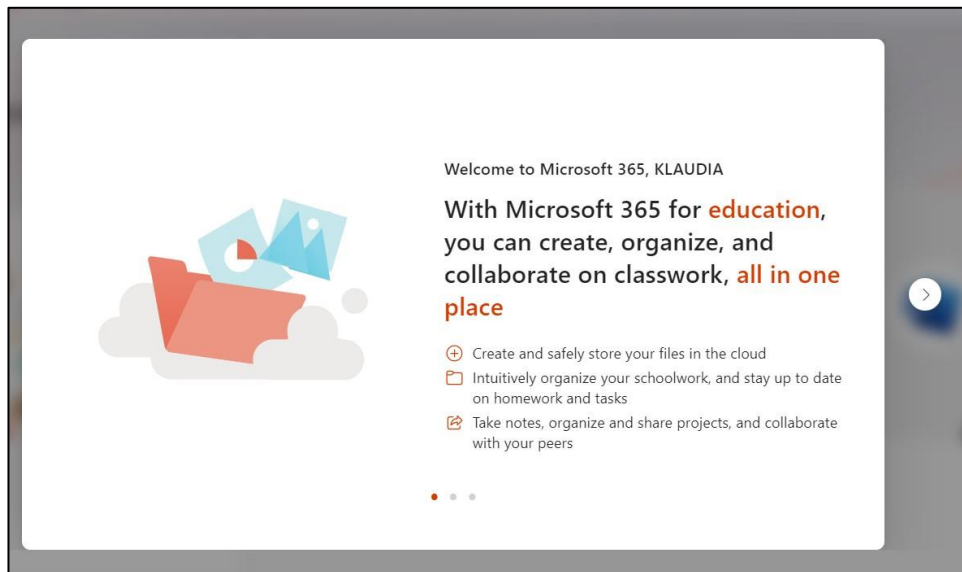
Step 4: Click on "Install Apps" on the top right corner and then click on "Microsoft 365 Apps".

Frederick University
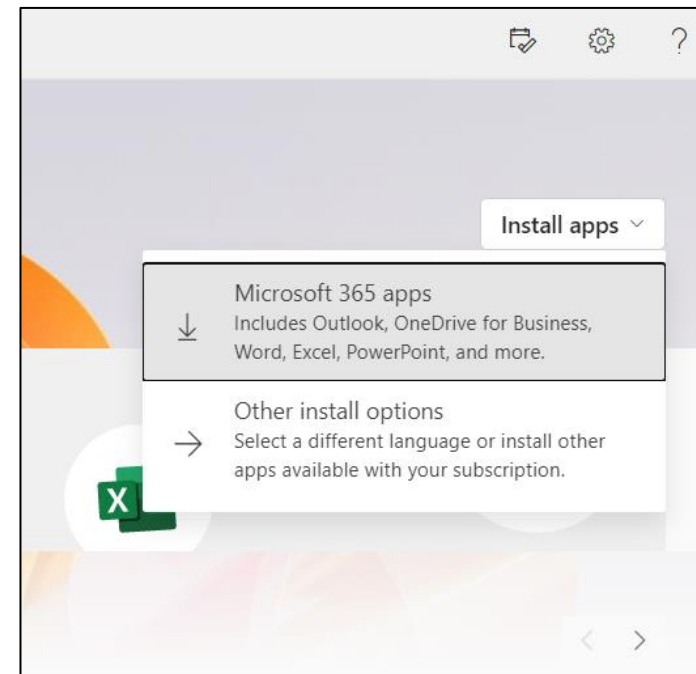
Step 5: Run the Office installer after the download is finished.

Step 6: Microsoft 365 installation will now begin.
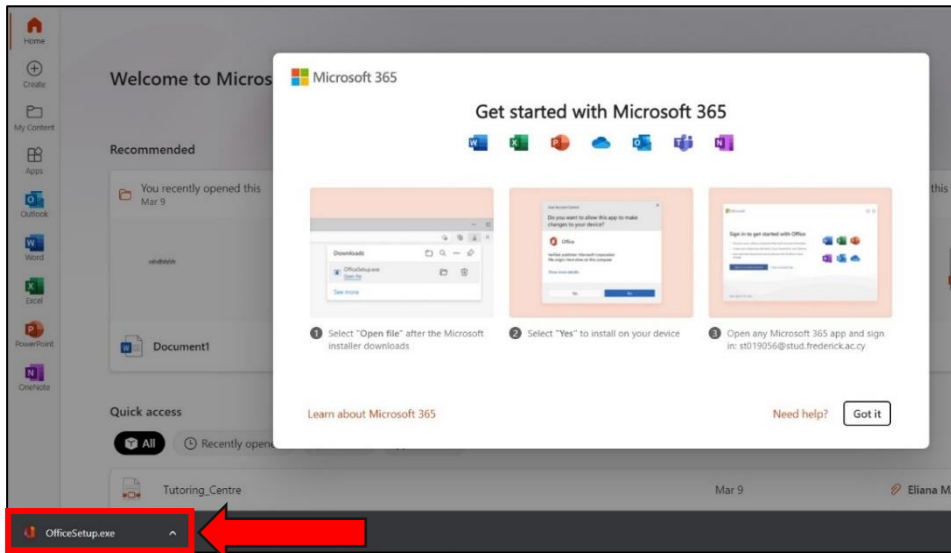
Step 7: After installing, click "**Close**".

Step 8: Open Word and click "**Sign in**".

Step 9: Enter your Frederick University email address and click "**Next**".

Step 10: Enter your Frederick University student password and click "**Sign in**".
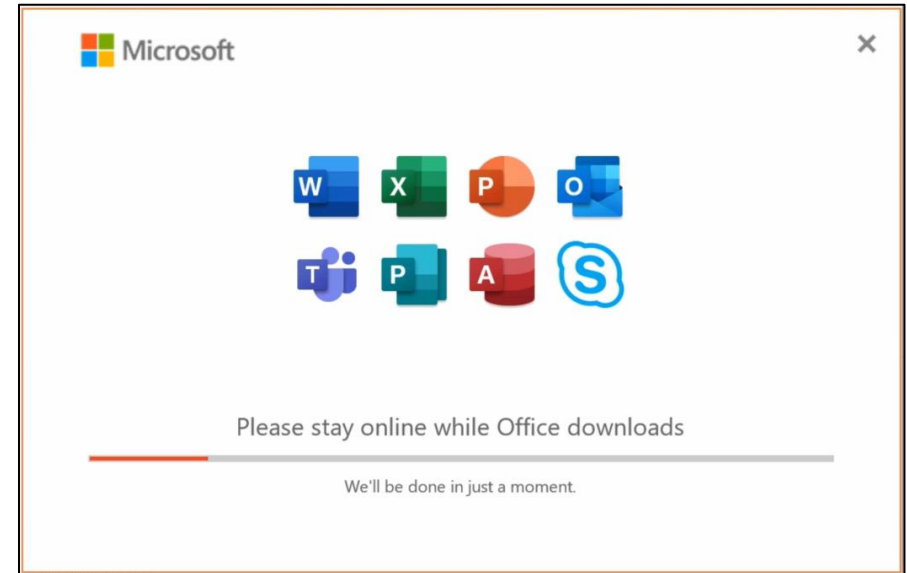
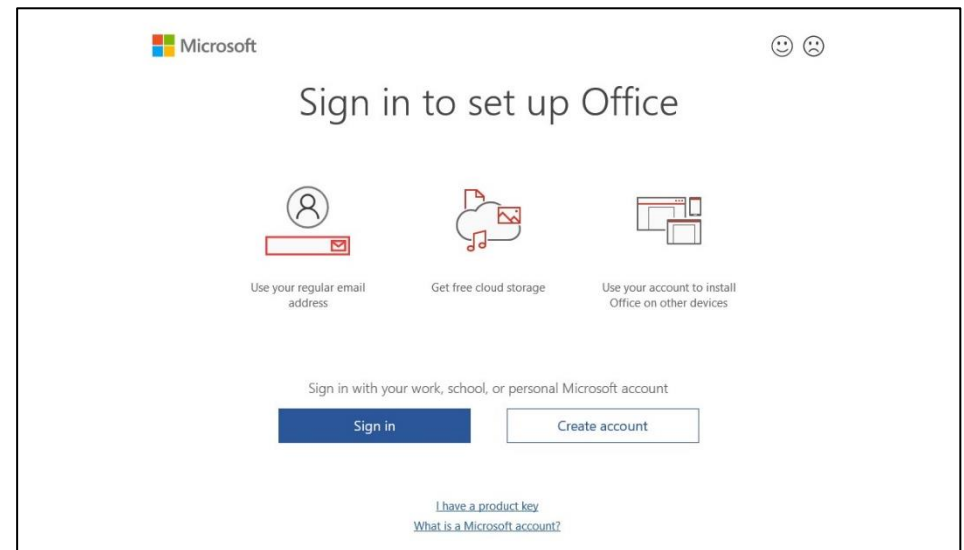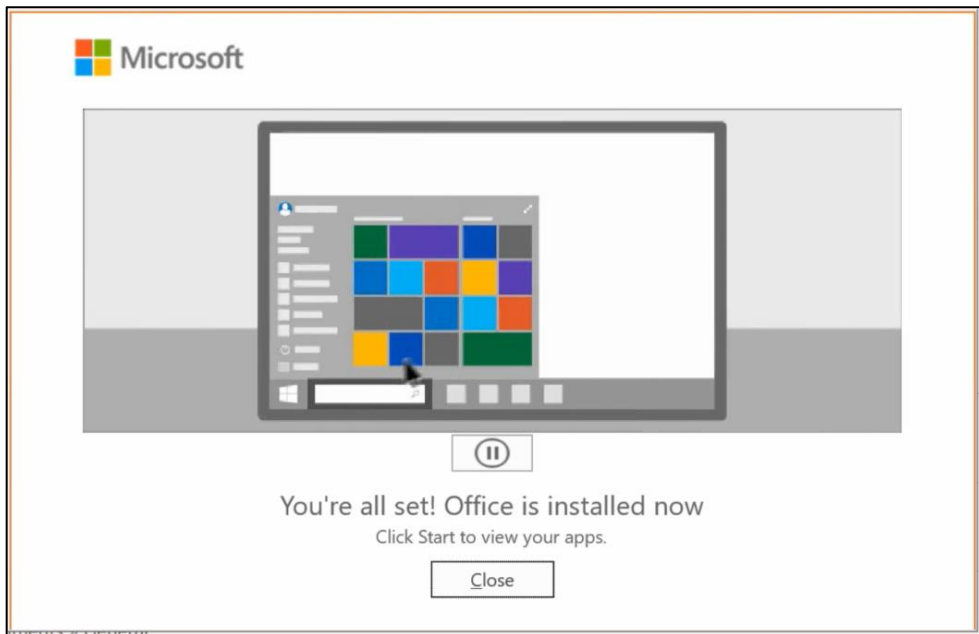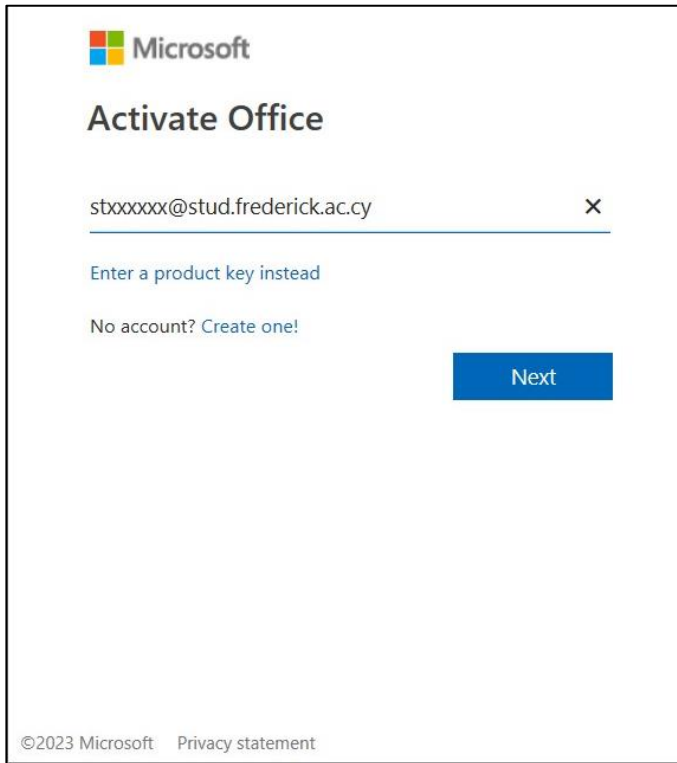**Step 11**: Uncheck "Allow my organization to manage my device" and click "OK".

Step 12: Microsoft 365 is now activated.

Click "**Done**"

Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.

☐
Allow my organization to manage my device

ⓘ Selecting this option means your administrator can install apps, control settings, and reset your device remotely. Your organization may require you to enable this option to access data and apps on this device.

No, sign in to this app only

OK

You're all set!

We've added your account successfully. You now have access to your organization's apps and services.

Done