



CANADIAN COLLEGE OF KUWAIT  
الكلية الكندية في الكويت

# Microsoft Office 365

## Installation Manual



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For new user who can be CCK Staff or Student, should follow the given steps to install Office 365 in their computer or laptops.

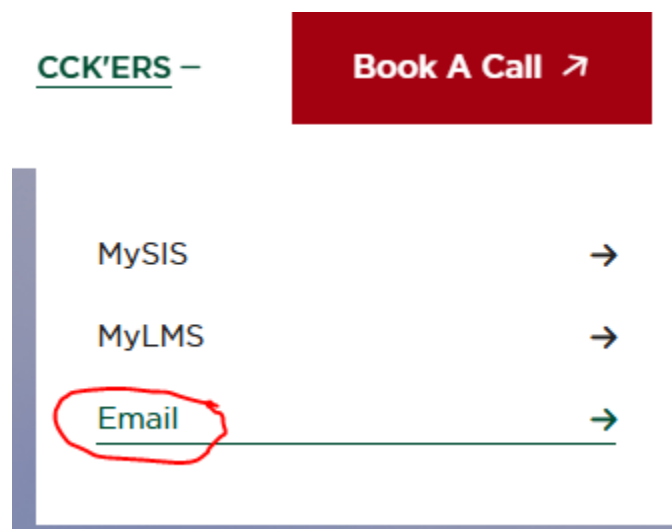
Go to the following URL:

<https://login.microsoftonline.com>

<https://office.com>

**OR**

Access your email from CCK website as follows:





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Write your full logon name and password.

For example [abcd@ac-kuwait.edu.kw](mailto:abcd@ac-kuwait.edu.kw) (staff)

Password: \*\*\*\*\*

For example [2xxxxxxxx@ac-kuwait.edu.kw](mailto:2xxxxxxxx@ac-kuwait.edu.kw) (student)

Password: \*\*\*\*\*@sis or your changed password



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After logging on you will see the following screen:

Office 365

Good afternoon

Search online documents

Install Office apps

Apps

- Mail
- OneDrive
- Word
- Excel
- PowerPoint
- OneNote
- SharePoint
- Teams
- Class Notebook
- Sway
- Forms
- Admin

Explore all your apps →

Documents

Upload and Open New

Recent Pinned Shared with me Discover

Name	Last opened by you	Sharing	Activity
Document ackuwait-my.sharepoint.com » ... » Documents	Oct 23, 2017	Only you	
CSI- Statistics ackuwait-my.sharepoint.com » ... » Mahmoud Al-Mahmoud » CSI	Jul 17, 2017		
Shahbaz IT initial info ackuwait-my.sharepoint.com » ... » AC-Common » Shahbaz IT Info	Jul 12, 2017		
Document ackuwait-my.sharepoint.com » ... » AC-Common » Shahbaz IT Info	Jul 12, 2017		

See more in OneDrive →

OneDrive

Recent folders

Feedback Need help?

12:10 PM 1/3/2018

See the Blue Arrow pointing towards “Install Office apps” It will show the drop-down menu with two options.



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Microsoft Office Home

Office 365

Good afternoon

Search online documents

Install Office apps

Office 2016  
Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more.

Other install options  
Install a different language, the 64-bit version, or other apps available with your subscription.

Apps

Mail OneDrive Word Excel PowerPoint Teams Class Notebook Sway Forms Admin

Explore all your apps →

Documents

Recent Pinned Shared with me Discover

Name	Last opened by you	Sharing	Activity
Document ackuwait-my.sharepoint.com » ... » Documents	Oct 23, 2017	Only you	
CSI- Statistics ackuwait-my.sharepoint.com » ... » Mahmoud Al-Mahmoud » CSI	Jul 17, 2017		
Shahbaz IT initial info ackuwait-my.sharepoint.com » ... » AC-Common » Shahbaz IT Info	Jul 12, 2017		
Document ackuwait-my.sharepoint.com » ... » AC-Common » Shahbaz IT Info	Jul 12, 2017		

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By Clicking the first option “Office 2016” or “Office365” , it will download “Setup.X86.en-us” file onto your download folder. Which later you must run from bottom right of google browser.



If you click Advanced button shown in Blue color, this will show you two Office 365 32 Bit and 64-Bit versions, select any of it depending on your PC specs, your PC can be Windows 32 bit or Windows 64 bit.



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Press “Install” button in the same page and this would download specific version in your download folder. You can run this and by clicking next buttons several times this would finish installation.