

Università della Svizzera italiana

## Office 365 (Word, Excel, Power Point, Skype for Business) Windows and Mac OS

## Introduction

Microsoft Office 365 is a Cloud platform that provides different applications of the Office package for PC and Mac (Tablet and Smartphone)

## **Minimum requirements**

- Mac OS 10.13 (or newer) or Windows 8.1/10
- PC connected to Internet
- CAMPUS account

## **Download and installation**

- 1. Connect via browser to https://portal.office.com
- 2. Login with your USI credentials (as for PC/Mail, username@usi.ch)





username@usi.ch

No account? Create one!

Can't access your account?

Sign-in options

Next



3. Click on "Install Office", on the top right corner. (the correct version of Office, suitable for your device, will automatically be downloaded)

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Start new	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Class Notebook	Sway	Forms
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Admin	All apps									

4. From your "Download" folder, run the installation and wait for completion



 After installation, start the desired application (e.g. Word) and log in with the USI account (to activate the user license).
The login is located in File - Account – Login

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