



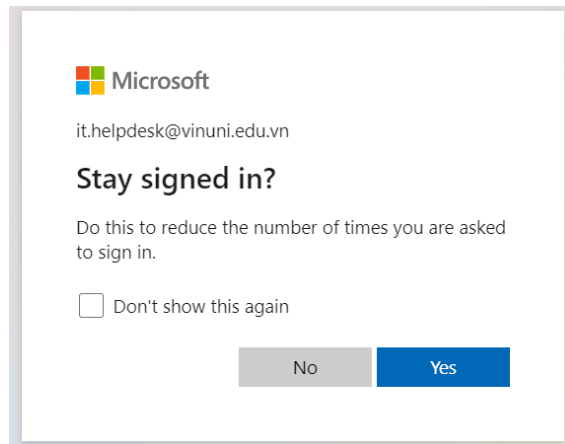
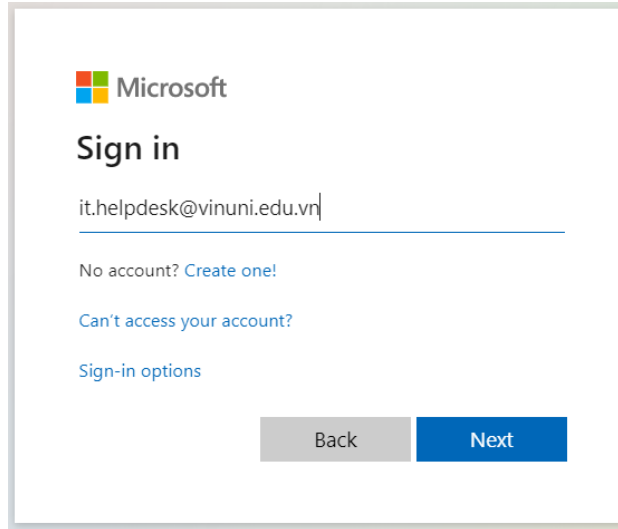
## HOW TO SET-UP OFFICE 365

1. For first time users of **Office 365**, please follow the instruction on **Section I** to access your Office 365 via web and change password.
2. For Desktop Users, read out **Section II** to install and activate all Office 365 applications
3. For users who wish to check their email on desktop, **Section III** will help add email account on your Outlook Desktop Application.
4. For someone who wishes to check their emails on mobile phone, **Section IV** are the steps you need to access your email account from mobile.
5. For students who use Team by Microsoft, **Section V** will help you with the installation and signing in.
6. For Canvas Users, please follow **Section VI** to **LOGIN CANVAS LMS**



**Section I. How to access the new Office 365 Applications via web, and Change Password**

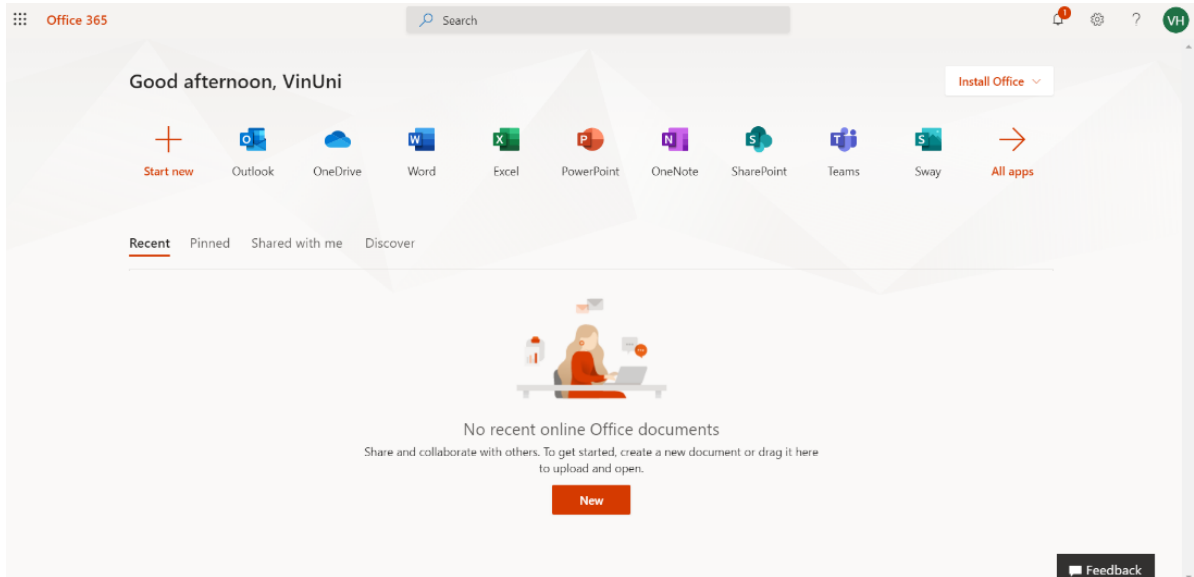
1. Go to Office.com (or <http://login.microsoftonline.com/>) then sign in with your vinuni email and password



You can choose yes or no as you want



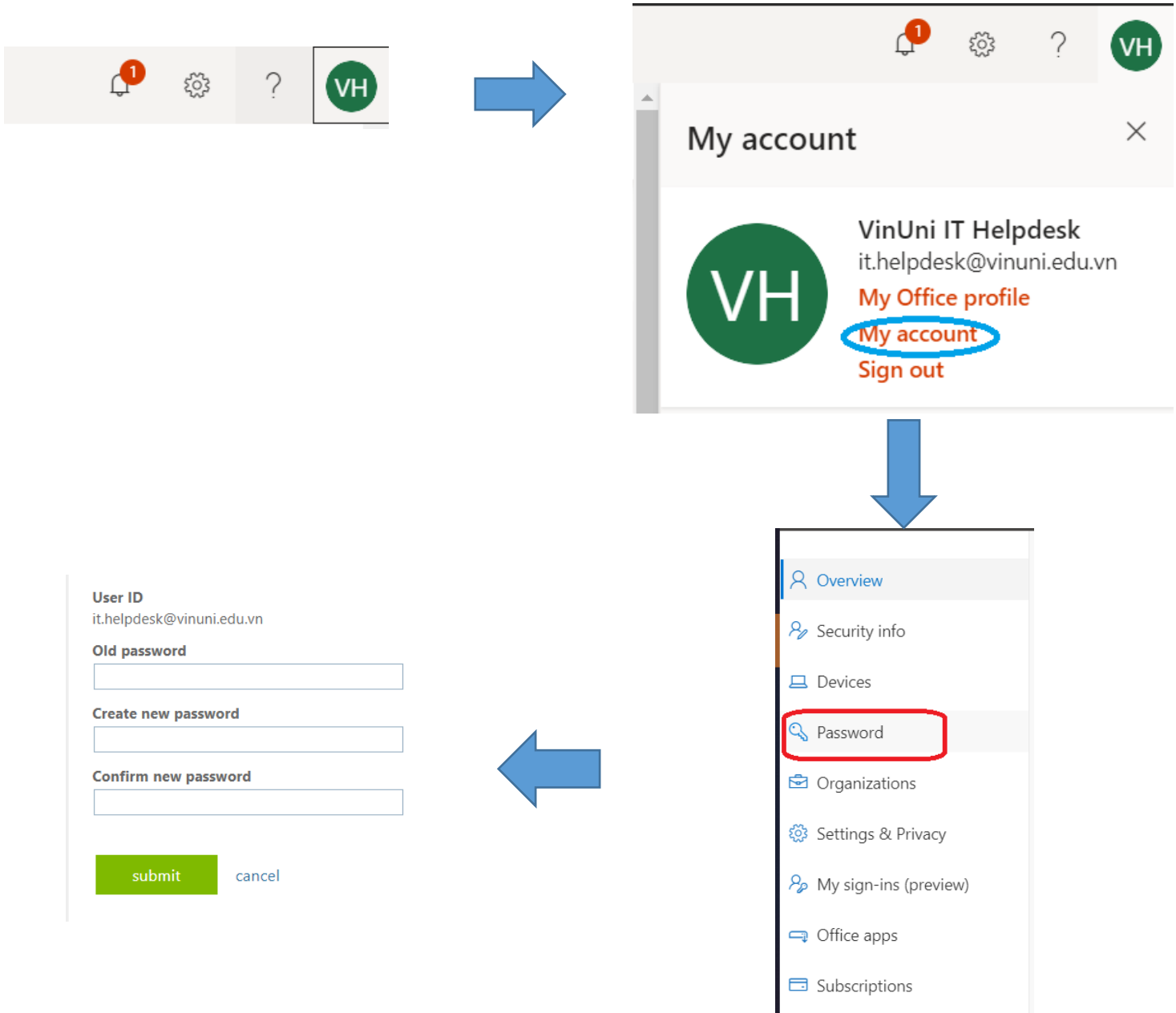
2. Once signed in, a new portal will appear, everything you need is in here





3. But firstly, we recommend you change your password.

Look at the top-right of the website and click to your avatar





Your new password needs to meet the criteria below:

**Note: Password policy**

- Password Length – **8** characters (minimum)

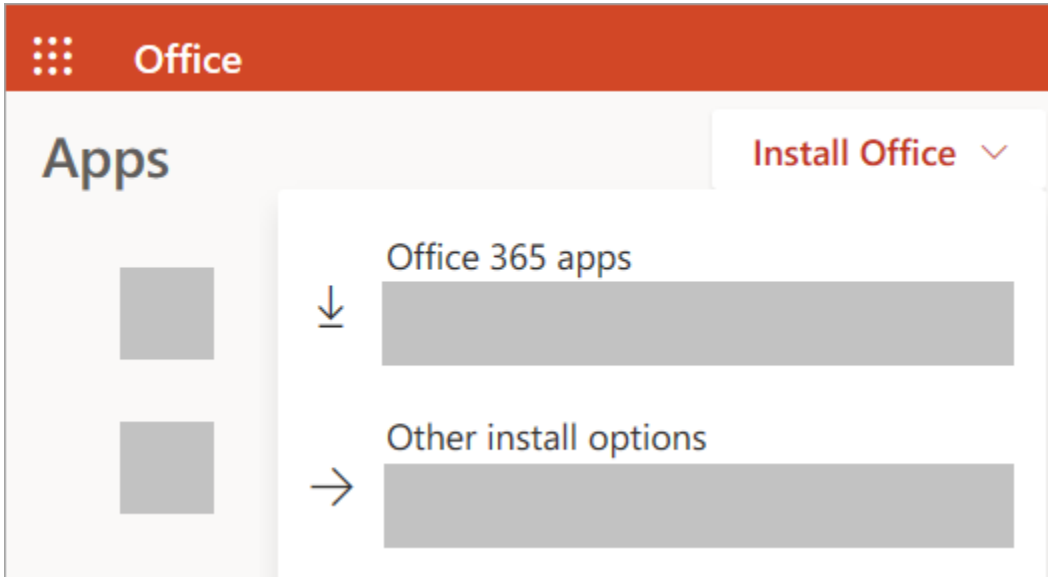
- Password Complexity – **Enabled**. The password contains characters from three of the following categories

1. Uppercase letters of European languages (A through Z, with diacritic marks, Greek and Cyrillic characters)
2. Lowercase letters of European languages (a through z, sharp-s, with diacritic marks, Greek and Cyrillic characters)
3. Base 10 digits (0 through 9)



**Section II. This guide will help you install all Office 365 applications and activate licenses with your school email.**

1. Go to [www.login.microsoftonline.com](http://www.login.microsoftonline.com)
2. Sign in with your school account
3. After signing in, follow the steps following:



- a. Select **Office 365 apps** to begin the installation.

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

To change from a [32-bit version to a 64-bit version](#) or vice versa, you need to [uninstall](#) Office first (including any stand-alone Office apps you have such as Project or Visio). Once the uninstall is complete, sign in again to [www.office.com](http://www.office.com) and select **Other install options**, choose the language and version you want (64 or 32-bit), and then select **Install**. (See [Install Visio](#) or [Install Project](#) if you need to reinstall those stand-alone apps.)

4. This completes the download of Office to your device. To complete the installation, follow the prompts in the "Install Office" section below.

**Tip: Don't see an install option after signing in?** There could be an issue with your account. Select [Need help?](#) from above and review the solutions under **Account questions**.



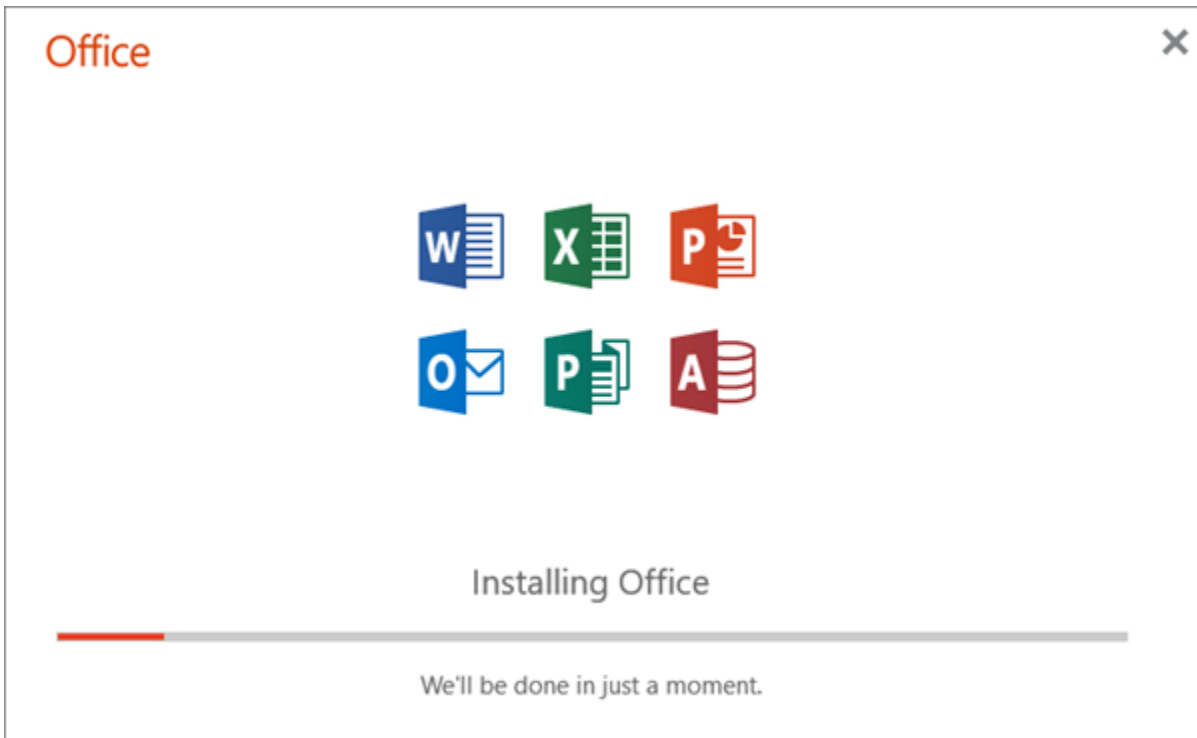
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### Install Office

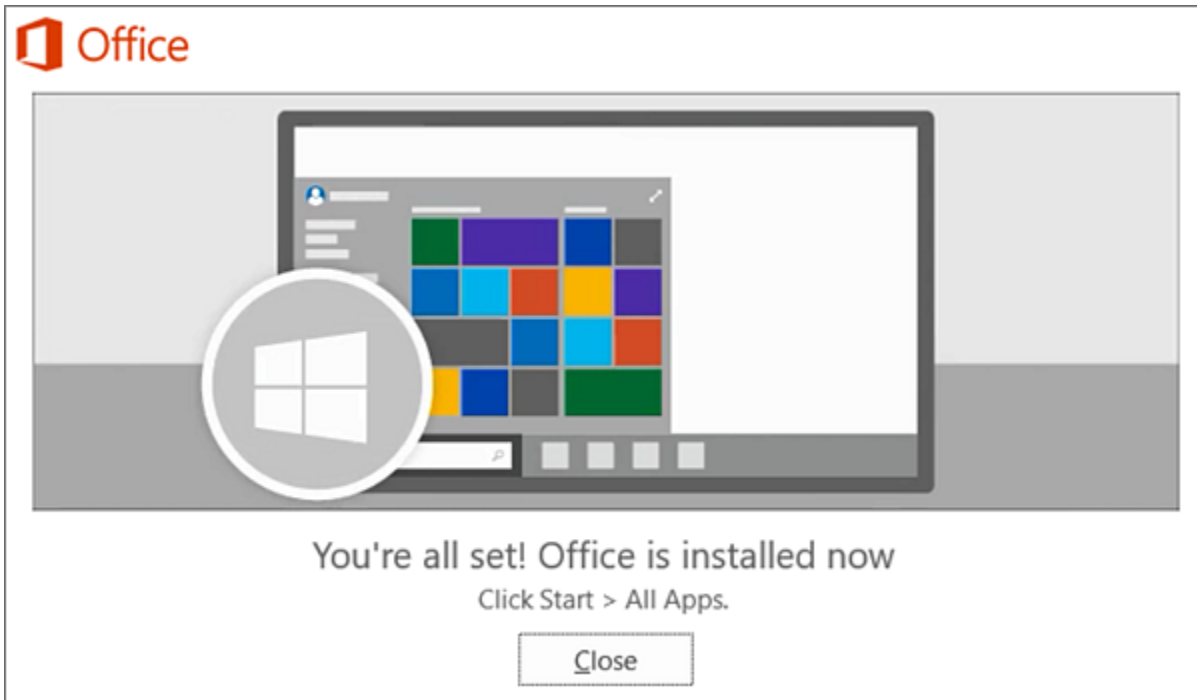
1. Depending on your browser, select **Run** (in Edge or Internet Explorer), **Setup** (in Chrome), or **Save File** (in Firefox).

If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?** select **Yes**.

The install begins.



2. 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 Office applications on your computer. Select **Close**.



### Installation or sign in issues?

If you're having an installation issue such as Office taking long to install, try [Need help?](#) for a list of common issues.

### Activate Office

1. To open an Office app, select the **Start** button (lower-left corner of your screen) and type the name of an Office app, like **Word**.

If you have Windows 8.1 or 8.0, type the name of an Office app on the **Start** screen. [Can't find your Office apps?](#)

2. To open the Office app, select its icon in the search results.
3. When the Office app opens, accept the license agreement. Office is activated and ready to use.

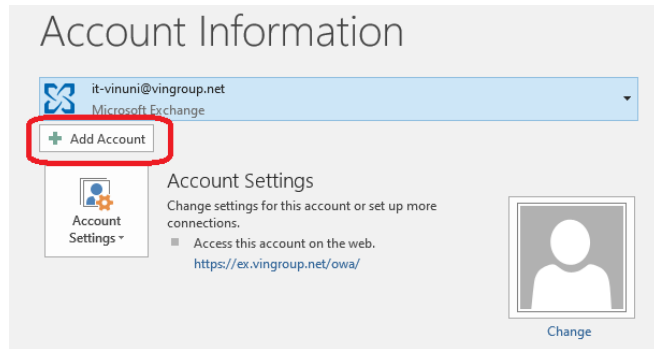
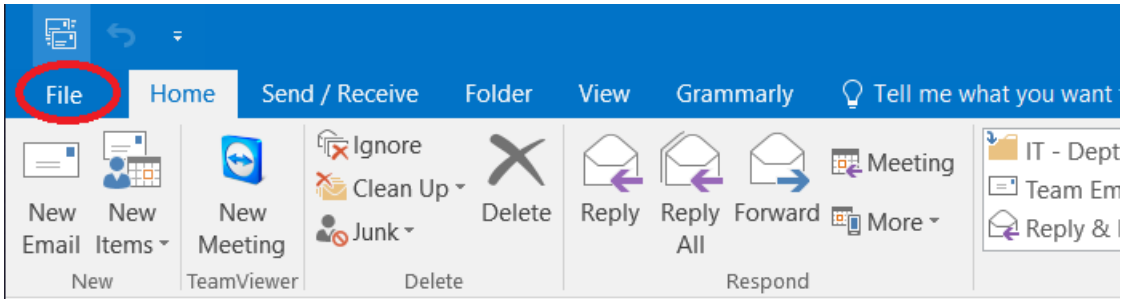
**Note:** The Activation Wizard appears if Office has trouble activating. Complete the steps in the wizard to finish activating Office.





Section III: How to add new email account to your Outlook application on Desktop

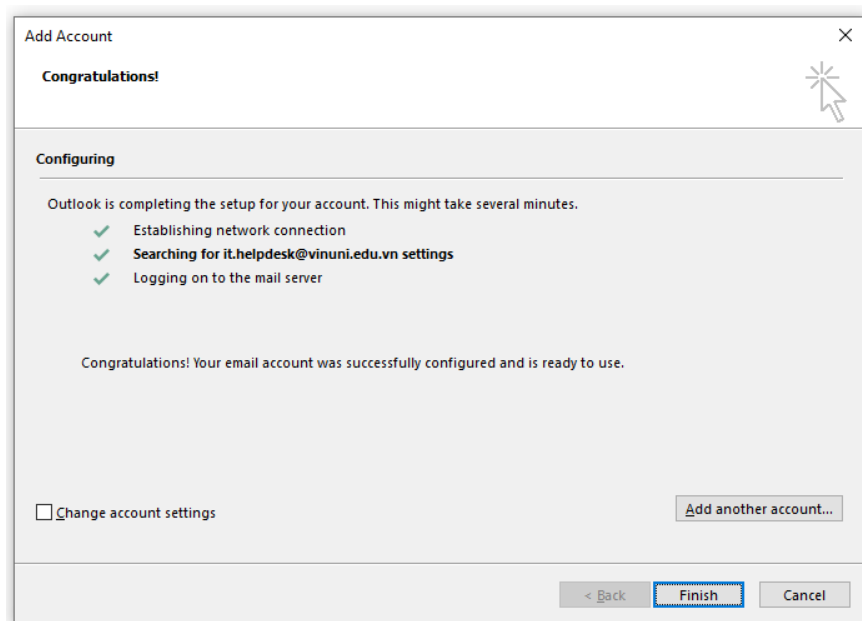
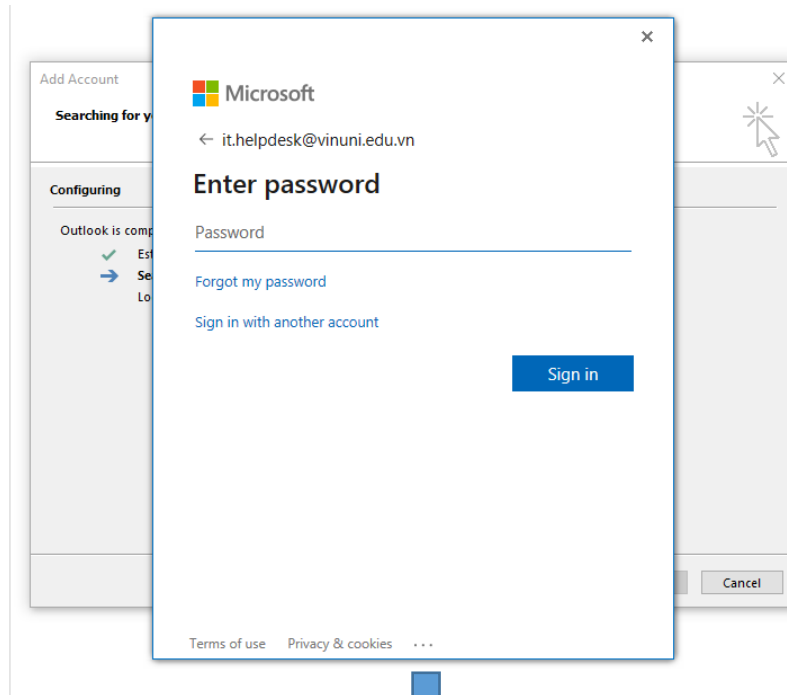
From the Outlook app Choose "File"



The screenshot shows the 'Add Account' dialog box. The 'Auto Account Setup' section is selected, with the sub-option 'E-mail Account' chosen. The fields are filled with the following information:

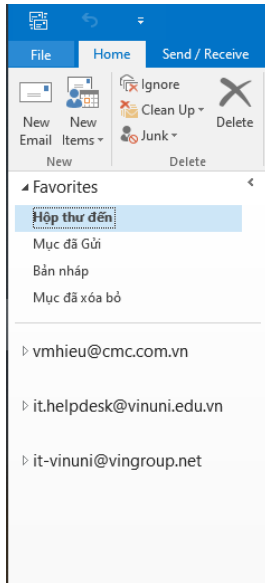
- Your Name: IT- VinUni (Example: Ellen Adams)
- E-mail Address: it.helpdesk@vinuni.edu.vn (Example: ellen@contoso.com)
- Password: [Redacted]
- Retype Password: [Redacted]

At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.



Click Finish then restart Outlook. Done!



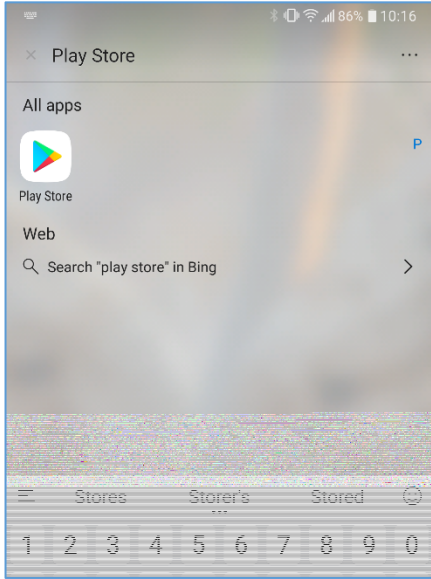


Look to the left, your new email account should be here already.

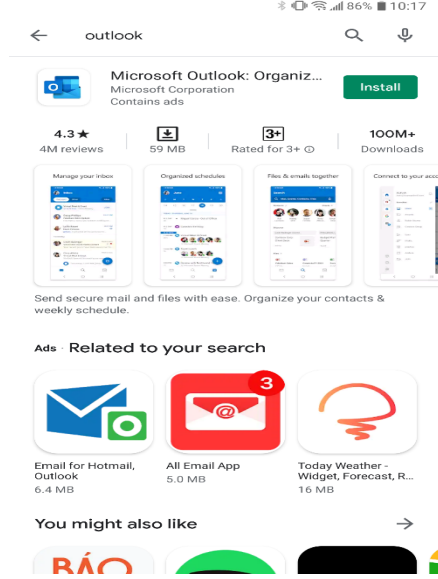


Section IV. How to use Outlook in Mobile

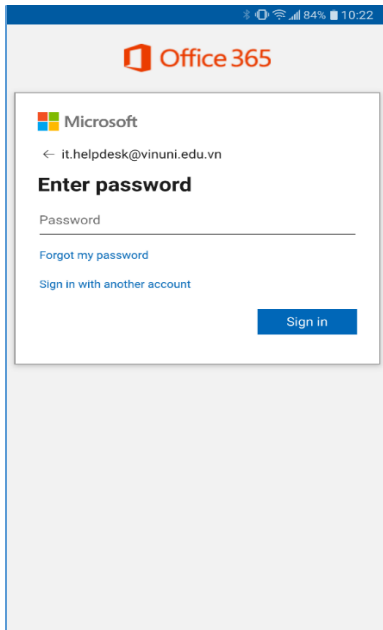
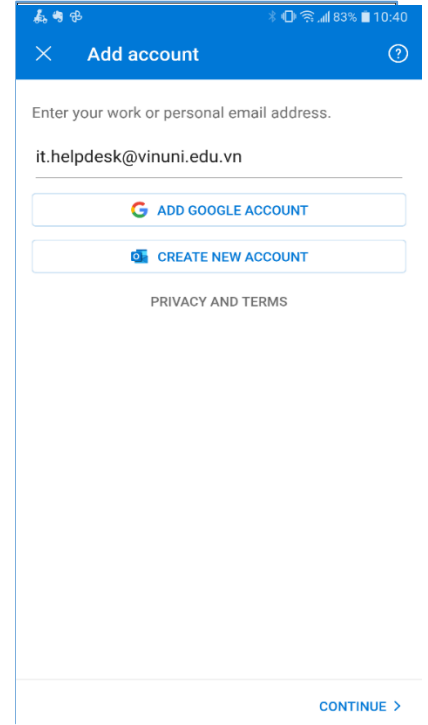
The instruction below is on Android device, but it is also similar to iOS



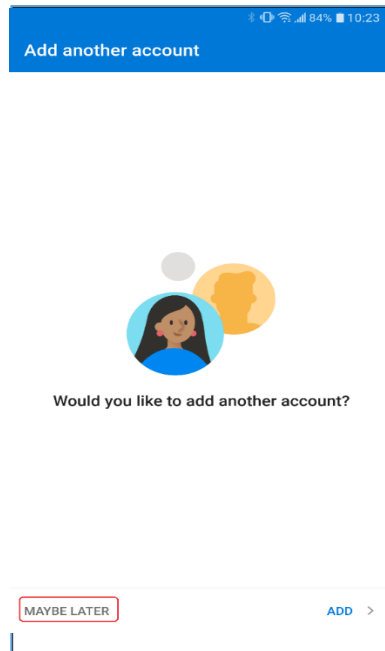
Open Play Store or CH Play



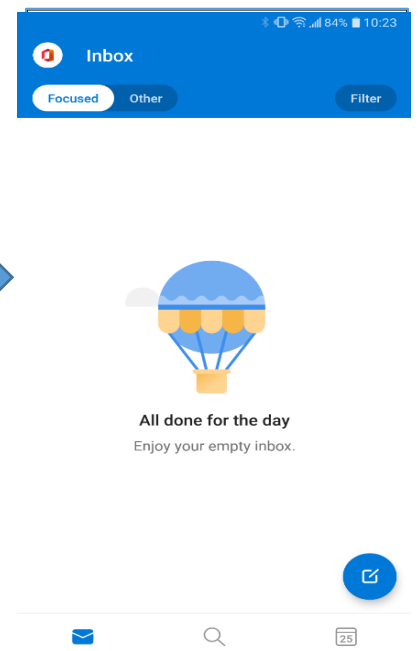
Search Outlook then install it.



Enter password



Click "Maybe Later" to finish!



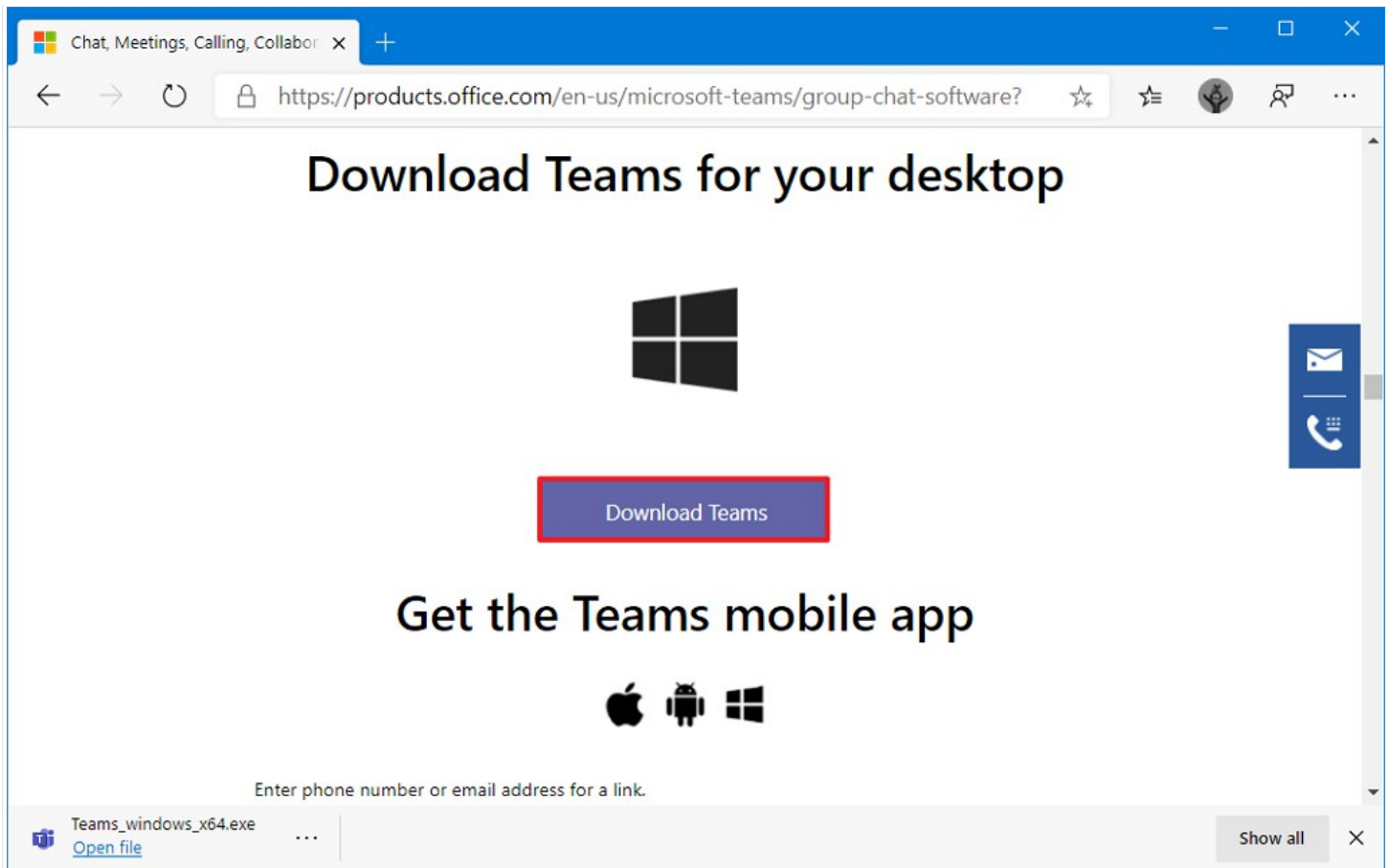
DONE!



**Section V: Install Team on your Desktop**

Before you install Teams on your Windows computer, you must check to see that it's not already installed. Go to the **Start** menu and select Microsoft Teams. If Teams is already installed, you're all set! Otherwise, follow the directions below.

1. Open the Microsoft Team page: <https://teams.microsoft.com/downloads>
2. Scroll down and click the Downloads Teams button.

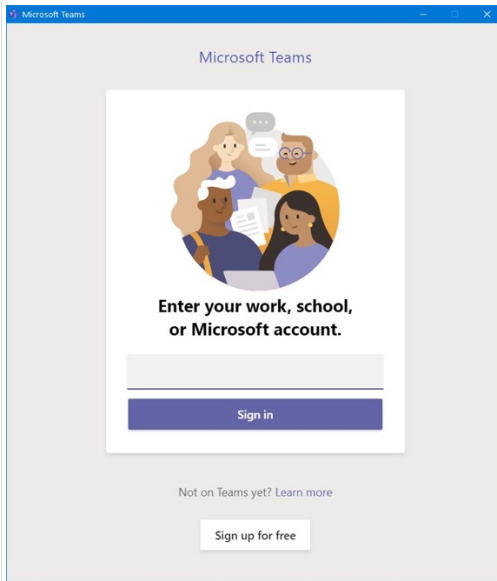


Microsoft Teams download

3. Save the installer on your device.
4. Double-click the installer to begin the set up.
5. Sign in with your vinuni (@vinuni.edu.vn) email account.



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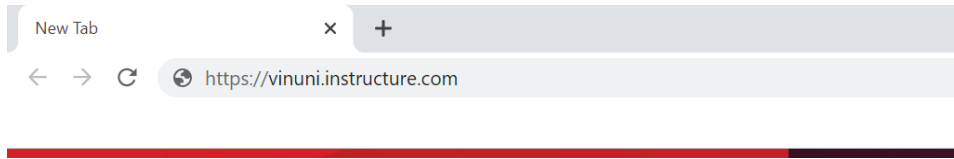
Once you complete the steps, Microsoft Teams will install, and you can start interacting with other students and professors.



# VINUNIVERSITY

## SECTION VI: LOGIN CANVAS LMS WITH OFFICE365 ACCOUNT

**Step 1:** Open your internet browsers (New Microsoft Edge, Chrome, Firefox are recommended) and type in: <https://vinuni.instructure.com>



You will be redirected to VinUni Account Login page below:

- Fill in with your VinUni Account (for example: [tuan.ba@vinuni.edu.vn](mailto:tuan.ba@vinuni.edu.vn)) and password then click Sign-In (click yes in the following message should you like to stay signed-in)

 <b>Sign in</b> test.student1@vinuni.edu.vn <a href="#">Can't access your account?</a> <a href="#">Sign-in options</a> <input type="button" value="Next"/>  Welcome to VinUni Office 365 Portal	 ← test.student1@vinuni.edu.vn <b>Enter password</b> ..... <a href="#">Forgot my password</a> <input type="button" value="Sign in"/>  Welcome to VinUni Office 365 Portal	 test.student1@vinuni.edu.vn <b>Stay signed in?</b> Do this to reduce the number of times you are asked to sign in. <input type="checkbox"/> Don't show this again <input type="button" value="No"/> <input type="button" value="Yes"/>  Welcome to VinUni Office 365 Portal
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The screenshot shows the Canvas LMS dashboard. At the top, there is a notification: "You have been invited to join Passport to Canvas as a student" with "Decline" and "Accept" buttons. Below this is a "Welcome to Canvas!" message: "You've enrolled in one or more courses that have not started yet. Once those courses are available, you will see information about them here and in the navigation on the left side. In the meantime, feel free to sign up for more courses or set up your profile." The main content area is titled "Dashboard" and features a "PASSPORT TO CANVAS" card with the text "Quick Start Guide for Students" and "SHARE | APPLY | ELEVATE". The left sidebar contains navigation links for Account, Dashboard, Courses, Calendar, Inbox, Studio, and Help. The right sidebar shows "To Do" (Nothing for now) and "Recent Feedback" (Nothing for now) with a "View Grades" button.