

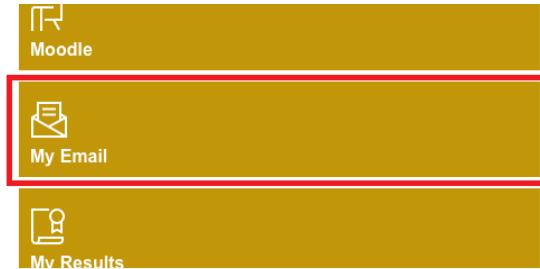
Student Guide to using Office 365

Checking your Student Email

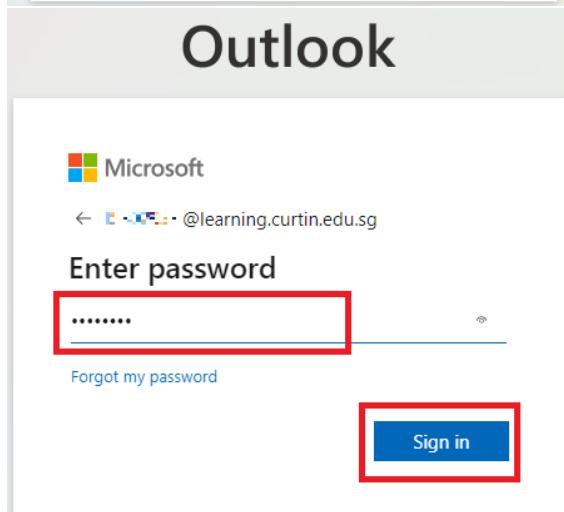
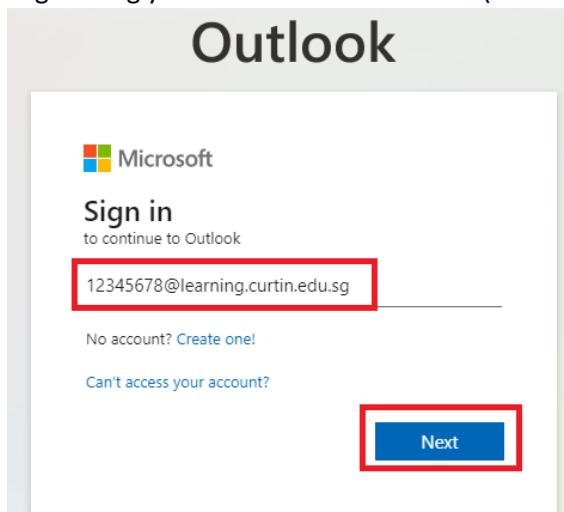
1. Login to Axis.
2. Go to Study Essentials.

Home **Study Essentials** Services & Support

3. Click on "My Email".

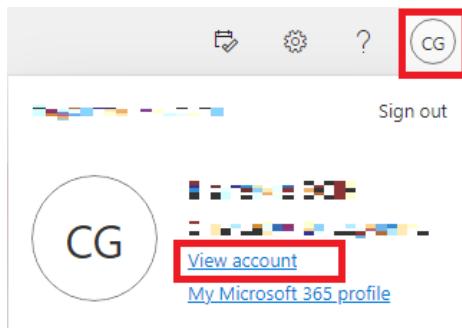


4. Login using your Student Email Address (<StudentID>@learning.curtin.edu.sg) and Password.



Installing Microsoft Office 365 Suite

1. Once logged in to your Student Email, click on your initials on the top right corner, and click on “View Account”.



2. Find the “Office Apps” and click on “Manage”.

Office apps



Install and manage Office applications

MANAGE >

3. Click on “Install Office”, the installer will start to download.

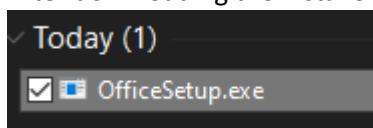
Office apps & devices

You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

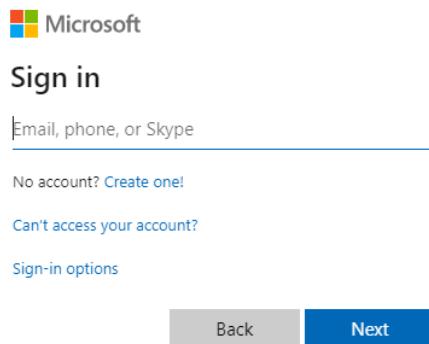
Install Office

View apps & devices

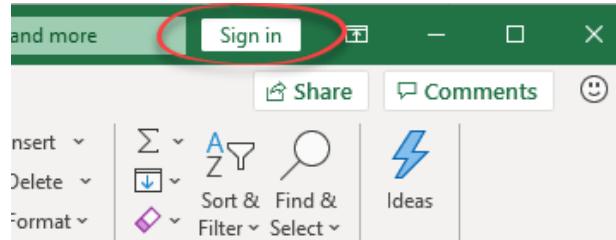
4. After downloading the installer, double click on it to start the installation process.



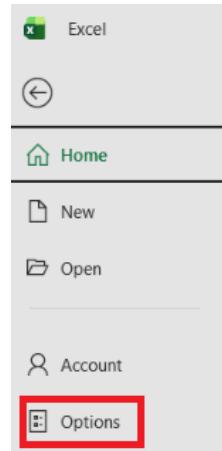
5. After Installation, open any of the office applications. When prompted for your sign in to activate the windows license, use your email address <StudentID>@learning.cutin.edu.sg and password.



Or alternatively click on the “Sign In”, and enter your email address and password.



6. (Optional) Setting Office 365 default language to English, click on “Options”.



7. (Optional) Click on “Language”, “English”, “Set as Preferred”, “OK”. The Microsoft Office 365 will be in English.



Adding your Student Email to a 3rd Party Email Client

These are the settings to be configured in your 3rd Party Email Client (non-Outlook Clients).

Setting	IMAP (incoming)	SMTP (outgoing)
Server Name	outlook.office365.com	smtp.office365.com
Port Number	993	465 or 587
Encryption Method	SSL/TLS	STARTTLS
Authentication Method	OAuth2	OAuth2
Username	StudentID@learning.curtin.edu.sg	StudentID@learning.curtin.edu.sg

You can find more detailed information on setting up from Microsoft Website at the URL shown below.

<https://support.microsoft.com/en-us/office/set-up-office-apps-and-email-on-android-6ef2ebf2-fc2d-474a-be4a-5a801365c87f>