

# Student Guide to using Office 365

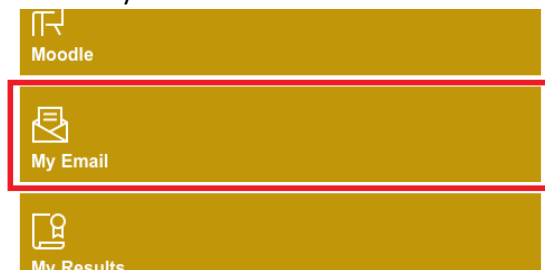
## Checking your Student Email

1. Login to Axis.

2. Go to Study Essentials.

Home **Study Essentials** Services & Support

3. Click on “My Email”.

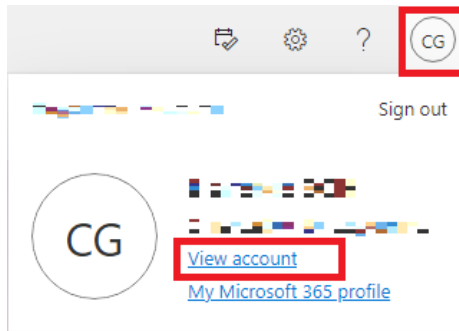


4. Login using your Student Email Address (<StudentID>@learning.curtin.edu.sg) and Password.

Two screenshots of the Outlook login interface. The top screenshot shows the 'Sign in' page with the email address '12345678@learning.curtin.edu.sg' entered in the text field and the 'Next' button highlighted with a red border. The bottom screenshot shows the 'Enter password' page with the password field masked with dots and the 'Sign in' button highlighted with a red border. Both screenshots have the Outlook logo at the top.

## 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.

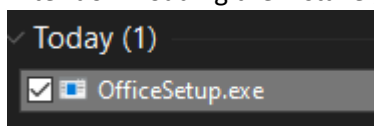
### ↓ Office apps & devices

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

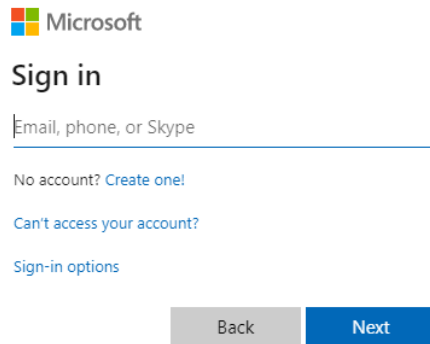
**Install Office**

View apps & devices

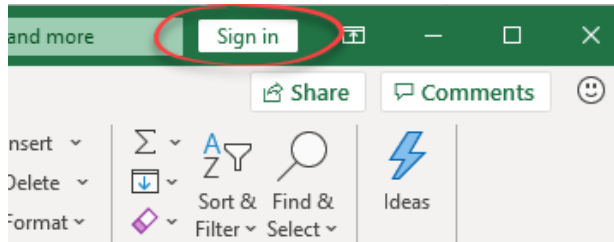
4. After downloading the installer, double click on it to start the installation process.



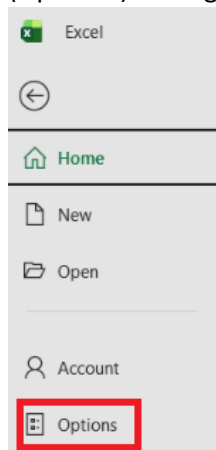
5. After Installation, open any of the office applications. When prompted for your sign in to activate the windows license, use your email address <StudentID>@learning.cutin.edu.sg and password.



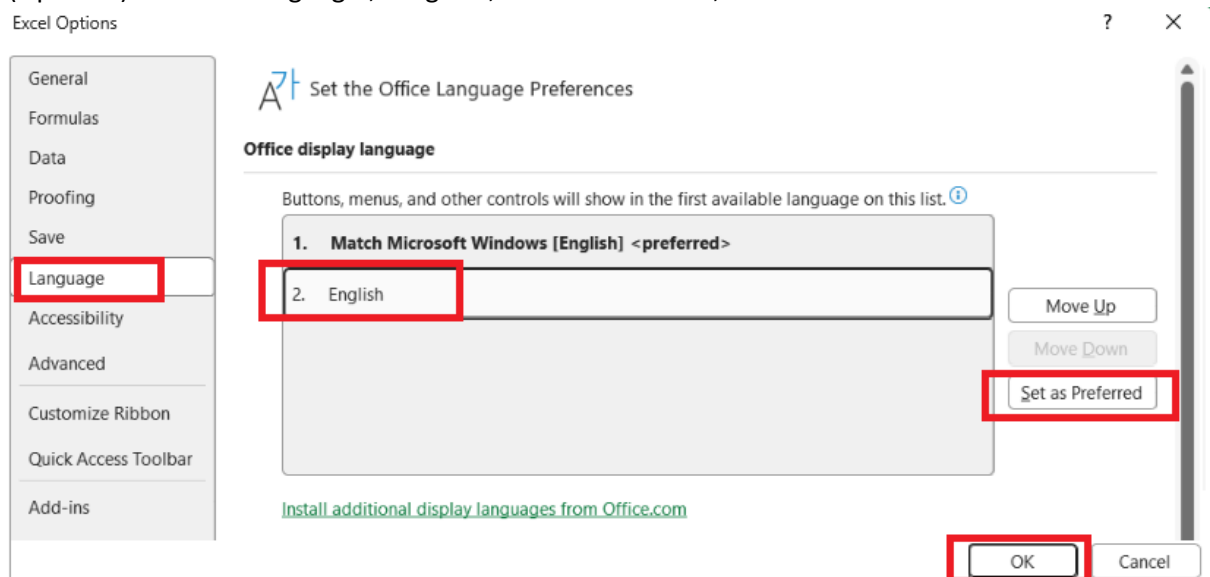
Or alternatively click on the "Sign In", and enter your email address and password.



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 3<sup>rd</sup> Party Email Client**

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

<b>Setting</b>	<b>IMAP (incoming)</b>	<b>SMTP (outgoing)</b>
<b>Server Name</b>	outlook.office365.com	smtp.office365.com
<b>Port Number</b>	993	465 or 587
<b>Encryption Method</b>	SSL/TLS	STARTTLS
<b>Authentication Method</b>	OAuth2	OAuth2
<b>Username</b>	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>