

Microsoft 365

During the entire period of your studies or employment, students and employees are provided with Microsoft 365 licenses, which allow you to install and use Office 365 applications (such as Word, Excel, PowerPoint, etc.) on **up to 5 different devices (e.g., computers, tablets, smartphones, etc.)**. You can activate the programs using your institutional email address and password.

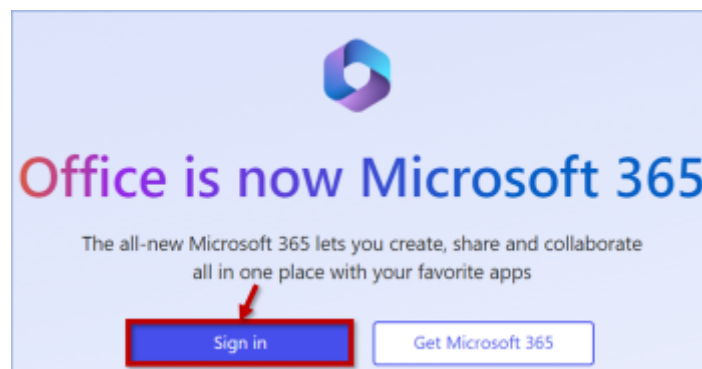
Microsoft 365 Installation Guide



Microsoft 365 does not work on computers with Windows 7 or Windows 8 operating systems.

Main installation steps:

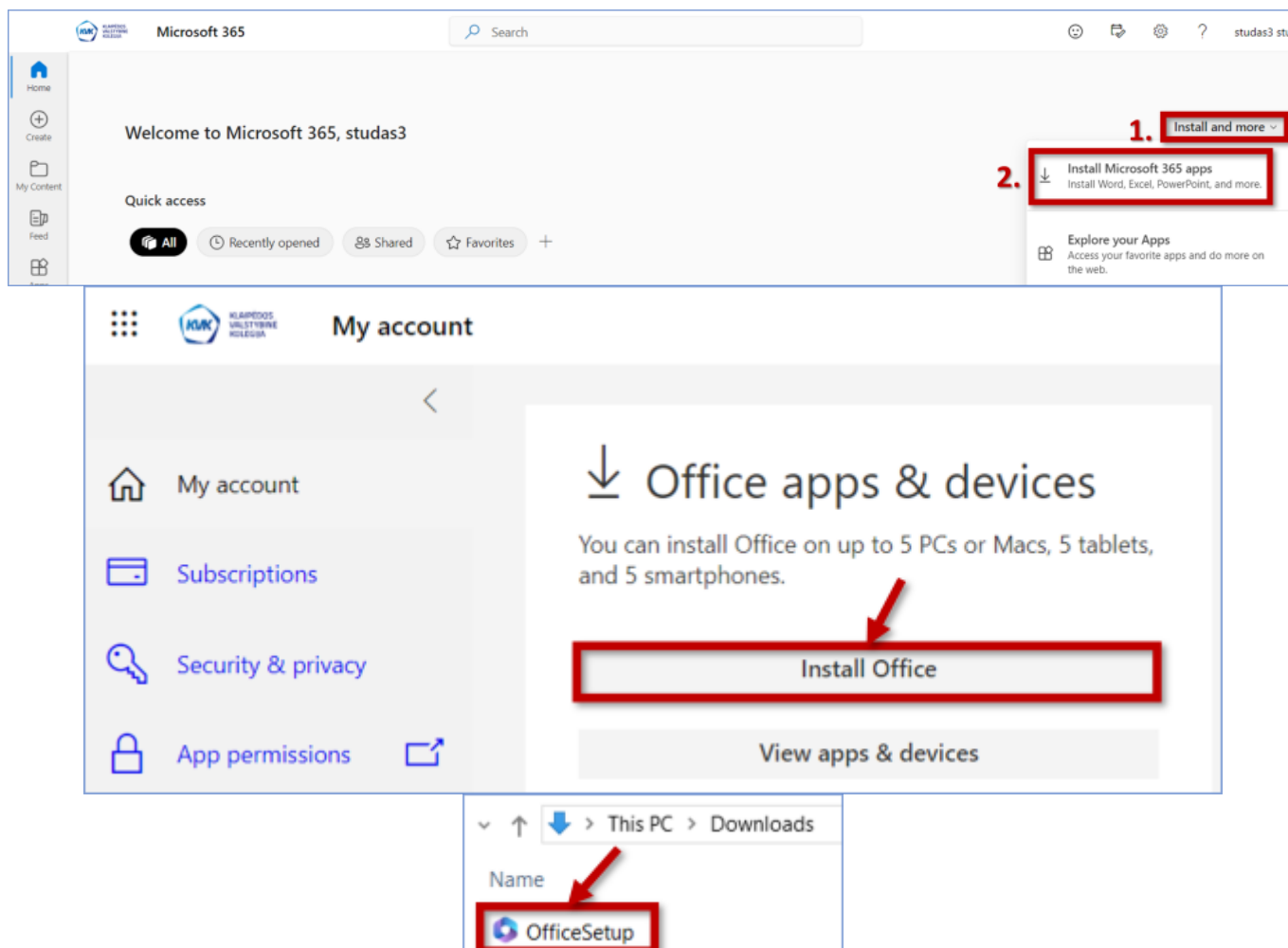
1. Open the [Office.com](https://office.com) website in your web browser and click **“Sign in”** to log in to the **Microsoft 365 portal**.



2. Then, enter your institutional user credentials.

3. After logging in with your account, click **“Install and more”**.

4. Select **“Install Microsoft 365 apps”**. In the window that opens, click **Install Office** and choose where the installation file will be downloaded on your device. Clicking on the downloaded installation file will begin the installation of Microsoft 365 applications.



Information Regarding Add-ins Installation in Microsoft 365 Applications

At this time, KVK users are prohibited from installing add-ins themselves in Microsoft 365 applications. If you need a specific add-in, please email its exact name and the person(s) who should have access to it to **itcentras@kvk.lt**.

Why Are Microsoft 365 Applications Not Working? Why Can't I Install Microsoft 365 Applications?

If you try to activate Microsoft 365 applications downloaded and installed from other sources using your institutional credentials, the activation will fail, and you will not be able to use the applications.

If the installation is not working, it may be because another version of Microsoft 365 applications is

already installed on your computer. These should be removed. The best way to completely remove Microsoft 365 installations is by using the **Microsoft 365 uninstall support tool**, which can be downloaded from here **(Option 2)**:
<https://support.microsoft.com/en-us/office/uninstall-office-from-a-pc-9dd49b83-264a-477a-8fcc-2fdf5d-bf61d8>.

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<https://www.vikis.kvk.it/> - **KVK Vikis**

Permanent link:

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Last update: **2024/08/09 12:50**

