Steptouse Microsoft office Offline.

- 1. Open your browser and navigate to the website: <u>https://www.office.com/</u>
- 2. Click the "Sign In" button as indicated in the screenshot.



3. Enter your login ID (e.g., username@iitbhu365.onmicrosoft.com) and click "Next."



4. Type in your password and click "Sign In."



5. Once you have logged in successfully, click on the "Install and More" option (Dropdown), as shown in the image below.

a a litera ane in	an marana ang kana an		\frown
Welcome to	Microsoft 365	(Install and more -
Recommended		•	
			3

6. Next, click on "Install Microsoft 365 apps."

0	P Search	G	8	0	?	Ram Lakhan Pras	- 63
	Coming Soon! The Microsoft 365 app will become the Microsoft 365 Copilot app with a new URL m365 clo more capabilities. Learn more	ud microsoft. E	njay the	same a	pp with	access to	×
D Cieber	Welcome to Microsoft 365				Instal	I and more ~	
D Loren		± "	stall Mi	crosoft I Literat, Pi	965 app swerPtdr	is 1. and more.	
Co Declare	Recommended	EB Å	xplore y	our App Isovite	6 apos and	l do more un	

7. In the "My Account" tab, under "Office apps & devices," click on "Install Office."

III My account			?	Rem Leichen Prinsel (187)
K My account	Utice appr & devices You can install Office on up to 5 PCs or Macs. 3 tables, and 5 smallphones.	Subscriptions Verify what products and licenses you have.		
🔍 Security & privacy				
A Appendian C	View apps & devices	Wew subscriptions		

8. Choose file location and click on the save button

-

O Save As			×
← → ✓ ∧ Back to Pictures (Alt	+ Left Arrow)	∨ C Search Music	Q
Organize • New	folder		≣ • ?
🛓 Downloads 刘	Name	# Title	Contributi
📒 Documents 🖌	office2021		
🔀 Pictures 🖌	•		
🕑 Music 🛛 🖈			
🕨 Videos 刘	•		
New			
File name:	OfficeSetup		~
Save as type: A	Application		~
∧ Hide Folders		Save	Cancel

Now, open the downloaded Office setup file and install it on your desktop. Sign in with your login ID and password (e.g., username@iitbhu365.onmicrosoft.com) to start using the Office apps.
