



## Install Office 365 ProPlus on Windows PCs

*(This user guide suits Windows 10 the best and applicable to Windows 8 or 8.1 with slight difference.)*

The installation consists of 2 parts:

- A. [Installation Guide](#)
- B. [Product Activation](#) *(Sometimes you might find the product is automatically activated right after the installation, esp. for re-installation cases.)*

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### **Alerts before Your Installation**

Please note that you should

- Remove other Office versions on the same PC before installation to avoid compatibility issues;
- NOT install Office 365 ProPlus (click-to-run) on your office PCs if they are installed with Office 2010 / 2013 / 2016 already. Otherwise, you will find compatibility issues and will not be able to use the applications you installed using Window installer method(MSI) such as Project or Visio.

Please check [System Requirements](#) to install Office 365 ProPlus.

Go to the next page to see the installation steps.



## A. Installation Guide

1. Log in CUHK Office 365 Portal [www.cuhk.edu.hk/o365](http://www.cuhk.edu.hk/o365).

### Staff

Login ID: [alias@cuhk.edu.hk](mailto:alias@cuhk.edu.hk)

Password: *OnePass Password*\*\*

### Students

Login ID: [Student-ID@link.cuhk.edu.hk](mailto:Student-ID@link.cuhk.edu.hk)

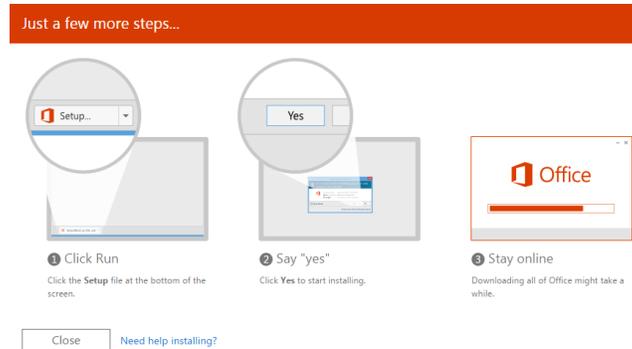
Password: *OnePass Password*

\*\* For staff having departmental MS Exchange (Outlook) accounts, you should use MS Exchange (Outlook) password to log in here. By [changing OnePass Password](#) after 12 May, 2016, you can then use OnePass Password to log in here and also departmental MS Exchange (Outlook) email.

2. Once login, Microsoft can tell what your device is. Please click **Install Now**.



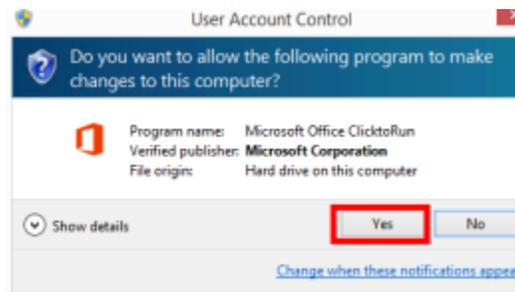
3. The download of the binary file starts and Microsoft's instruction pops out as below.



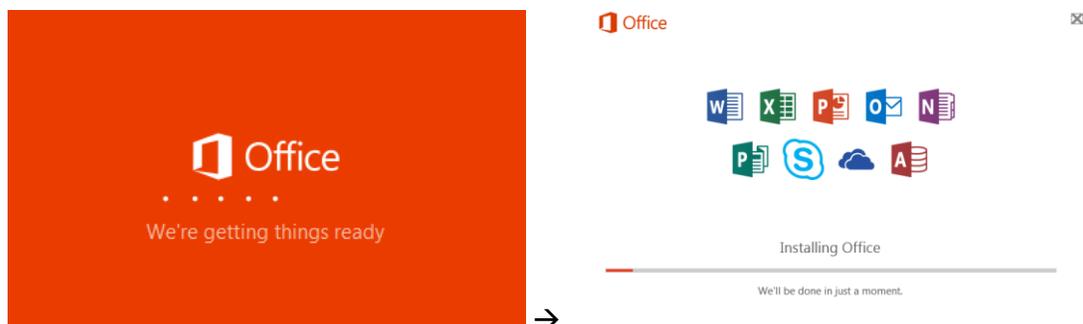
4. Open the downloaded file and click **Run**.



5. Click **Yes** when the following User Account Control Dialogue pops out.

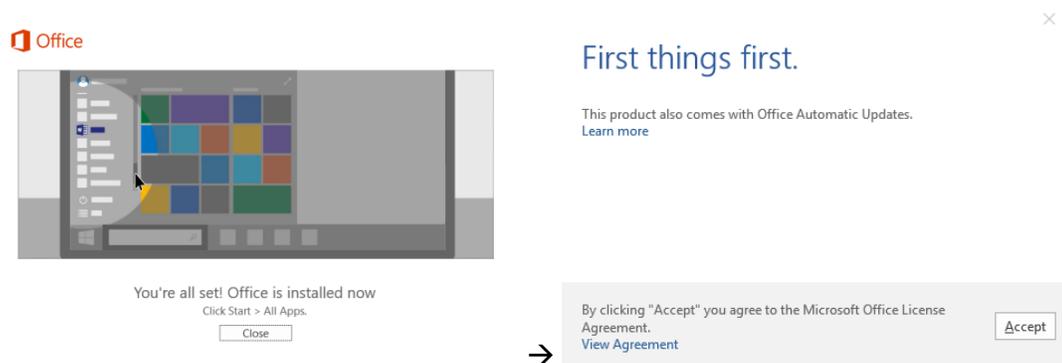


6. The installation starts with the progress shown as below.





7. When the download completes, a message pops out. Please click **Close** and **Accept** when you see the following:



8. You will see the following Office apps in your PC





## B. Product Activation

This part might not be necessary as sometimes, you might find the Office downloaded is activated automatically right after the installation. Otherwise, the following product activation window will pop out.

### 1. Enter your login ID and click **Next**

Login ID of Staff: [alias@cuhk.edu.hk](mailto:alias@cuhk.edu.hk)

Login ID of Students: [Student-ID@link.cuhk.edu.hk](mailto:Student-ID@link.cuhk.edu.hk)

## Sign in

Type the email of the account you would like to use to open "https://mycuhk-my.sharepoint.com".

Next

[Privacy statement](#)

### 2. You will be re-directed to CUHK Office 365 Portal. Enter your password.

@Link & CUHK Office 365

LOGIN

Sign in with your CUHK Office 365 account

Sign in



[About @Link & CUHK Office 365](#)



[Can't access your account?](#)

### 3. Upon successful login, your product is activated.