



MINISTERUL EDUCAȚIEI NAȚIONALE

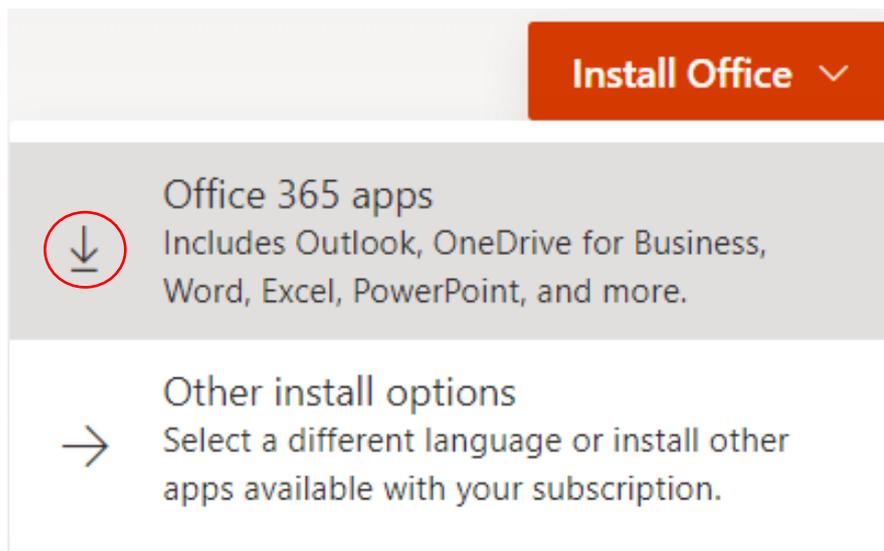
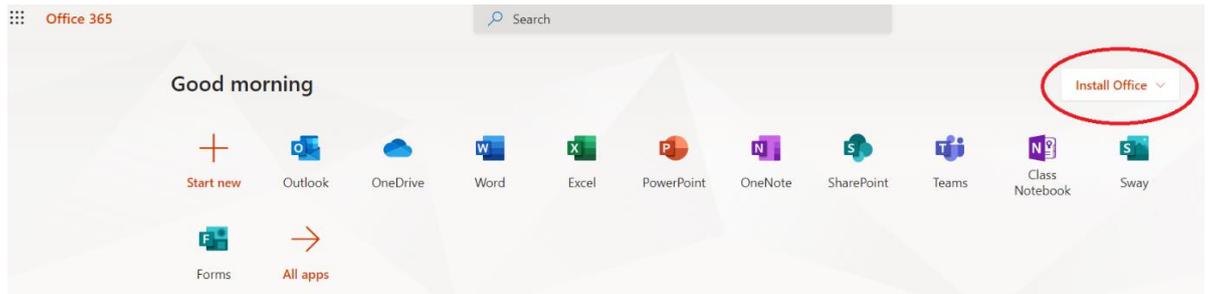
UNIVERSITATEA "TITU MAIORESCU" DIN BUCUREȘTI

Calea Văcărești nr. 187, sector 4, București, cod 040051

Tel.: 021 316 16 46, Fax: 021 311 22 97, e-mail: rectorat@utm.ro, www.utm.ro

## INSTALLING OFFICE 365

1. After you have accessed your account, you can install the Office 365 pack and, by default, the desktop version of Microsoft Outlook and Microsoft Teams as follows:



2. At the bottom, the right side, you will find the installation kit for Office, which you have to double-click, and the installation instruction will appear on the screen:



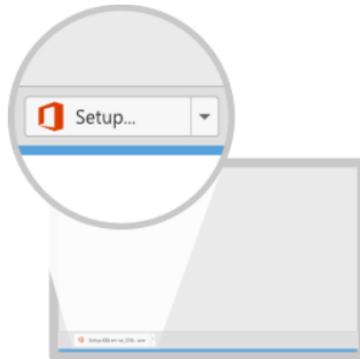
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Just a few more steps...



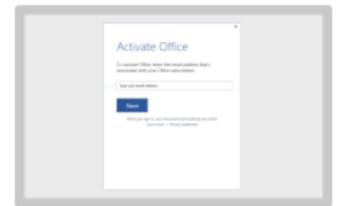
1 Click Run

Click the Setup file at the bottom of the screen.



2 Say "yes"

Click Yes to start installing.



3 Stay online

After installation, start Office and sign in with the account you use for Office 365: andreea.munteanu@univ.utm.ro.



If the device asks for the administrator permission to install, just click on Yes/ Da, as you can see in the instructions offered by Microsoft at step 2.

- The next step is to actually install Office 365 applications, which can take a few minutes, depending on your internet connection.



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Please stay online while Office downloads

We'll be done in just a moment.