

Microsoft Office 365

Login - Installation

Für die mobile Ansicht drehen Sie bitte das Gerät.



**Hochschule
Hof**

University of
Applied Sciences

If you have any questions please contact IT-Support:

Tel.: 09281 409 3666

E-Mail: it-servicedesk@hof-university.de





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Office 365 Login



For the first login please use your laptop and go to:

<https://portal.microsoftonline.com/>

enter your **username@hof-university.de**



Sign in

No account? [Create one!](#)

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

Back

Next

Enter your password (same as for Outlook or Moodle)



←

Enter password

[Forgot my password](#)

Sign in

Office 365 Login



Click on **Next**



██████████@hof-university.de

More information required

Your organization needs more information to keep your account secure

You have 14 days until this is required.

[Use a different account](#)

[Learn more](#)



Download or open the Microsoft Authenticator App
on your phone and press **Next**

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)



Office 365 Login



Press **Next** again

Microsoft Authenticator



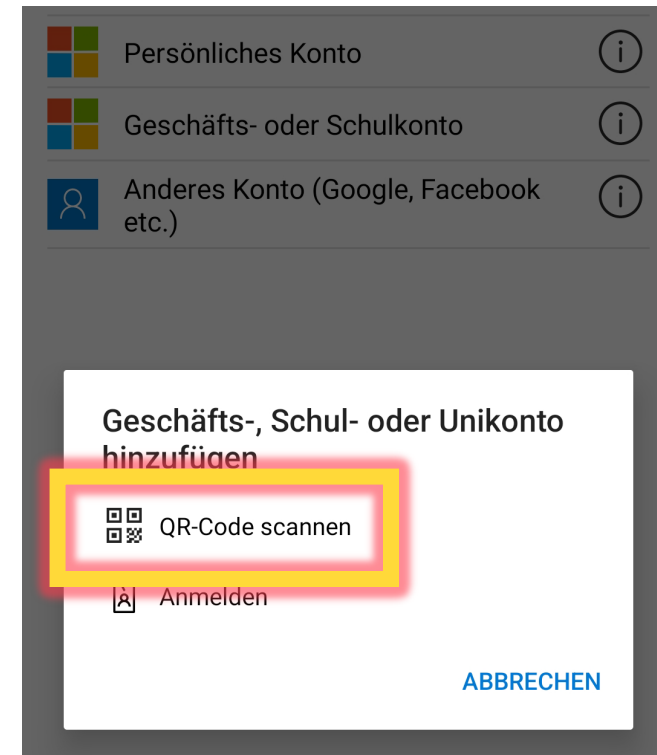
Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back

Next

In the App, click on the **+** icon in the top right and choose **work- or school account**. Then click **Scan QR-Code**.



Office 365 Login



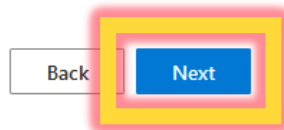
Scan the QR-Code with the authenticator app and press **Next**

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Remember the code displayed in your browser and switch back to the authenticator app.

Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

78

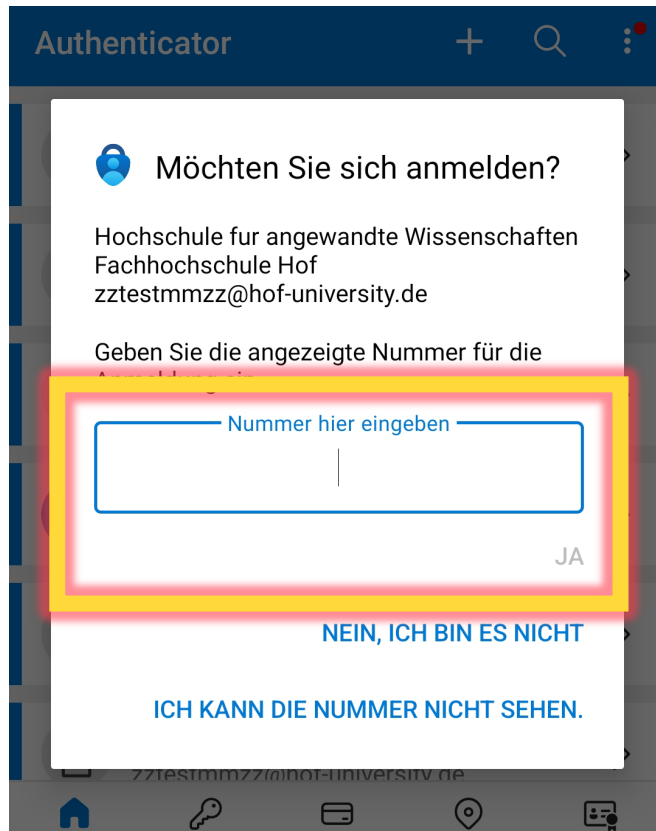
Back

Next

Office 365 Login



In the App you will be prompted to enter the code from your browser. Enter the code and press **Yes**.

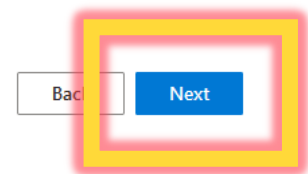


Press **Next**.

Microsoft Authenticator



✔ Notification approved



Office 365 Login




Press **Done**.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

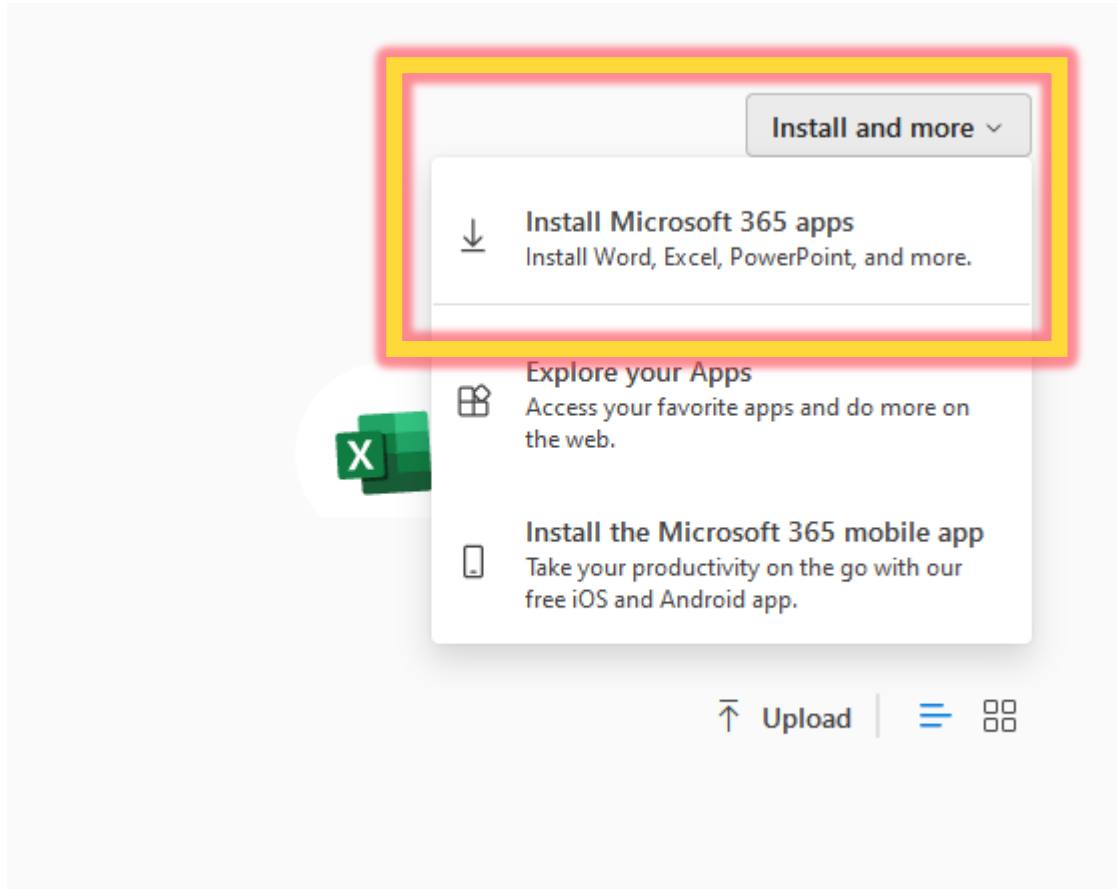
 Microsoft Authenticator



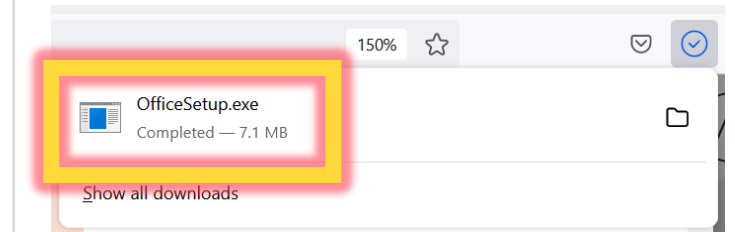
Office 365 Installation and Activation on Windows



To install the apps, please click **Install Apps** and then **Office 365-Apps**.



Now you can save the file and run it.



Office 365 Installation and Activation on Windows



The installation will now start.



We're getting things ready...

Please wait until the installation is finished.



Please stay online while Office downloads

We'll be done in just a moment.



Office 365 Installation and Activation on Windows



Press **Sign in or create account**.



Sign in to get started with Office

- ✓ Use your work, school, or personal Microsoft account information
- ✓ Create and collaborate with Word, Excel, PowerPoint, and Outlook
- ✓ Save and share documents across devices with OneDrive cloud storage



Sign in or create account

or I don't have a product key

Skip for now

Enter your **username@hof-university.de** and press **Next**.



Activate Office

amuster@hof-university.de

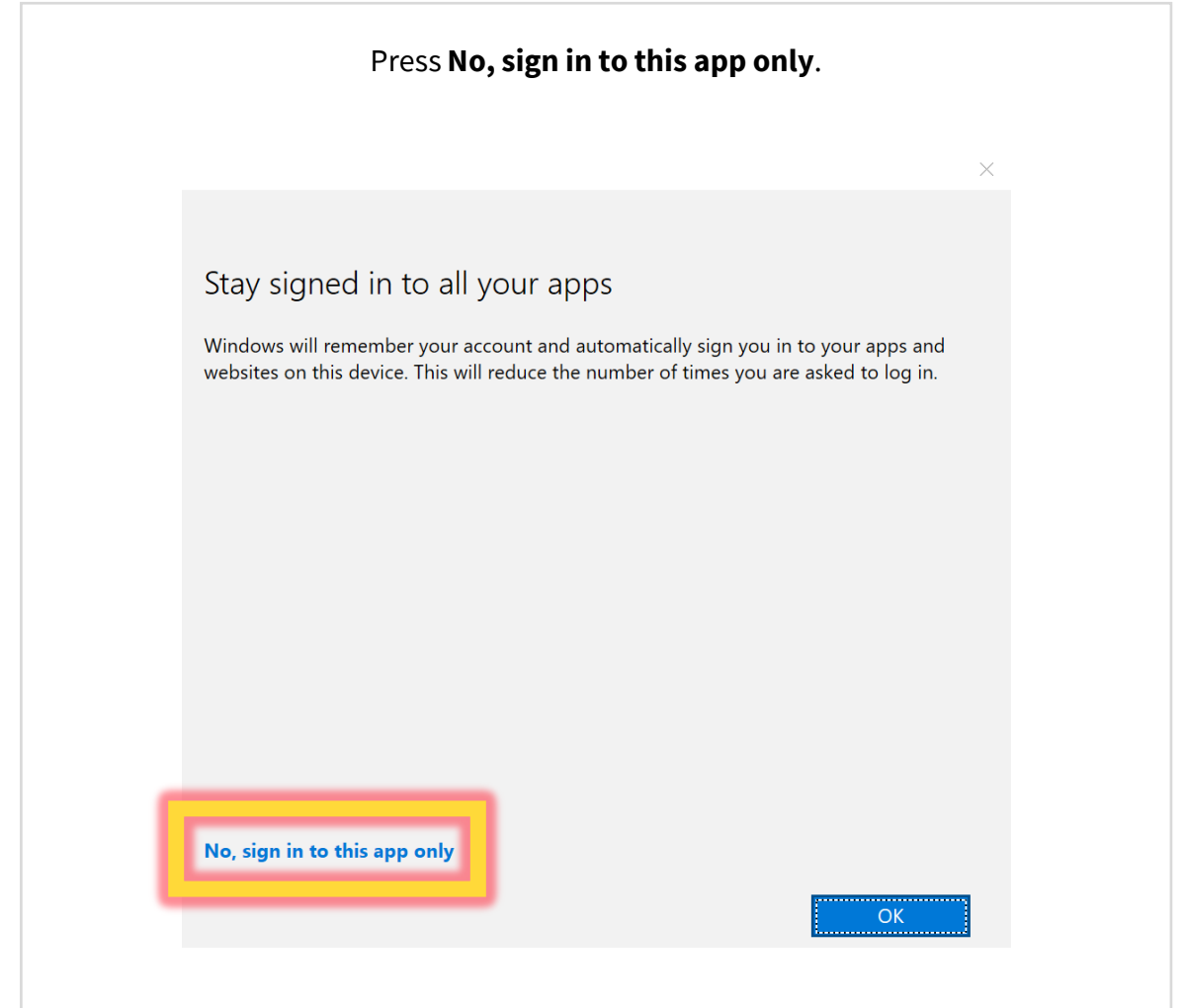
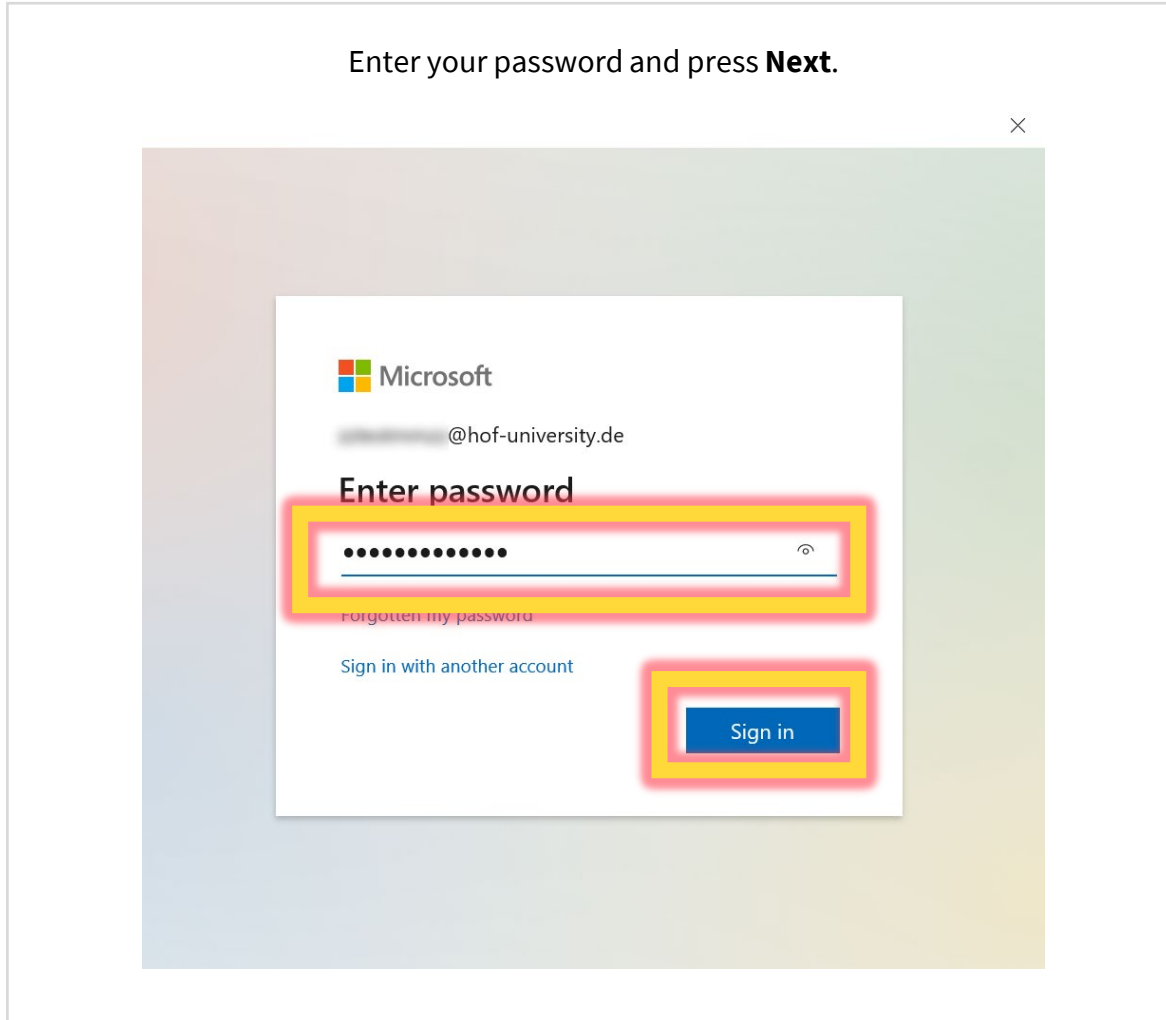


Enter a product key instead

No account? [Create one!](#)

Next

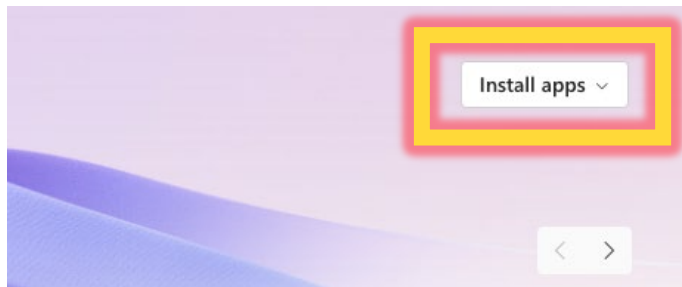
Office 365 Installation and Activation on Windows



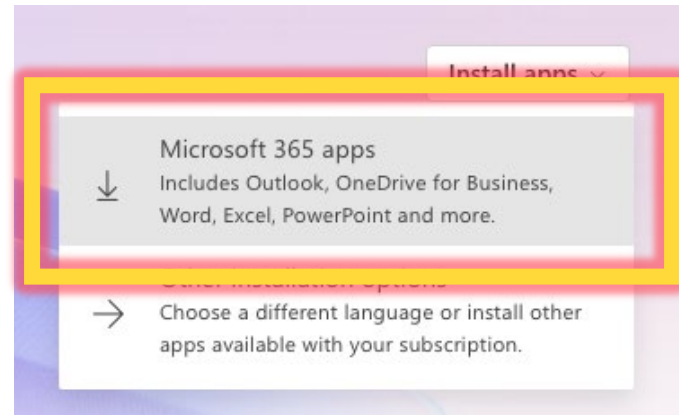
Office 365 Installation and Activation on MacOS



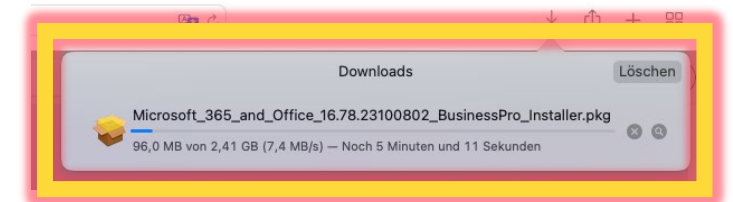
After logging in to <https://portal.microsoftonline.com/> please click **Install Apps.**



Next click on **Office 365 apps.**



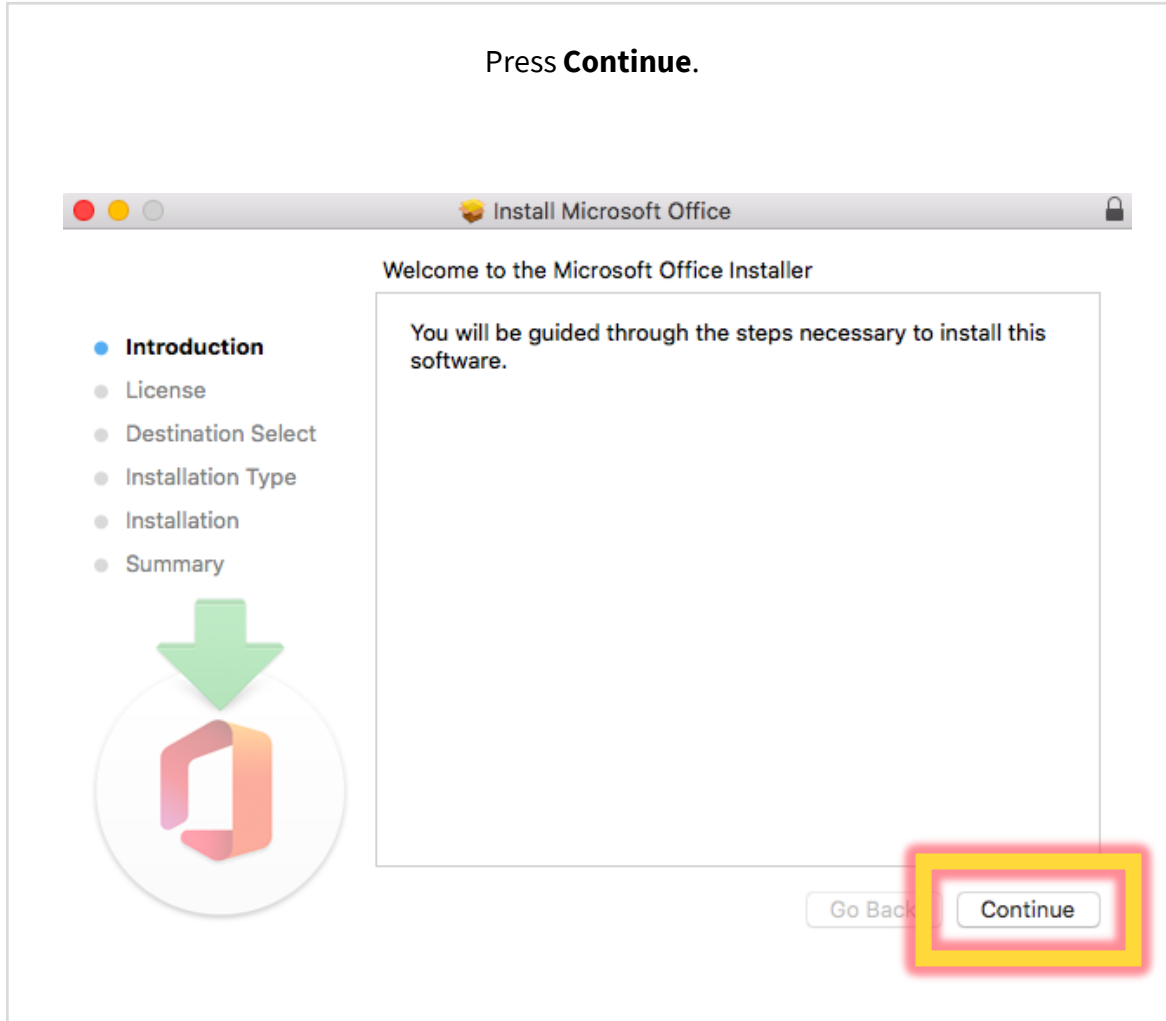
Run the downloaded file.



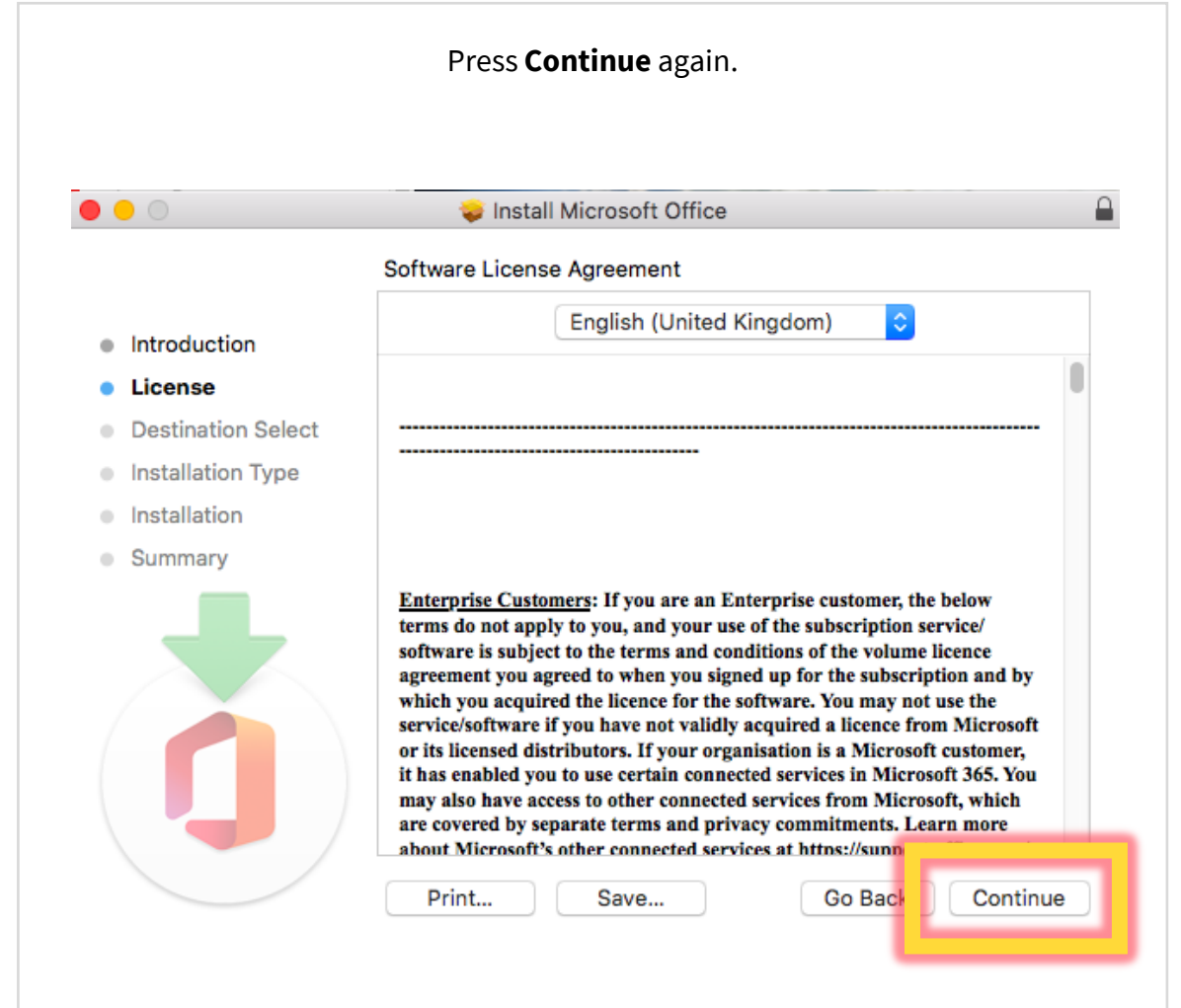
Office 365 Installation and Activation on MacOS



Press **Continue**.



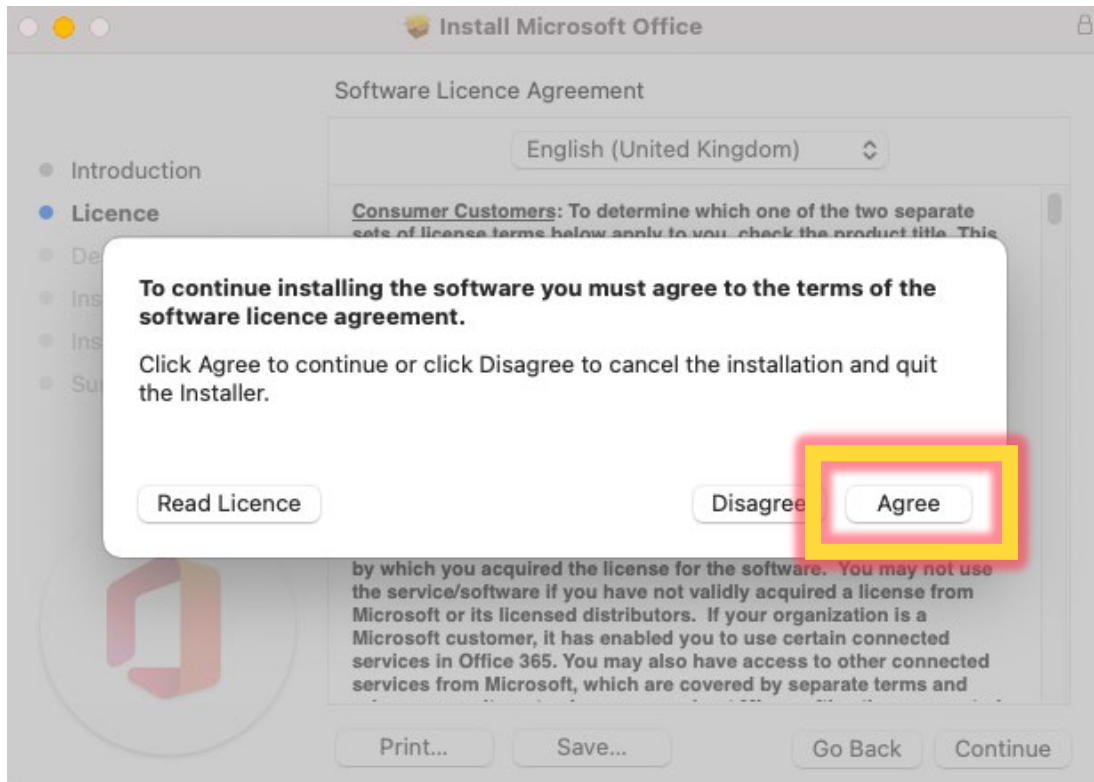
Press **Continue** again.



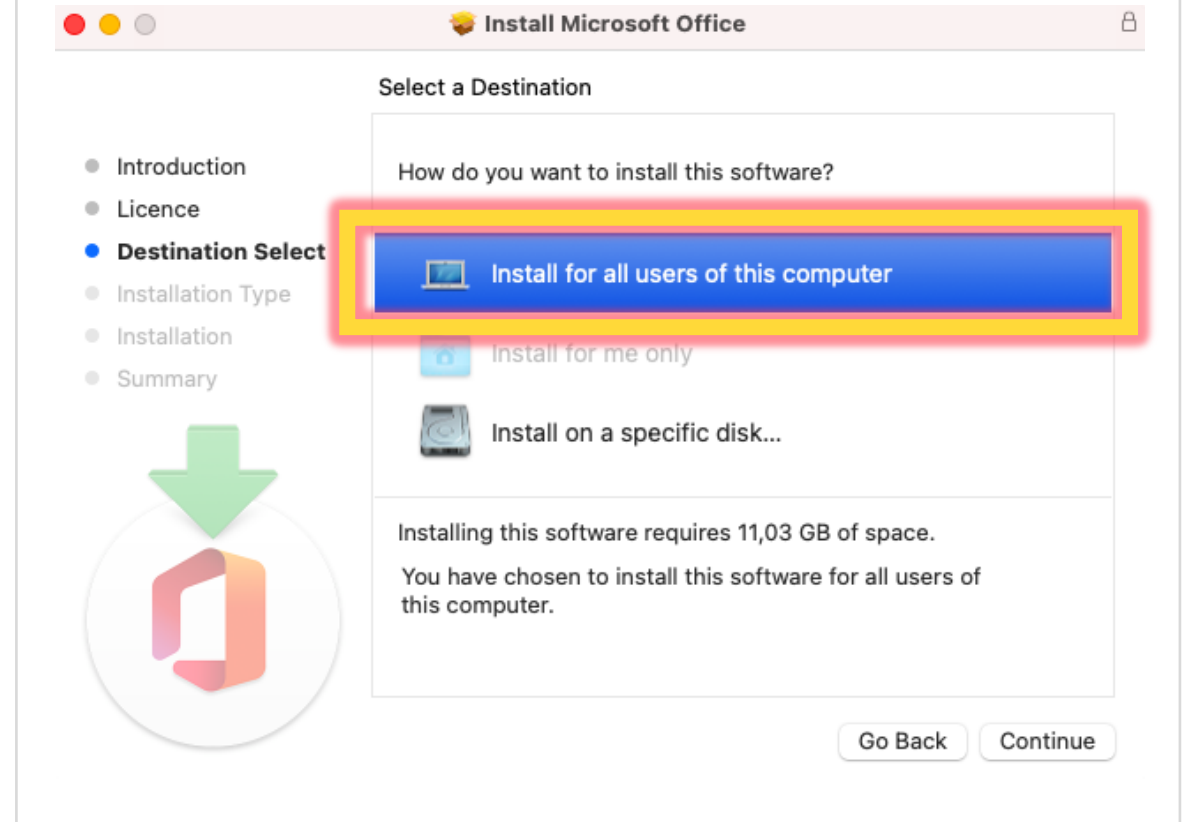
Office 365 Installation and Activation on MacOS



Press **Agree**.



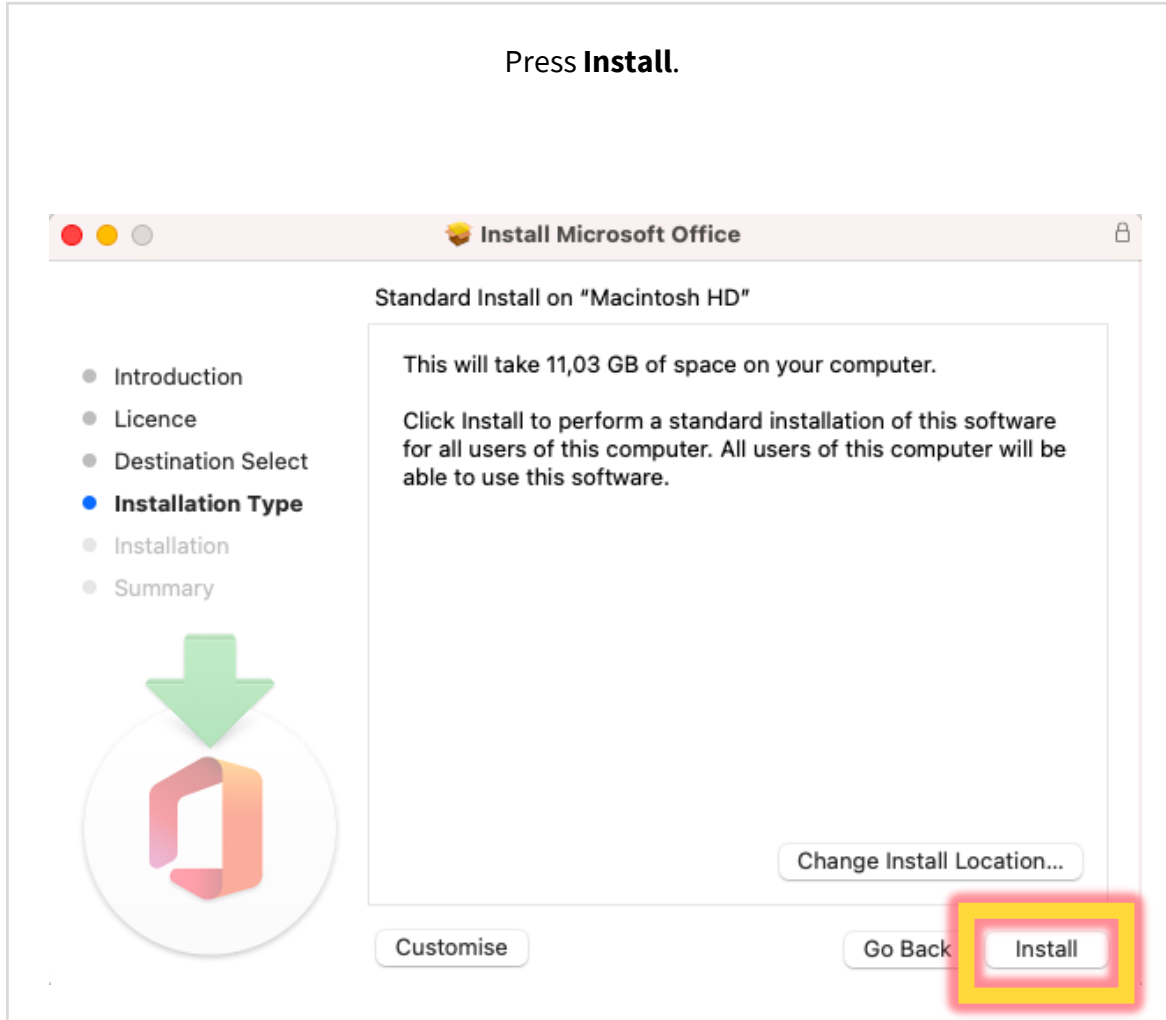
Here you can either install it just for your account or for all accounts on your computer. Press **Continue**.



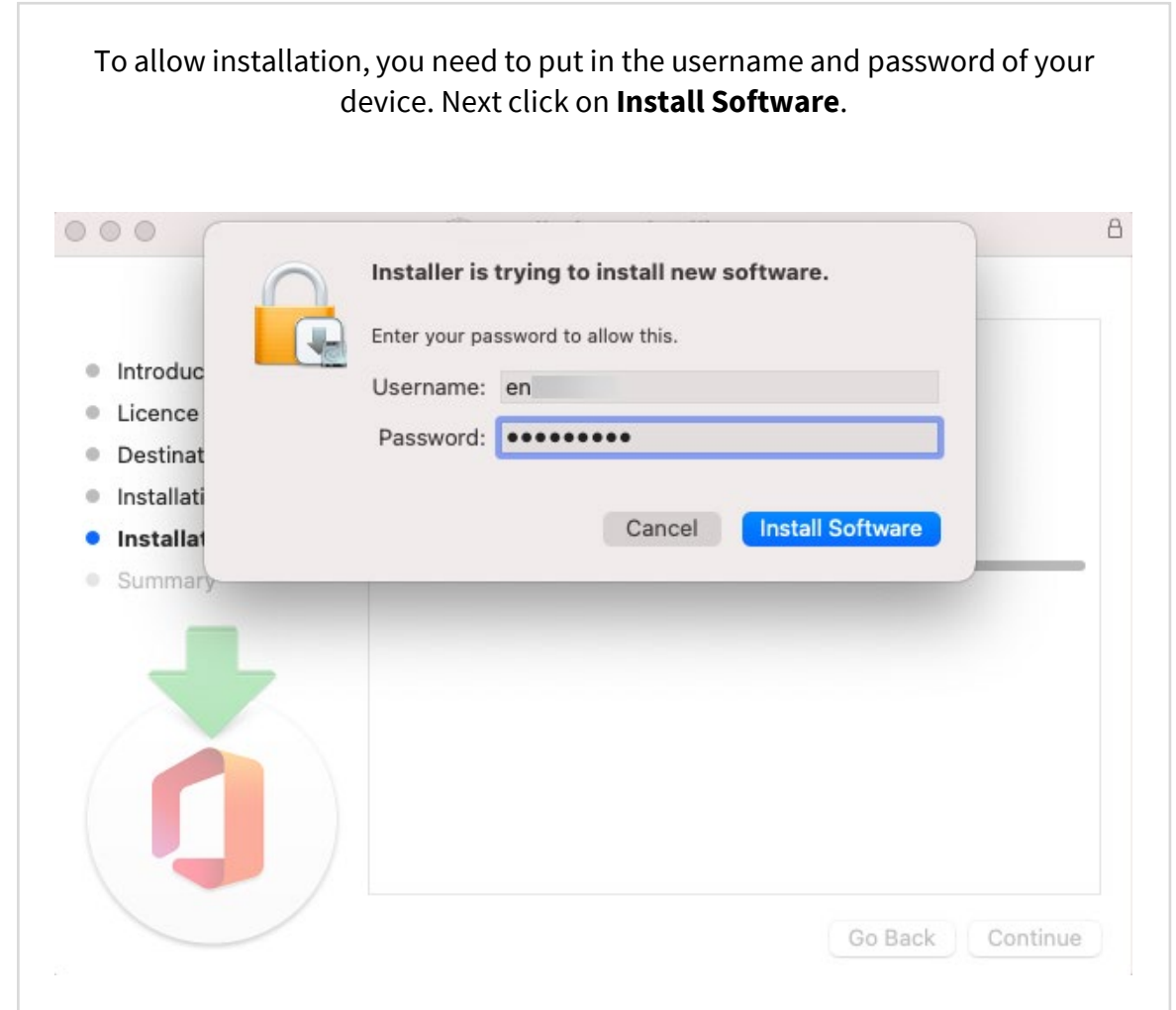
Office 365 Installation and Activation on MacOS



Press **Install**.



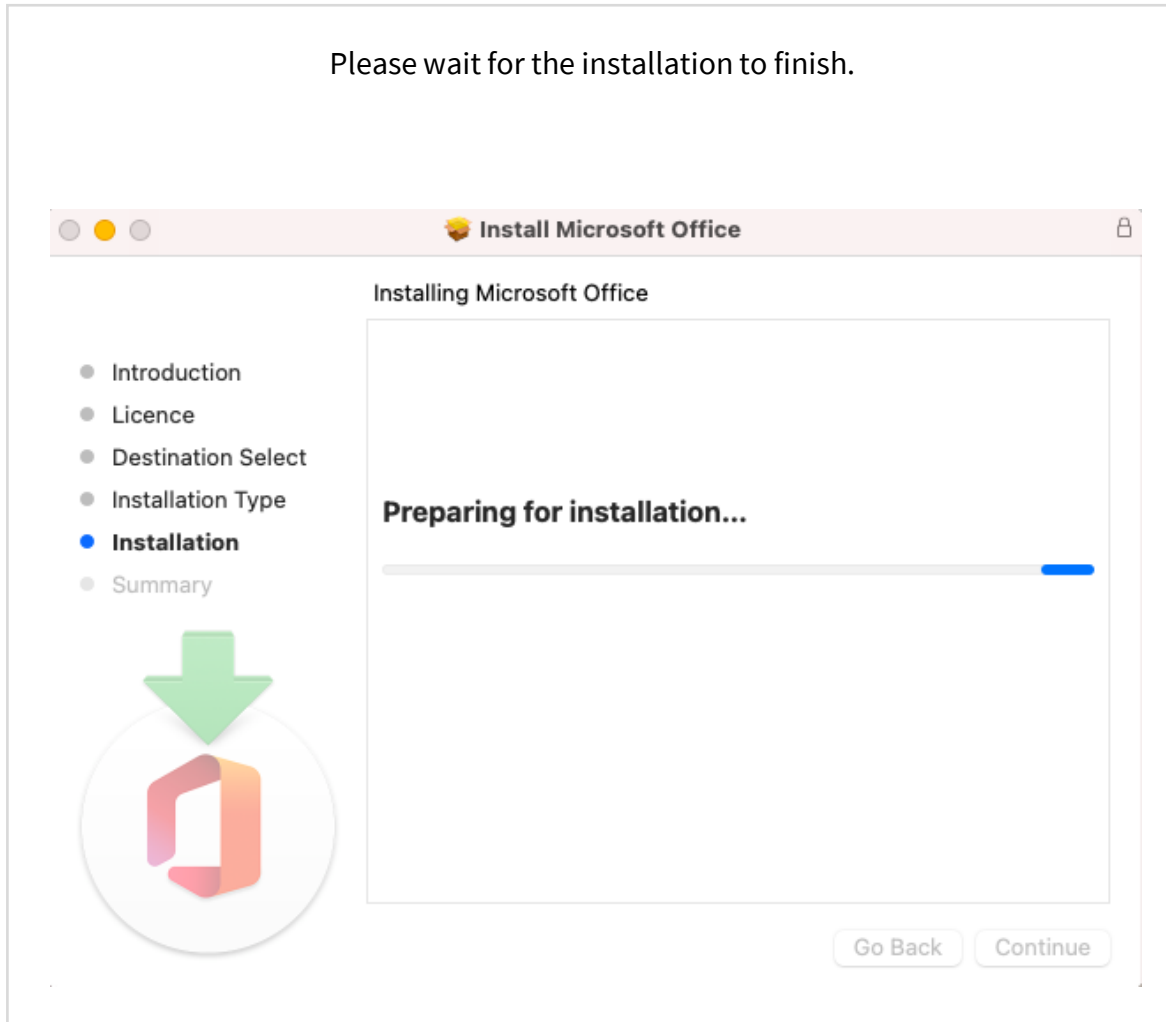
To allow installation, you need to put in the username and password of your device. Next click on **Install Software**.



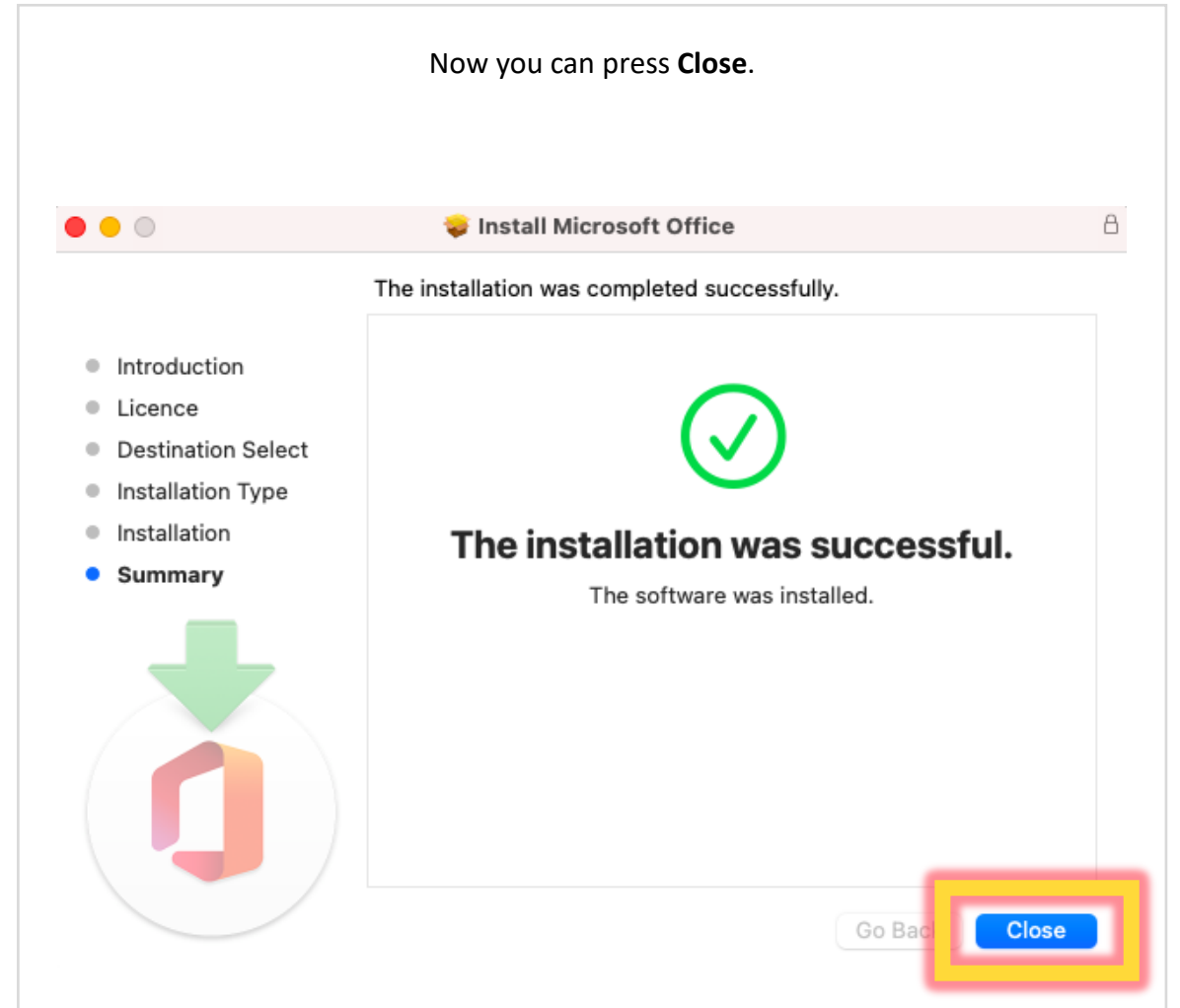
Office 365 Installation and Activation on MacOS



Please wait for the installation to finish.



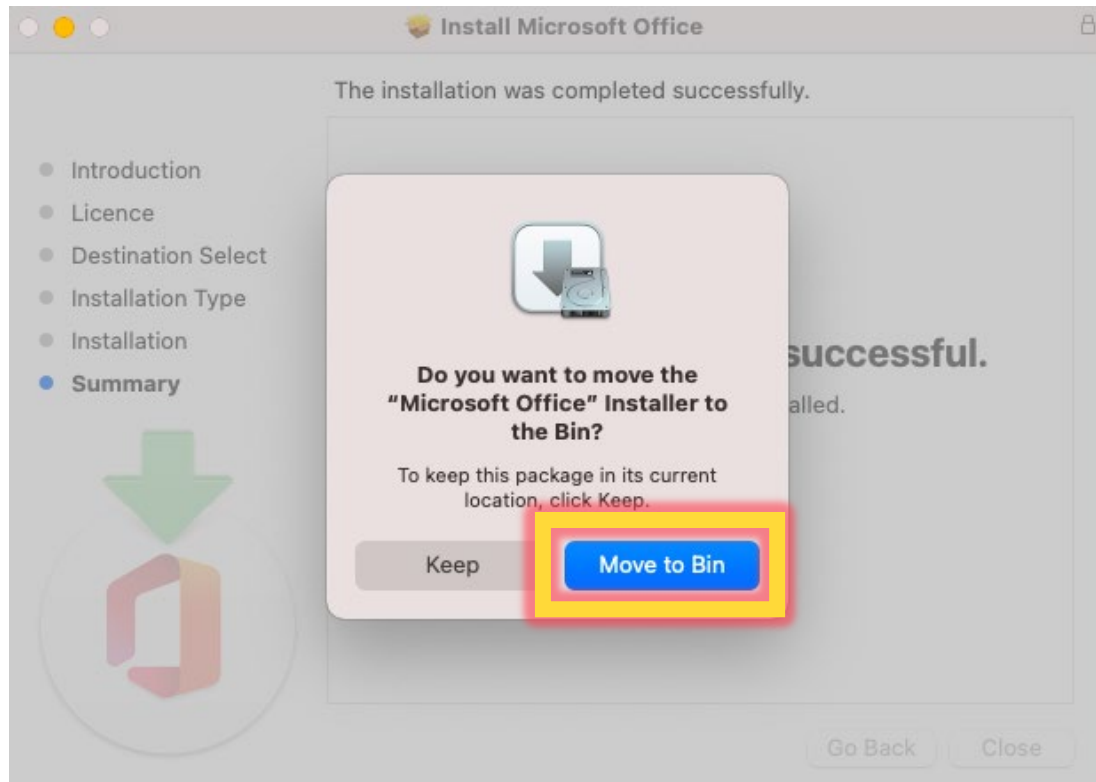
Now you can press **Close**.



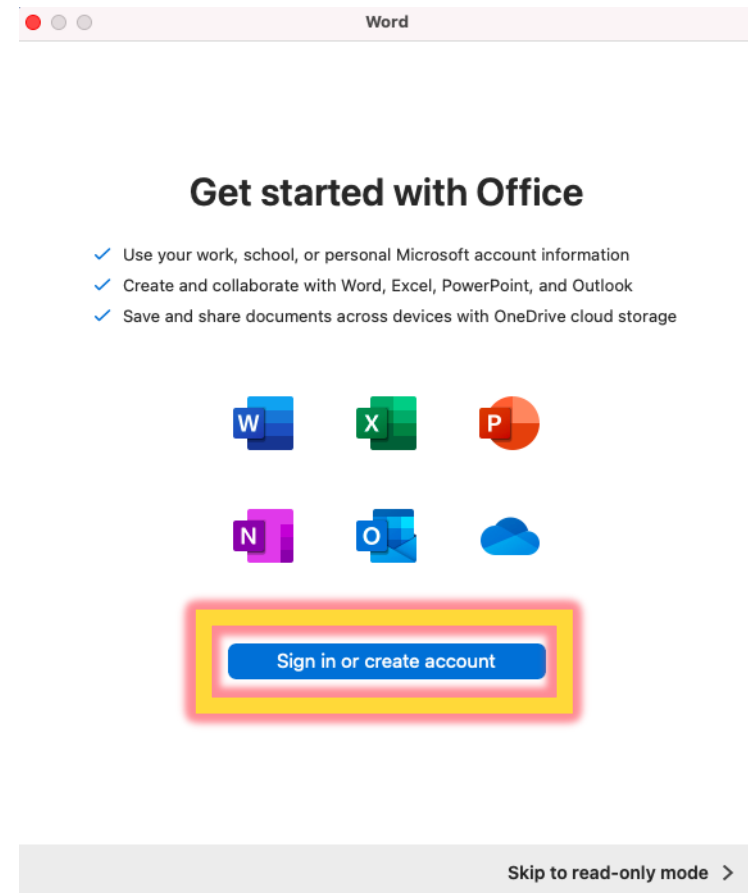
Office 365 Installation and Activation on MacOS



The installation file is now no longer needed. Press **Move to Bin**



To activate your licence, open any Office app and press **Sign in**



Office 365 Installation and Activation on MacOS



Enter your **username@hof-university.de** and press **Continue**.

Word

Microsoft

Sign in

amuster@hof-university.de

No account? [Create one!](#)

Next

©2023 Microsoft [Privacy statement](#)

Enter your password and press **Sign in**

Word

Microsoft

← nballe@hof-university.de

Enter password

Password

[Forgotten my password](#)

Sign in

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