

OFFICE 365

General Information

Office 365 provides common Microsoft Office tools to communicate and work with others in the cloud.

Office 365 users can work together, access web conferences and calendars or share documents from almost anywhere. Since all data are in the cloud, users can access all tools anywhere at any time. Furthermore, Office 365 ensures strict data security thanks to certified data centres in Europe working redundantly. Therefore, availability can be guaranteed in 99.9 % of the cases. Data protection regulations are met.

Instructions

You have to accept the declaration of consent (currently in German only) before you can start using Office 365. The following steps explain how to set up your Office 365 account.

1.

To get to
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go.hs-du
O365/.

2.

Enter your HSD account user name in the form of the e-mail address and the corresponding password. Click 'Ok'.

3.

To accept the declaration of consent, tick the box towards the end of the page and click 'Ok'.

Once you have accepted the declaration of consent, it can take up to two hours until your Office 365 account has been created. Only then can you log in as described below in steps 4 and 5.

4.

Go to <https://portal.office.com>.

5.

Enter your HSD e-mail address as user name and click 'Weiter' (next). You will be redirected to the HSD log in page automatically.

6.

Once redirected to the HSD log in page, enter your password and click 'Anmelden' (log in).

You have now successfully logged in to Office 365 and can use all features.

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Install Office 365

If you have followed the instructions above, you can now install Office 365 on your computer. Once installed, you can use all Microsoft Office tools off-line as well.

1.

Click 'Install Office'. A window will open. Click 'Office 365 apps'.

2.

A window will open. Click 'Save file'.

3.

You will find the file in the downloads folder of your browser. Double click on the file. The User Account Control will open. Click 'Yes' to confirm. Office 365 should now start installing on your computer.

Once successfully installed, you can log in using your HSD account user name and corresponding password. You can now use Office 365 offline on your computer.