

## Office 365 Installation Guide Office & Personal PCs

Students and educators at the University of Peradeniya can sign up for Office 365 Education, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. Use your valid Google Workplace email address (issued by the University) to get started today.

1. Visit www.office.com and click SIGN IN.

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2. Enter your G-Suite Email Address and click NEXT.

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3. Enter your password and click NEXT.

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4. Successful authentication will forward to the OFFICE 365 Home page. Click on the INSTALL OFFICE and download office applications for your requirement.



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