



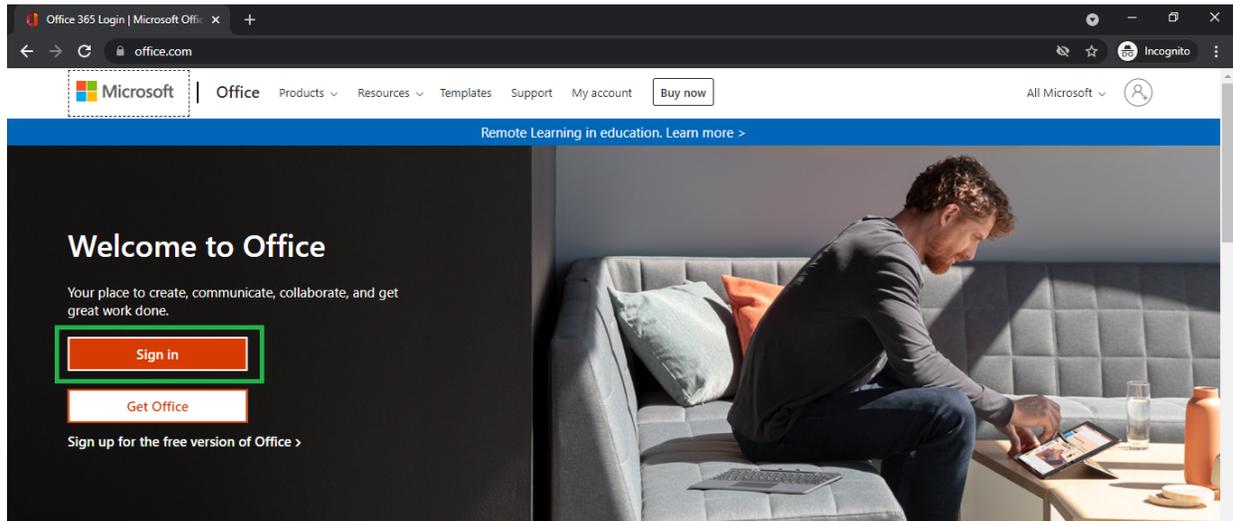
# Office 365 Installation Guide

## **Shared/Lab Environments**

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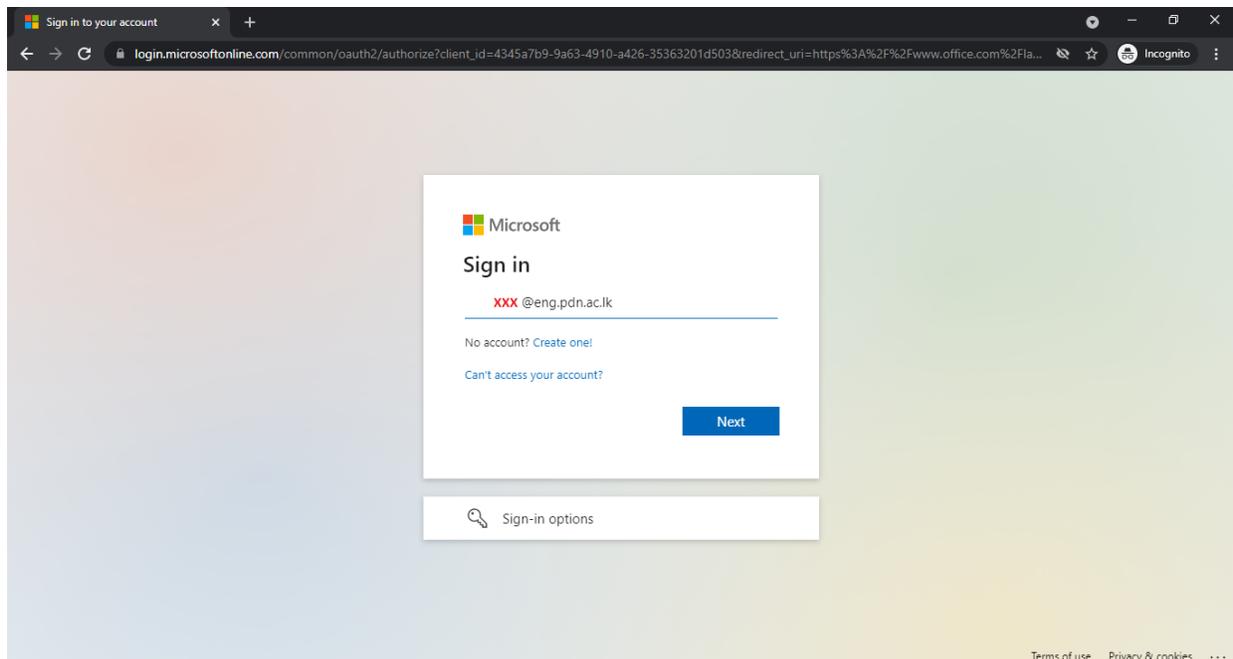
## Step 1: Install Office 365

1. Visit [www.office.com](http://www.office.com) and click SIGN IN.

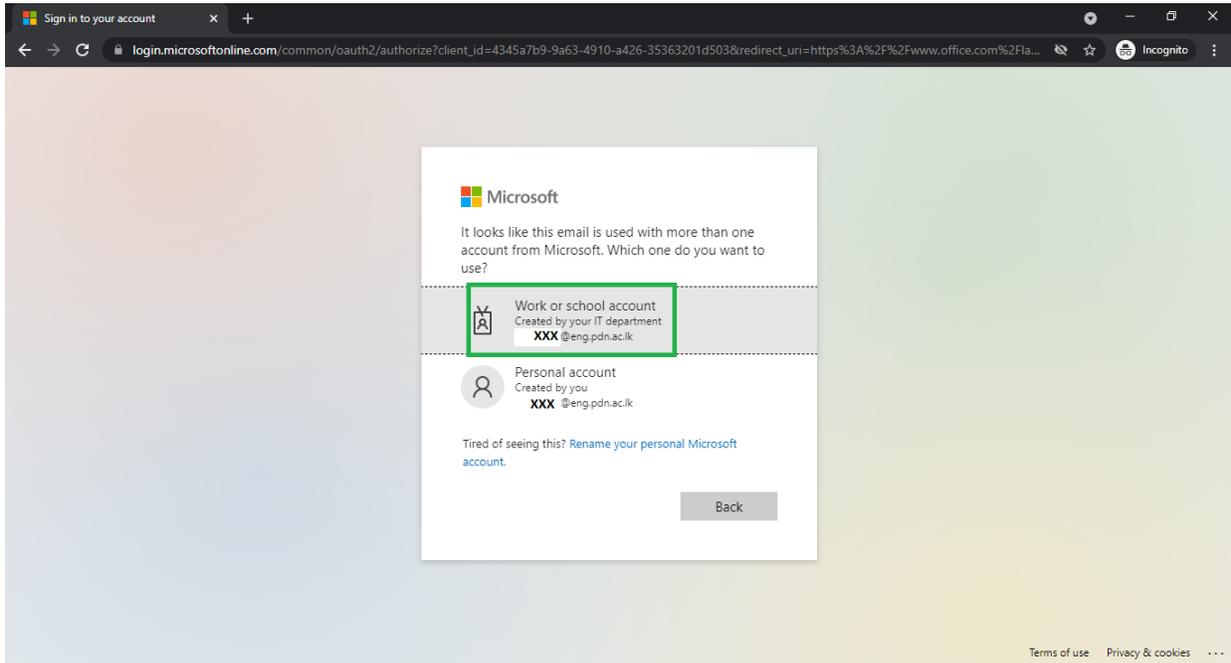


Sign in to use your favorite productivity apps from any device

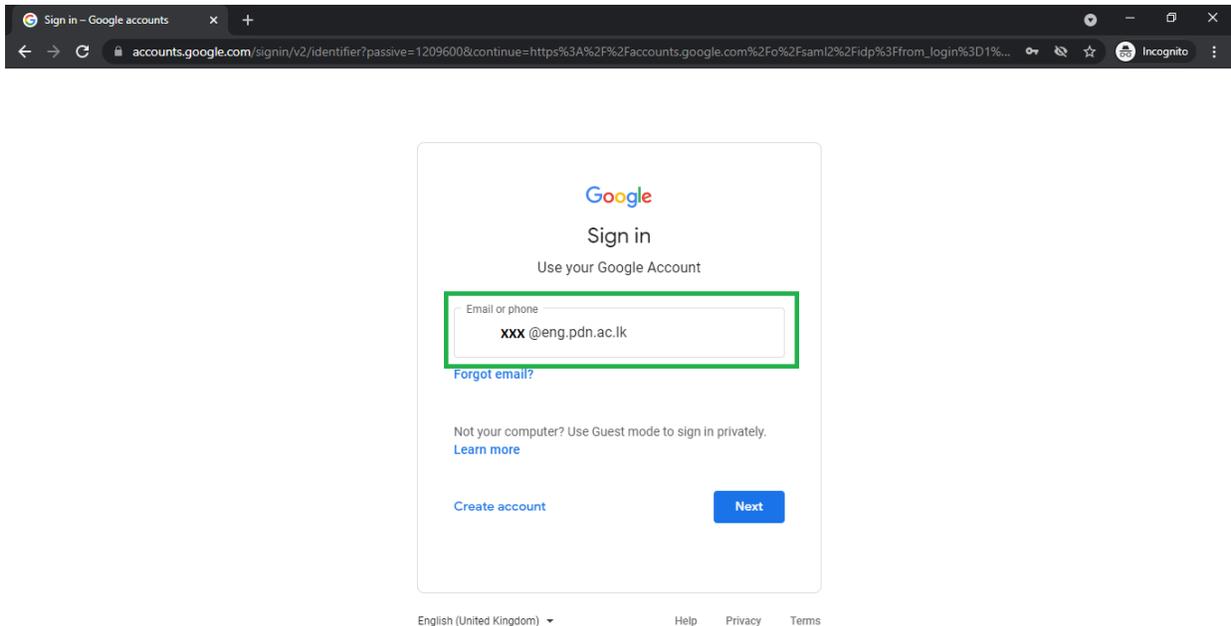
2. Enter your G-Suite Email Address and click NEXT.



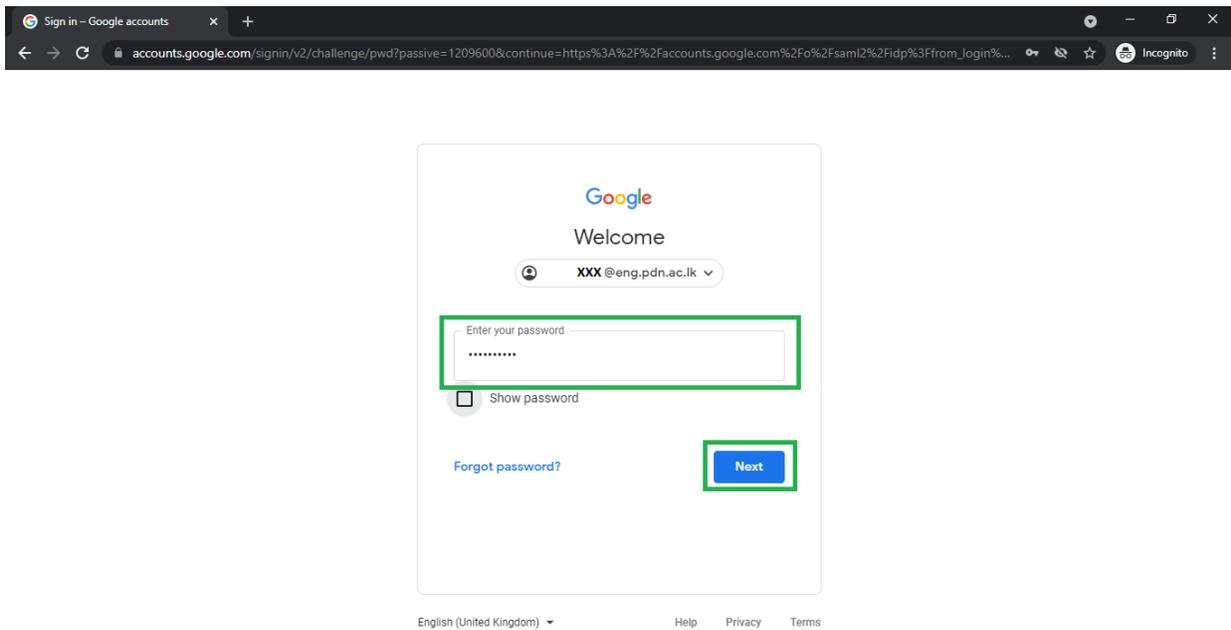
### 3. Then Select Work or School Account.



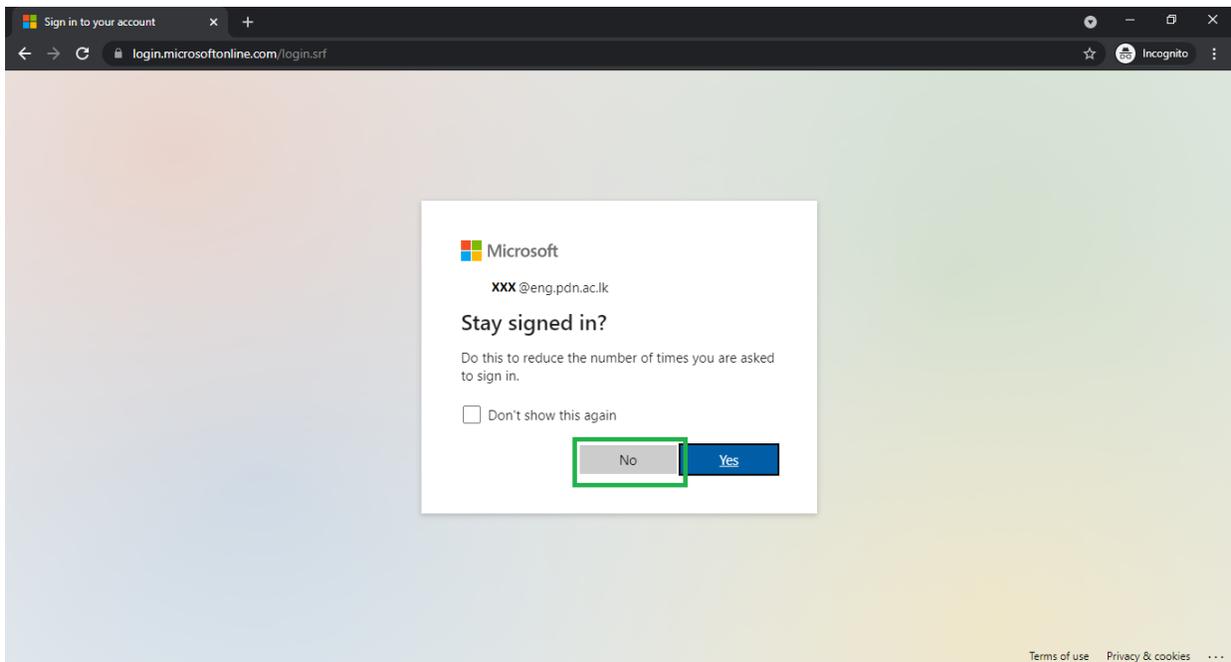
### 4. Enter your G-Suite Email Address and select Next.



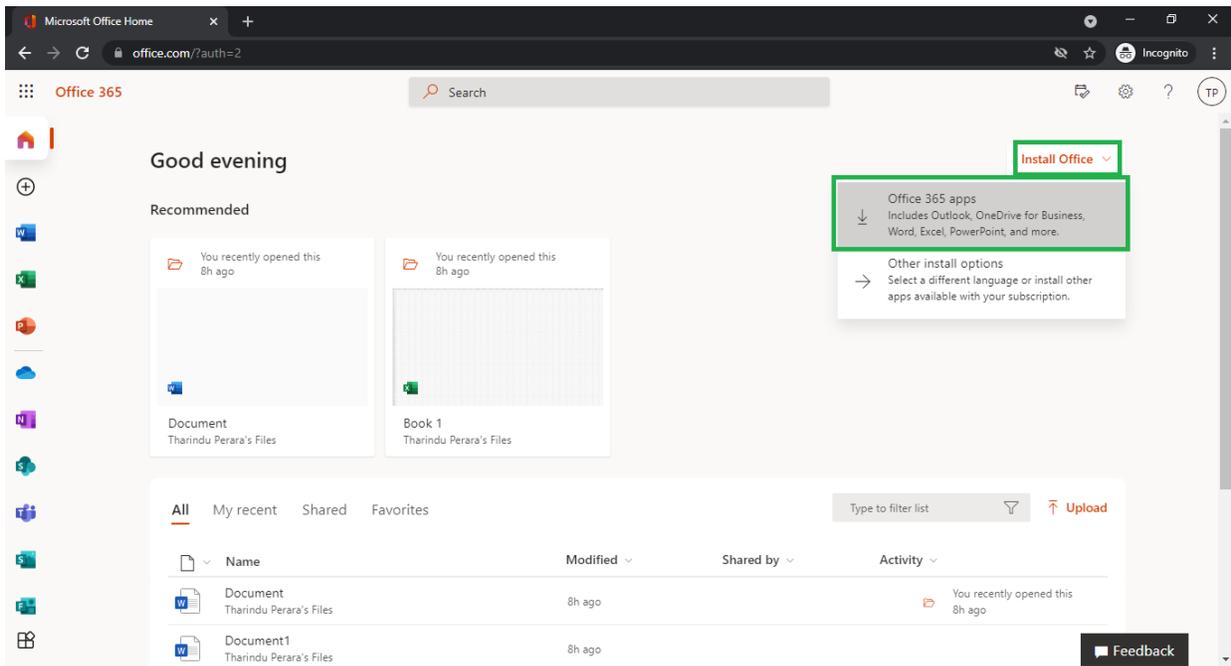
5. Enter your G-suite password and select Next.



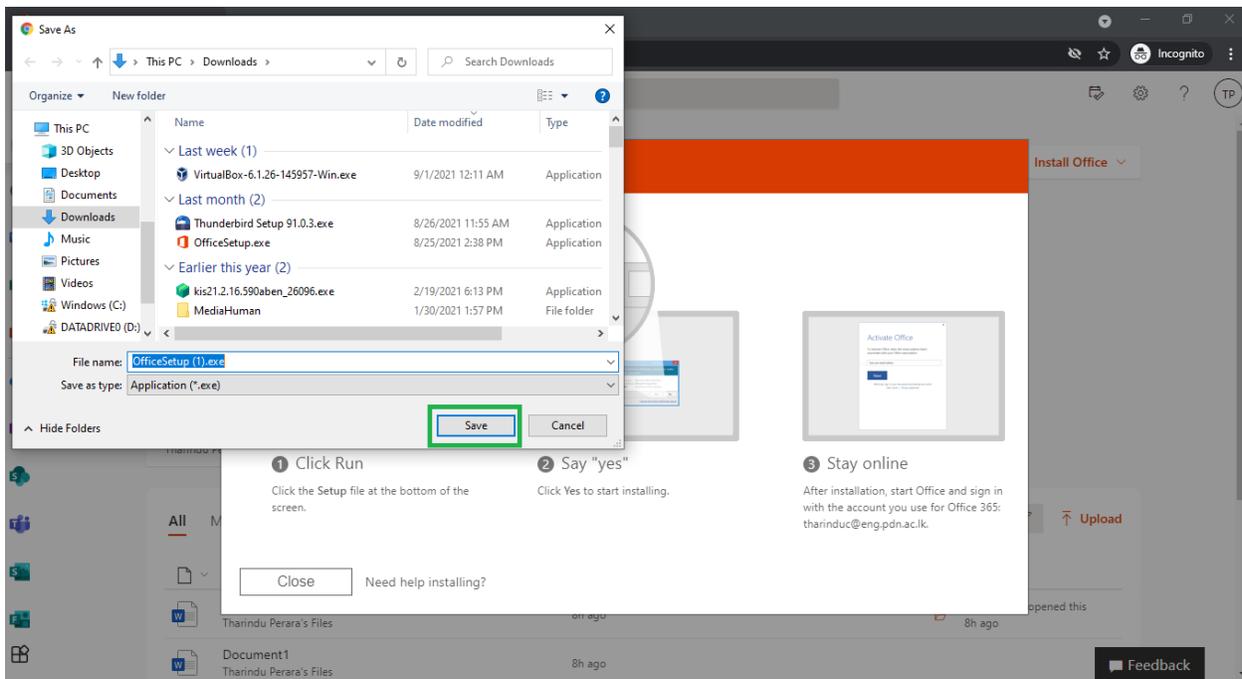
6. Select NO to Stay signed in?



7. Click on “Install Office” and select “Office 365 Apps”

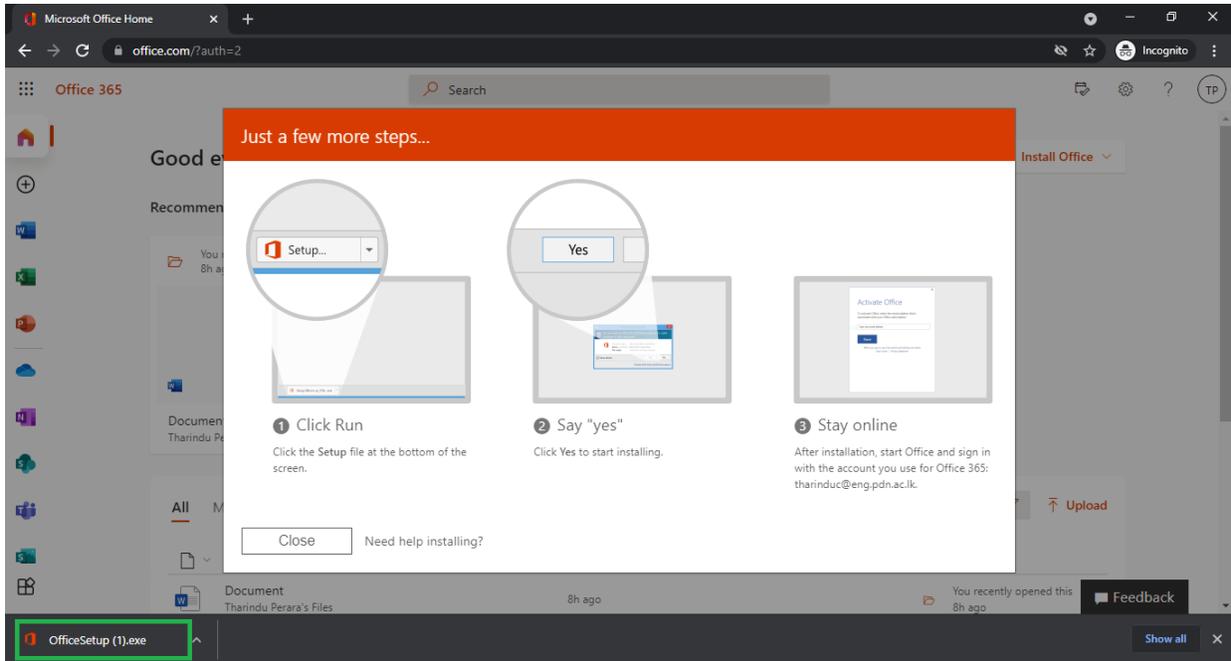


8. Select Destination to download the office 365 app and click on SAVE.



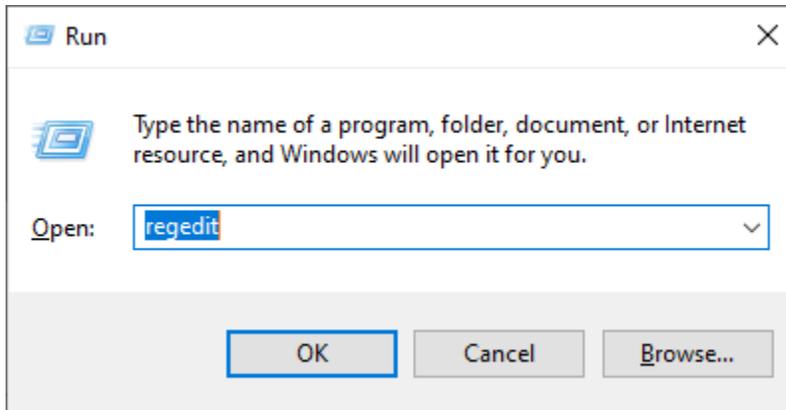
9. Run the downloaded "OfficeSetup" and install office 365

**Note: Please don't open the office application until you complete Step 2 and Step 3**

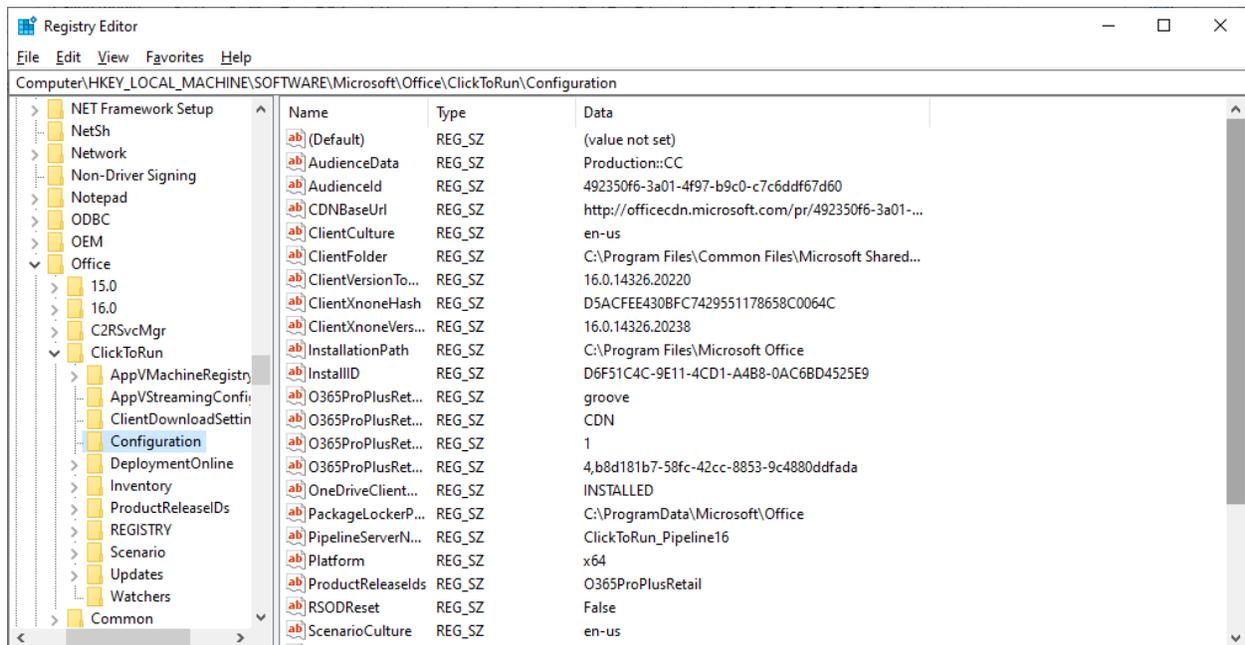


## Step 2: Configuring Registry edit to activate “Shared Computer Licensing”

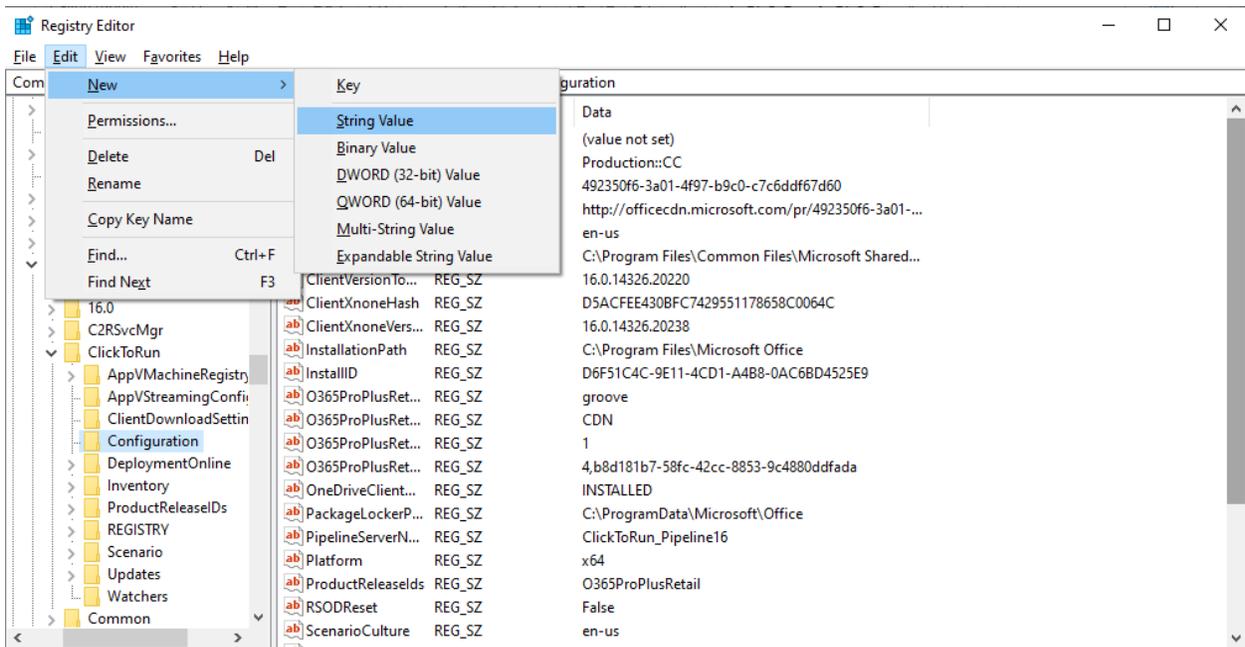
1. Press win + R and type “regedit” and click YES



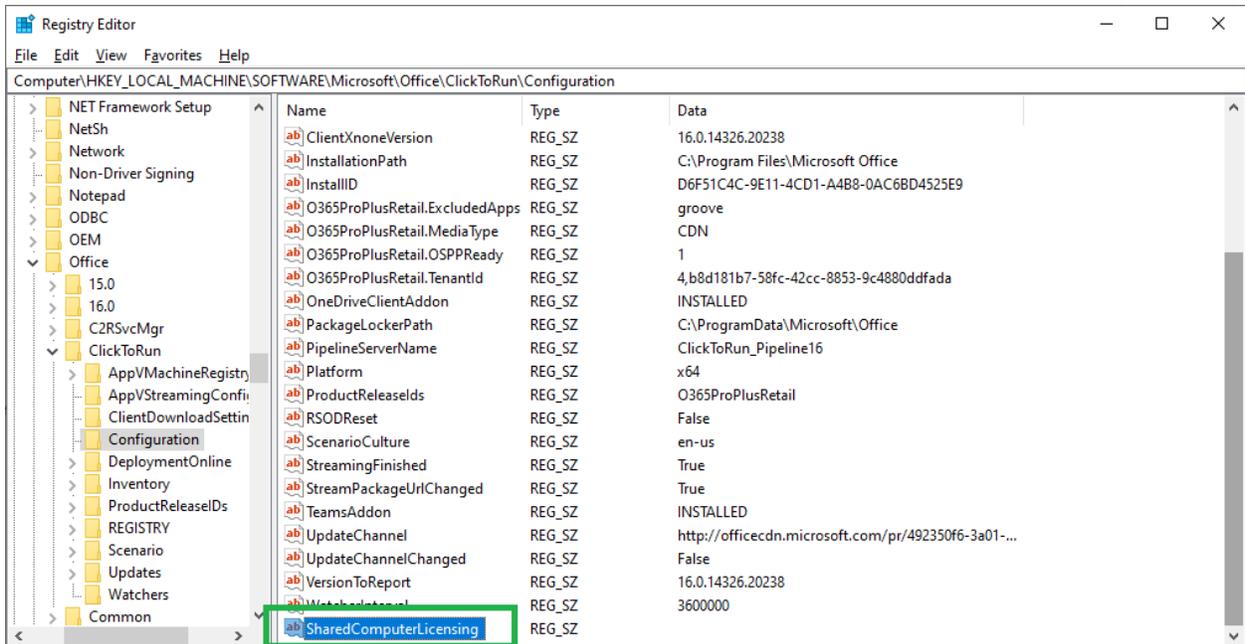
2. Navigate to HKEY\_LOCAL\_MACHINE -> SOFTWARE -> Microsoft -> Office -> ClickToRun -> Configuration



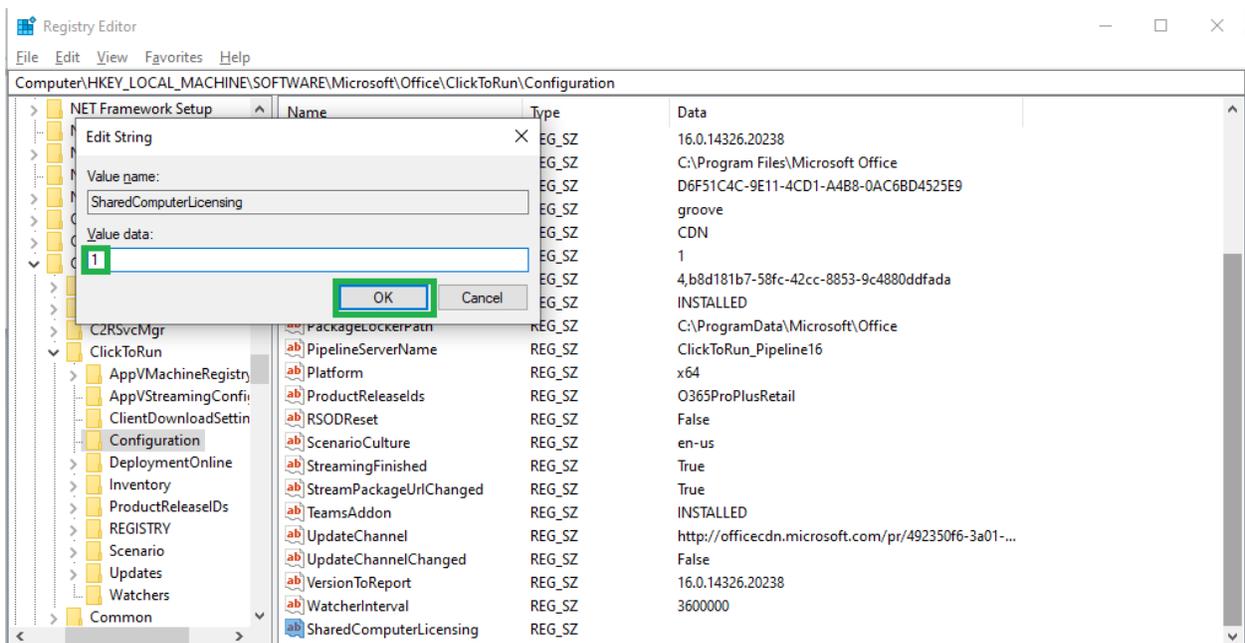
### 3. Select Edit -> New -> String Value



### 4. Name it as "SharedComputerLicensing" and press "Enter"

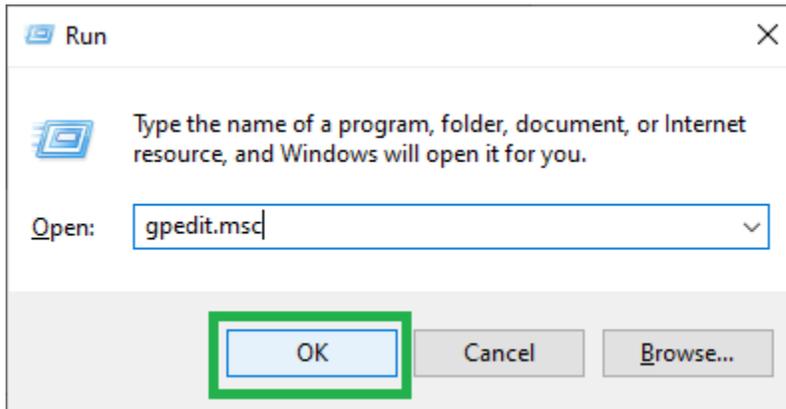


5. Double-click on “SharedComputerLicensing”. Insert value data as “1” and press OK.

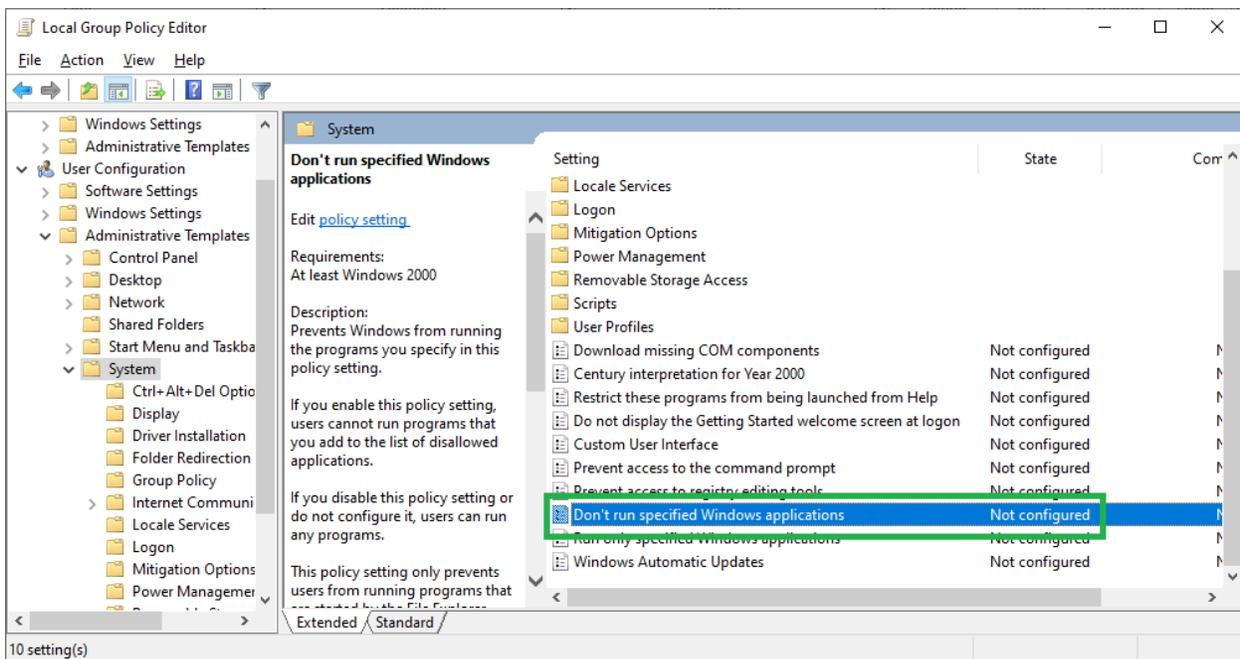


## Step 3: Disable Onedrive App on the computer.

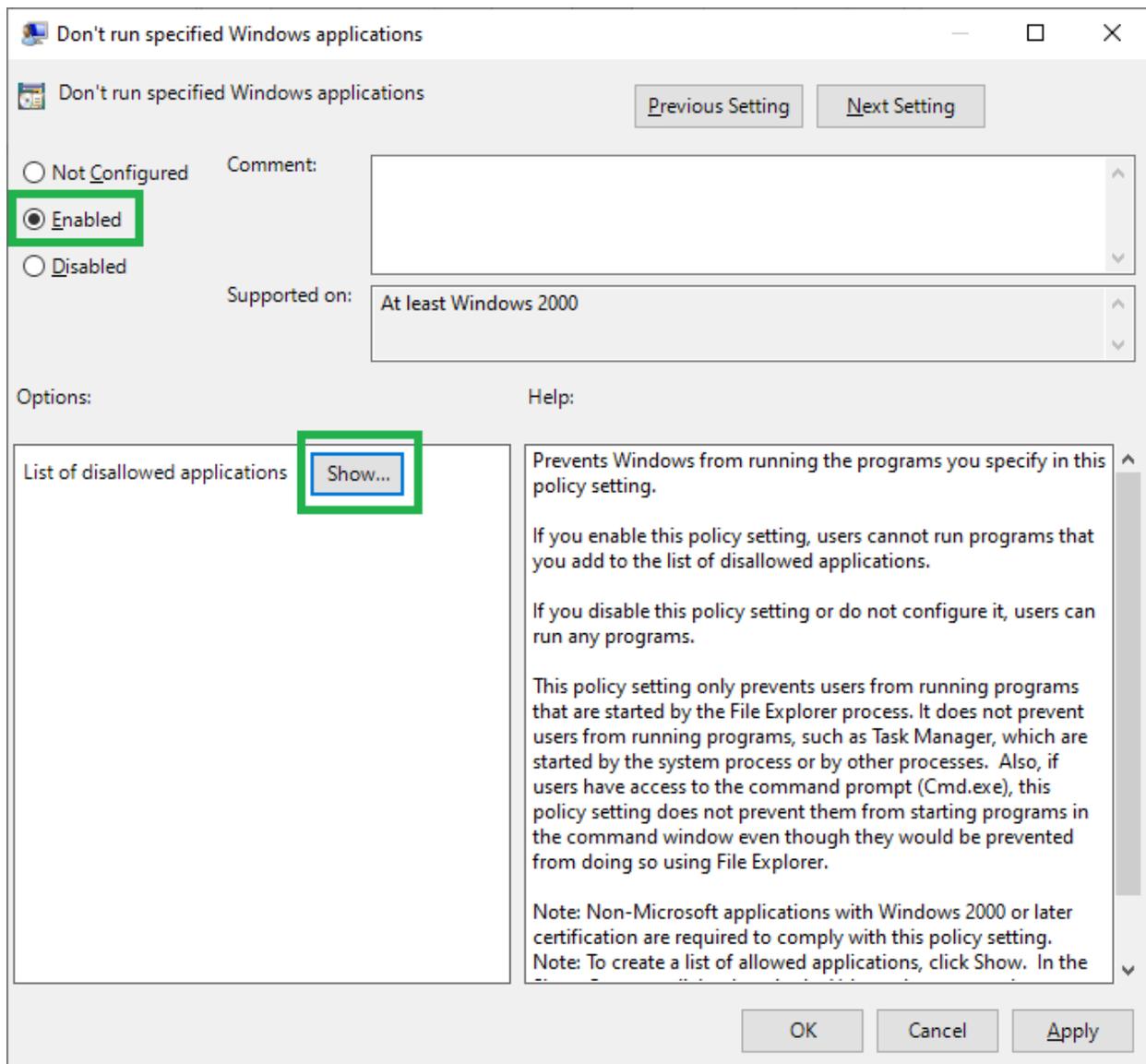
1. Press win + R and type “gpedit.msc”. Then Press OK.



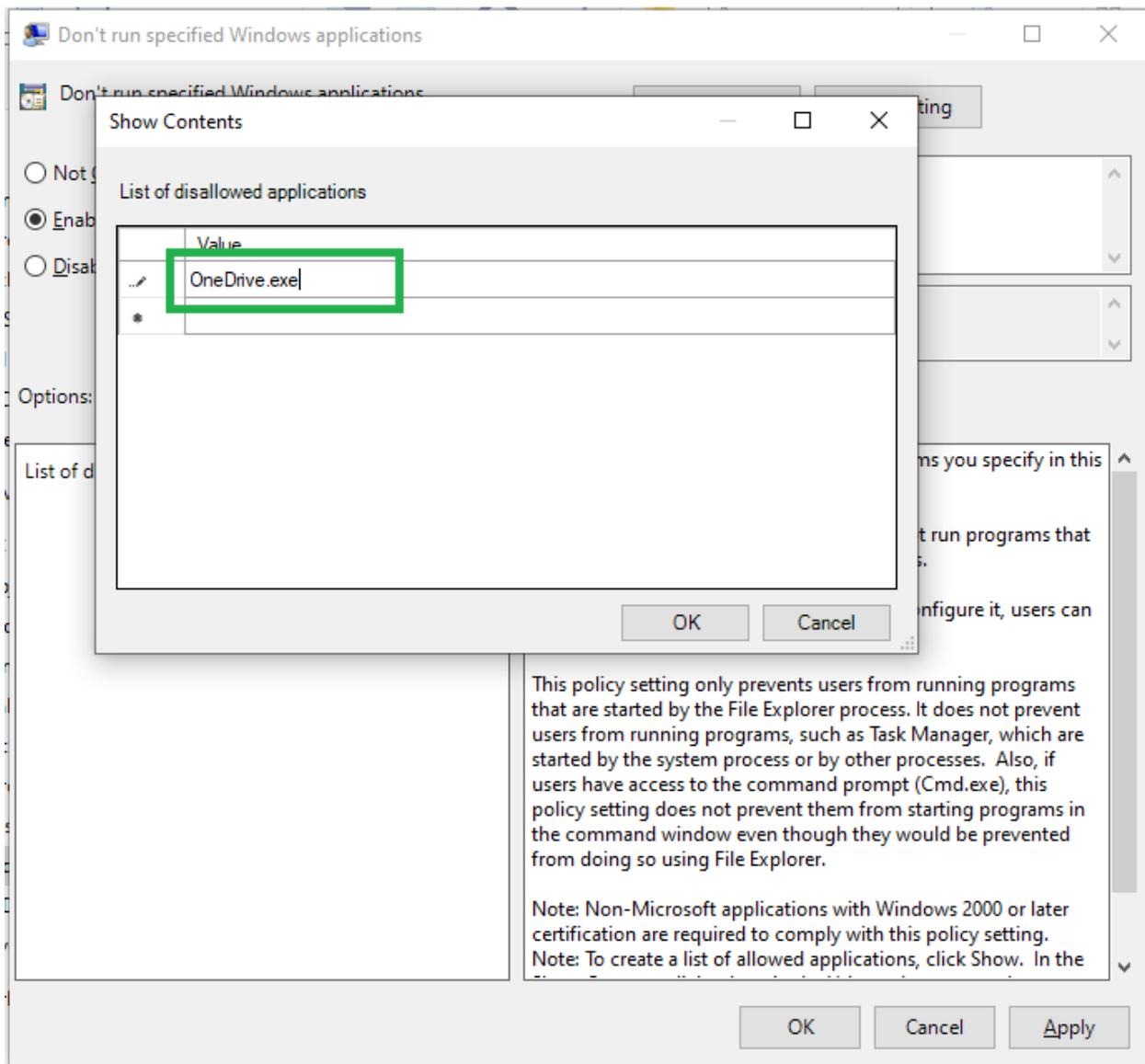
2. Then Navigate to User Configuration -> Administrative Templates -> System (Click on System). Then double-click on “Don’t run specified Windows applications”



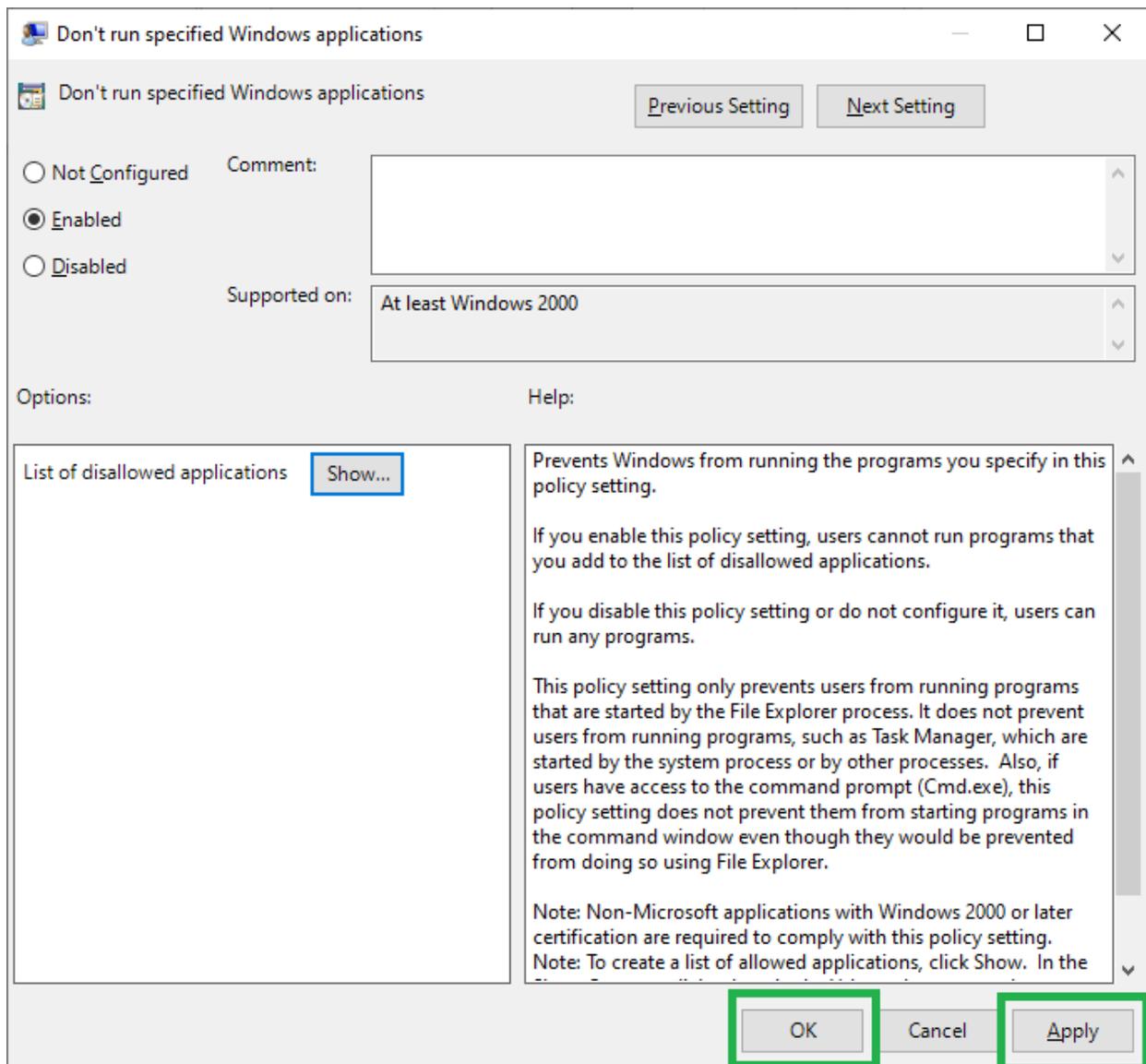
3. Select "Enable". Then click on "Show.." button.



4. Double-click on the text field and type "OneDrive.exe". Then Press OK.

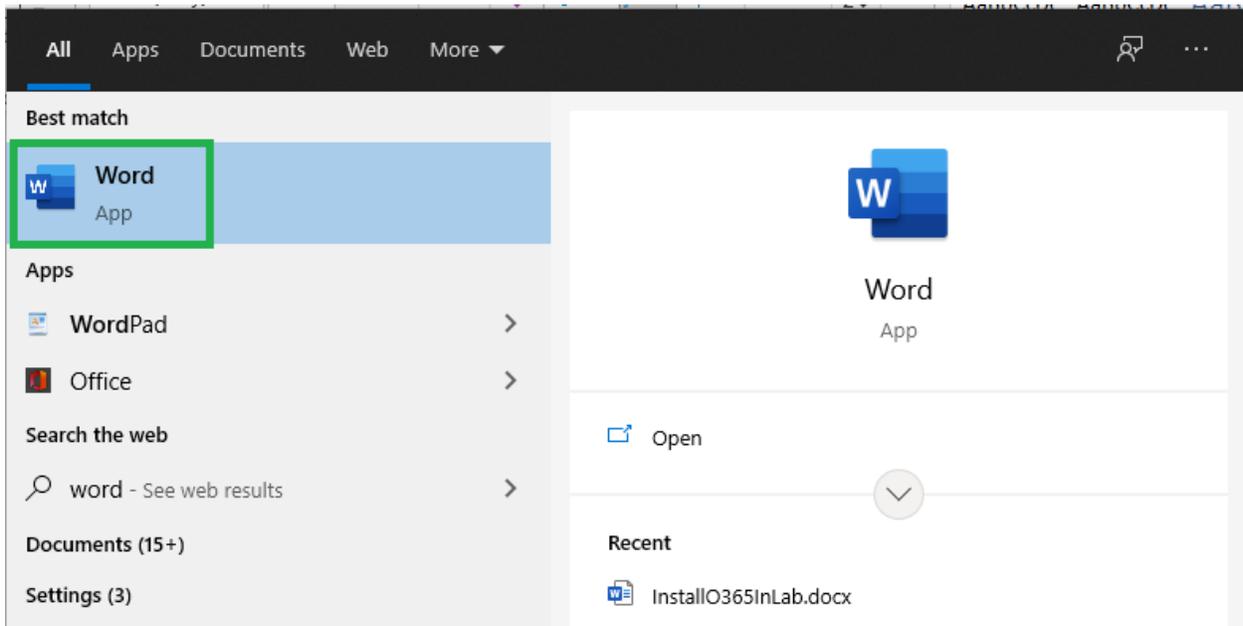


5. Press Apply and OK. Then restart the computer.

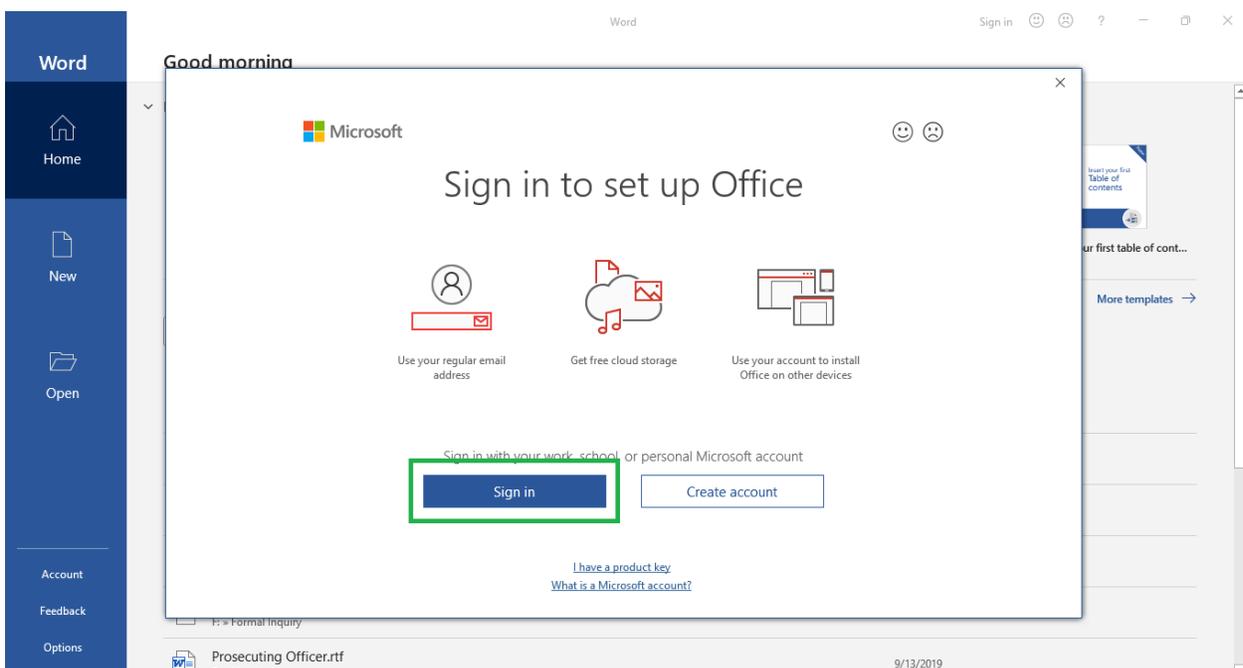


## Guidelines for login to Office 365

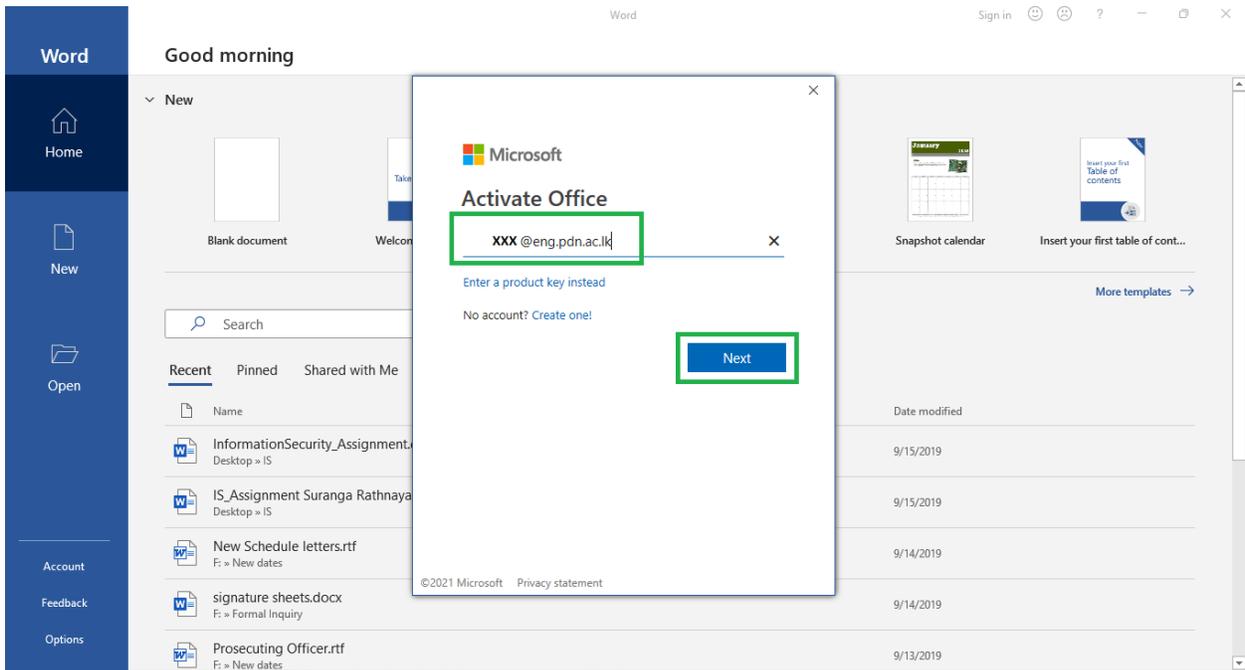
1. Open Microsoft word application.



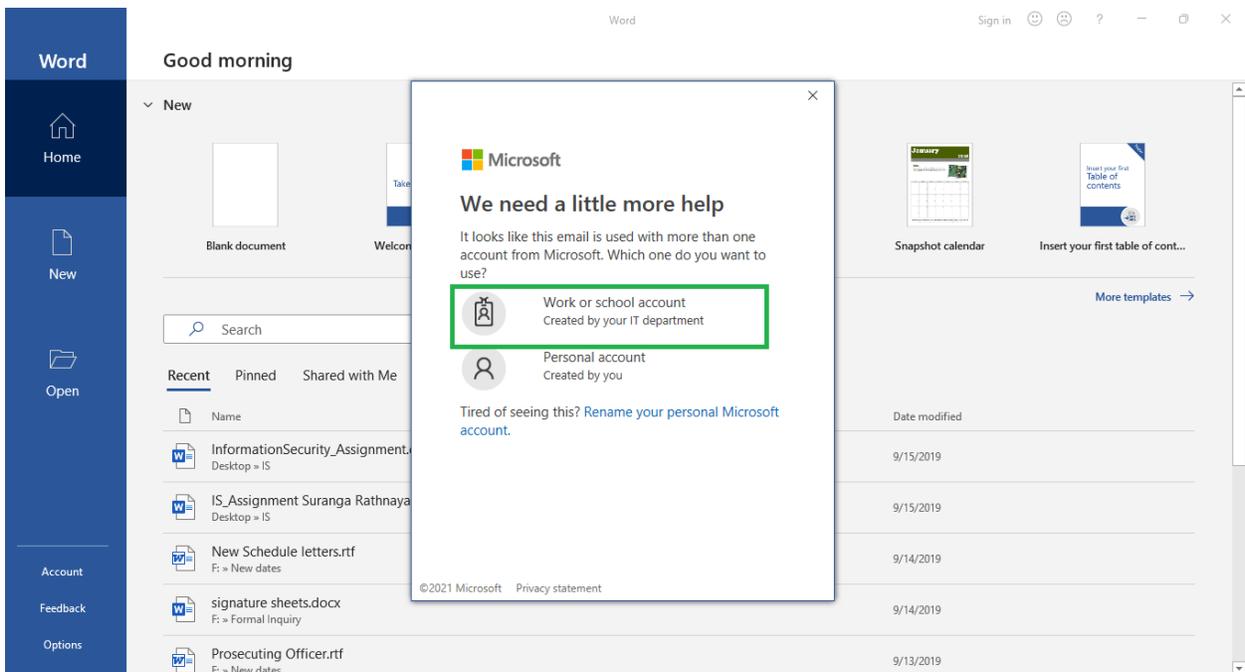
2. Click on SIGN IN.



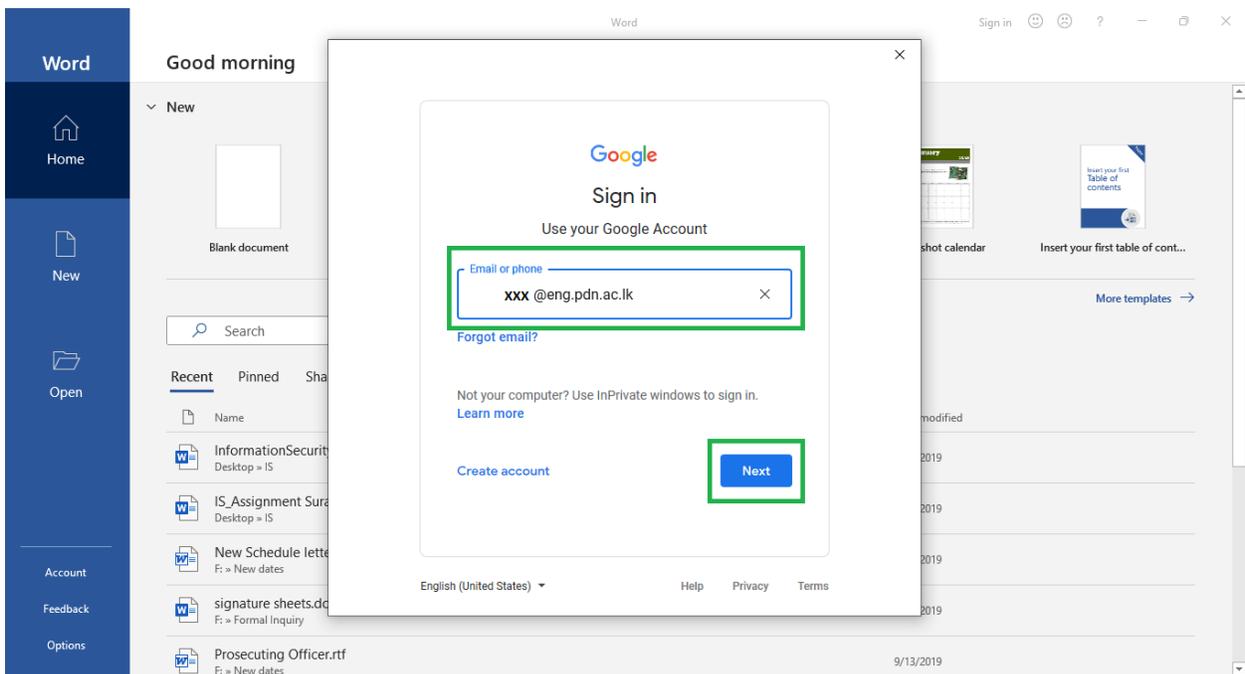
### 3. Enter your G-Suite Email Address.



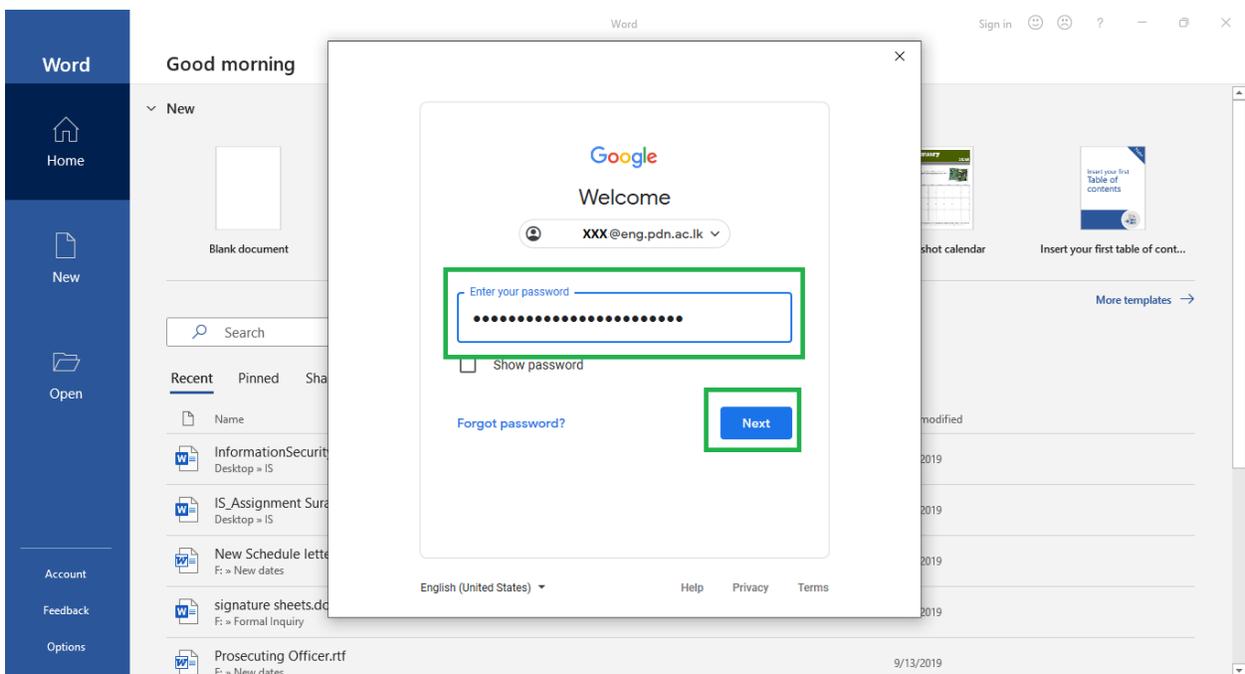
### 4. Select Work or School Account.



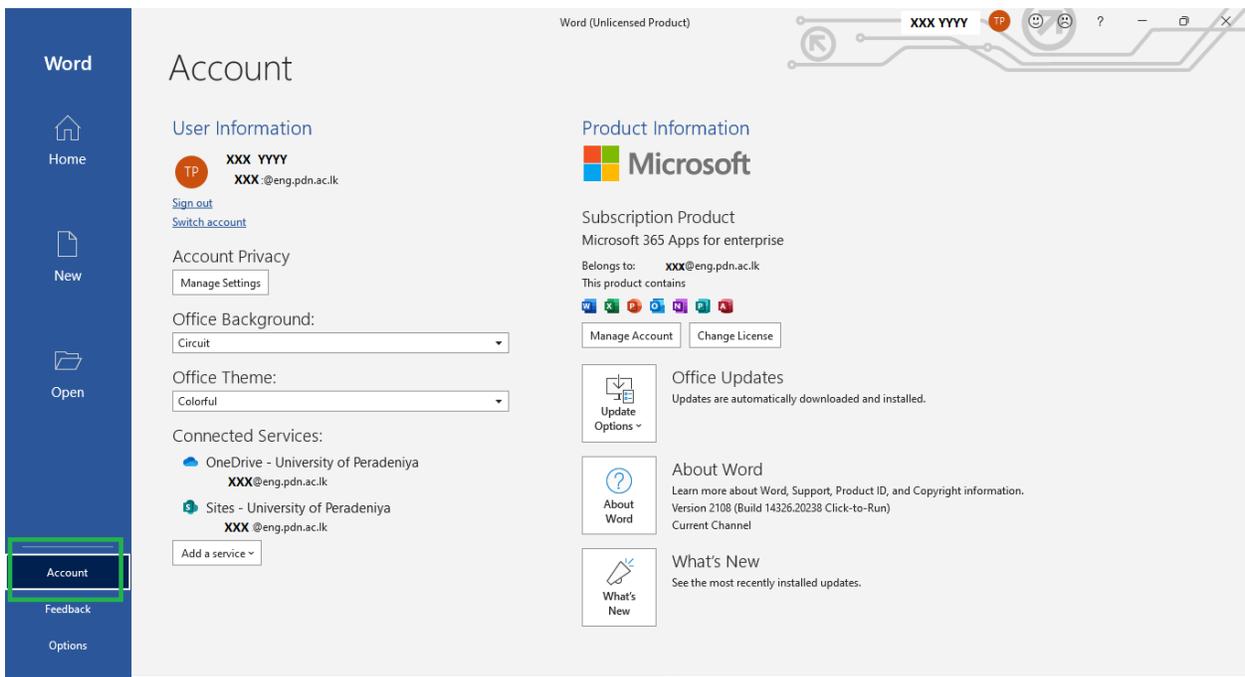
5. Enter your G-Suite email address and click NEXT.



6. Enter your G-Suite password and click Next



7. Now you can see your office 365 licensing information in the Account tab.



8. Please instruct students to **sign out** from office 365 before leaving the computer.

