

# STUDENT

## NEWS



Your all-in-one IOL e-newsletter. November 2021 | EDITION 03  
Valuable information and hot topics will be covered in the newsletter on a monthly basis.



## Microsoft Office 365

The Institute for Open Learning will provide Microsoft Office 365 free of charge to every active student.

This means that, for as long as you are an active IOL student, you will always have access to the latest version of the full office productivity suite for free. The suite includes Word, Excel, PowerPoint and One Note and many other programmes that are available for offline and online use.

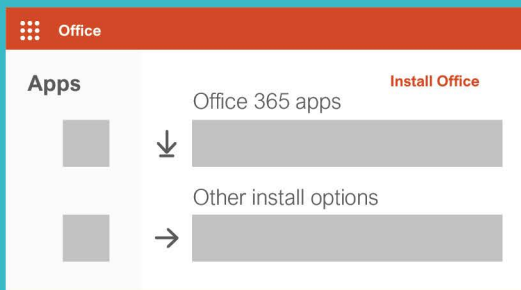
### About

You already have access to Microsoft 365, which is a set of useful cloud services and applications for content creation and sharing, communication and collaboration, task management, project planning, data exploration and a lot more. Available across all platforms; web, mobile and desktop.

### Download and install Microsoft 365 on a PC

Sign in to download Office

1. Go to [www.office.com](http://www.office.com) and if you're not already signed in, select Sign in.
2. Sign in with the IOL account eg: [hipa.murangi@iol.na](mailto:hipa.murangi@iol.na)
3. After signing in, follow the steps.
  - a. From the home page select **Install Office**



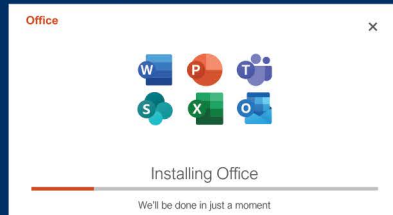
- b. Select **Office 365 apps** to begin the installation.
4. This completes the download of Office to your device. To complete the installation, follow the prompts in the "Install Office" section

### Install Office

1. Depending on your browser, select Run (in Edge or Internet Explorer), Setup (in Chrome), or Save File (in Firefox).

If you see the User Account Control prompt that says, Do you want to allow this app to make changes to your device? select Yes.

The install begins.



2. Your install is finished when you see the phrase, "You're all set! Office is installed now" and an animation plays to show you where to find Office applications on your computer. Select Close



### Microsoft 365 apps now available for Amazon Fire tablets

Combined with the Outlook and OneDrive apps already available for Amazon Fire tablets, these apps extend your Microsoft 365 benefits across even more devices.



IOL is giving away FREE Office 365 suite to all new and active students. Activate your account in 3 easy steps today!

#### Step.01 Activation

To activate your account please SMS 0365, your student number to 711 (e.g.: 365,SMIT0984CX).

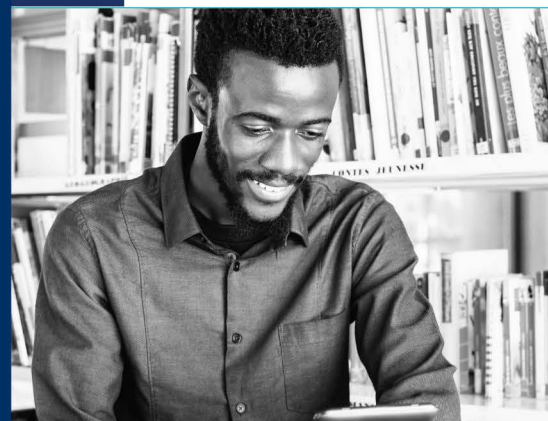
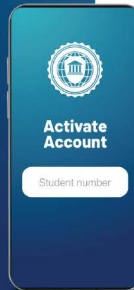
#### Step.02 Confirmation SMS

After sending your student details, a confirmation SMS or email will be sent to you.

#### Step.03 Log in credentials

Activate your account using your new login details, you will now be able to use the Office 365 suite.

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### For iOS and Android:

- Download Office 365 from your app store;
- Sign in with the IOL credentials for full editing capability.

To sign in, you will need your IOL e-mail account, provided to you via text message upon registration.



### Contact details

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