

OFFICE 365 USER GUIDE

After requesting Office 365 via itsupport@ieu.edu.tr e-mail address, log in to <https://portal.office.com> in the e-mail sent to you.

Log in via the link we sent to you with your username and password.



Sign in

Email, phone or Skype

Don't have an account? [Create a new account!](#)

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

Back

Forward



Sign-in options



← yesim.uykotalp@ieu.edu.tr

Enter password

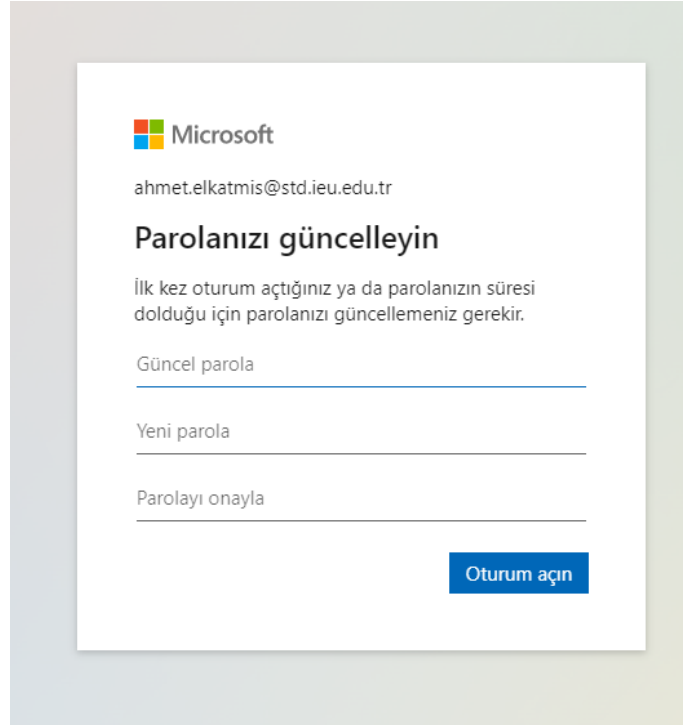
Password

[I forgot my password](#)

Sign in

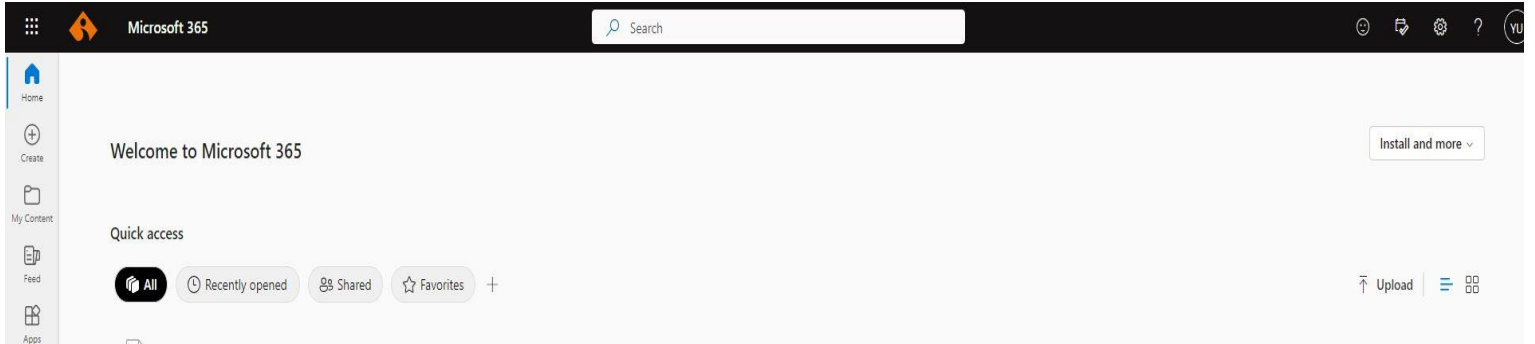
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After you log in for the first time, you will need to change the temporary password we have given you and set a permanent password for information security purposes.



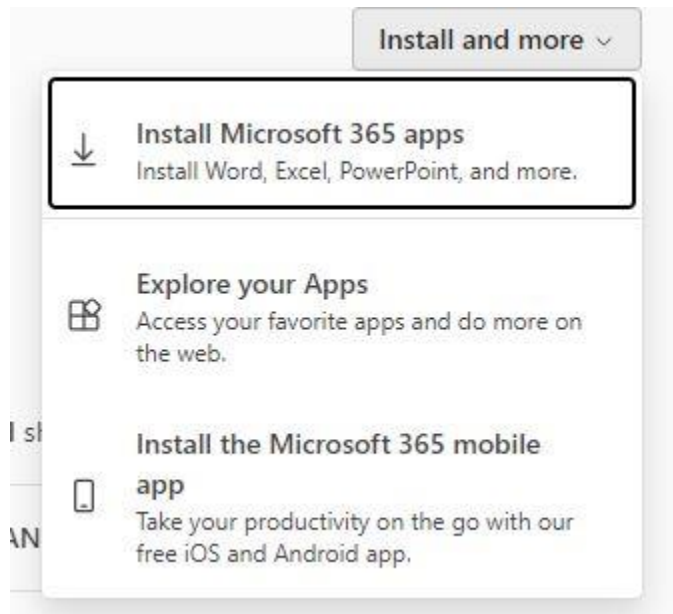
The image shows a Microsoft password change interface. At the top is the Microsoft logo. Below it is the email address 'ahmet.elkatmis@std.ieu.edu.tr'. The main heading is 'Parolanızı güncelleyin' (Update your password). Below this is a message in Turkish: 'İlk kez oturum açtığınız ya da parolanızın süresi dolduğu için parolanızı güncellemeniz gerekir.' (You need to update your password because it's the first time you're logging in or your password has expired). There are three input fields: 'Güncel parola' (Current password), 'Yeni parola' (New password), and 'Parolayı onayla' (Confirm password). A blue button labeled 'Oturum açın' (Sign in) is at the bottom right.

When you enter the Office Portal page, click on the “Install Office application” button marked with a red box.



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From the options that appear, click on the option marked with a red box.

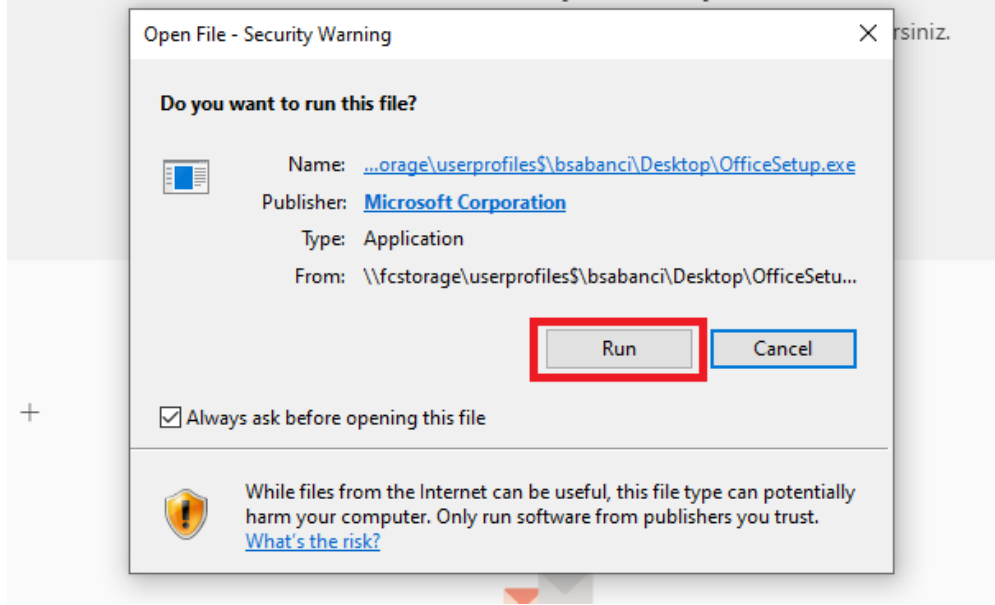


Please open the downloaded installation file.



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You can start the installation after clicking on the "Run" button.



Your installation has been completed successfully.

