Installing Office 365 from Portal.Office.com

Amid ongoing concerns, the MTA's priority is to provide continued support to all its MTA business partners. Many of you require Office 365 Suite (O365) to do most of your work. MTA IT strongly recommends you use Office 365 as your best option to work remotely.

Office 365 will allow you to have web-based access to Office productivity tools, including (Outlook) Email, Word, Excel, PowerPoint, and OneDrive across multiple devices.

First Steps

1. You can access O365 by logging into <u>portal.office.com</u>, with your MTA credentials. You may receive a second prompt requiring you to enter your login credentials (the same as you use to log into your computer)





| Windows Security | × |
|------------------------------|--------|
| iexplore | |
| Connecting to fs.nymta.info. | |
| User name | |
| Password | |
| Domain: TRANSIT | |
| Remember my credentials | |
| | |
| ОК | Cancel |
| | |

2. From the Office 365 home page, click the "Install Office" button in the upper right side of your screen.

| Good afte | rnoon | | | | | | | | Ins | stall Office $$ | |
|-----------|---------|----------|------|-------|------------|--------------|------------|-------|-------------------|-----------------|--|
| | Outlook | OneDrive | Word | Excel | PowerPoint | N OneNote | SharePoint | Teams | Power Automate | → All apps | |

3. Select Office 365 apps to begin the installation.



4. A dialog box will open to allow you to download the MS Office 365 downloader program. Click "**Save file**" to download. Make a note of where you save the file.





| Just a few more steps | | |
|--|---|---|
| Run | Yes | Advate Cifice International Technologies |
| 1 Click Run | 2 Say "yes" | 3 Stay online |
| Find it at the bottom of the screen or press Alt+N. | Click Yes to start installing. | After installation, start Office and sign in with the account you use for Office 365: Sathish.Kumar@nyct.com. |
| Close Need help installing? | 2650DL-DL-1 07-L(247 -5-5 4-65 L00 | - /5 20 M(2) (|
| bo you want to run of save Setup.Det.en-us_O | 303110110342tdll_07e01347-e3d3-4c03-080e3 | Run Save Cancel back |

| Opening Setup.Def.en-us_O365Pro | PlusRetail_0dbf47e9-f500-4fe0-abe | ≥d × |
|-----------------------------------|-----------------------------------|-------|
| You have chosen to open: | | |
| 📧500-4fe0-abed-e41632c | a5b10_TX_PR_Platform_def_b_64 | 4exe |
| which is: Binary File (5.3 MB |) | |
| from: https://c2rsetup.offic | eapps.live.com | |
| Would you like to save this file? | | |
| | Save File | ancel |

You can also run the file immediately.

| Just a few more steps | |
|---|--------------------------------|
| Run | Yes |
| 1 Click Run | 2 Say "yes" |
| Find it at the bottom of the screen or press Alt+N. | Click Yes to start installing. |
| Close Need help installing? | |



Install Office

5. Run the Office installer. 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".



6. The installation begins.







7. 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**.

| Office | |
|--|--|
| | |
| You're all set! Office is installed now Click Start > All Apps. | |

Activate Office

8. To open an Office app, select the Start button (lower-left corner of your screen) and type the name of an Office app, like Word. Click the app name to open it.

| All Apps Documents Email | Web More | ,▼ |
|------------------------------|----------|--|
| Best match | | |
| Word App | | v |
| Apps | | Word |
| MordPad | > | Арр |
| Settings | | |
| Autocorrect misspelled words | > | C Open |
| Autocorrect misspelled words | > | |
| Highlight misspelled words | > | Recent |
| 요 Hear words as you type | > | Windows 10 1909 Servicing Communication Plan |
| Search the web | | 💼 Windows 10 Image Development Intake Questionnaire |
| ➢ Word - See web results | > | Windows 10 1909 Servicing Survey Notification with clica |
| Documents (1+) | | Windows 10 Servicing Email - Rings 5-10 - IT Service Des |
| | | Windows 10 1909 Servicing Notification - Ring D |
| | | 📾 Windows 10 1909 Servicing Email - Ring 4 - IT Service De |
| | | 💼 Windows 10 - Ring 4 Email Comm - EA-GA App Testers |
| | | Windows 10 1909 Servicing Email - Ring 3 - IT Service De |
| € Word | | |



9. When the Office app opens, accept the license agreement. Office is activated and ready to use.



| Microsoft | |
|-------------------------|------|
| Activate Office | |
| | × |
| No account? Create one! | |
| | Nort |
| | Next |

Enter your MTA login credentials.

| MTA | Metropolitan Transportation Authority | × |
|---------|---|---|
| | Sign in with your organizational account | |
| | Password | |
| a Fight | Sign in | |

If you are using an MTA-owned laptop, check "Allow my organization to manage my device" and click the "Yes" button.





Select "Done" to complete the installation.

| You're all set! | |
|--|--|
| We've added your acc apps and services. | count successfully. You now have access to your organization |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | Done |

Click "Accept" to accept the license agreement.



| | × |
|---|---|
| Hicrosoft | |
| Accept the license agreement | |
| Microsoft Office 365 ProPlus includes these apps: | |
| This product also comes with Office Automatic Updates. <u>Learn more</u> | |
| By selecting Accept, you agree to the Microsoft Office License Agreement <u>View Agreement</u> | |
| Accept | |

If there's trouble

The Activation Wizard appears if Office has trouble activating. Complete the steps in the wizard to finish activating Office.

