

Technical Documentation: Office 365 App Enterprise Installation

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1. Introduction

This document provides a comprehensive guide for installing the Office 365 App Enterprise on your system. The Office 365 App Enterprise is a powerful suite of productivity tools that includes applications like Word, Excel, PowerPoint, and more.

2. System Requirements

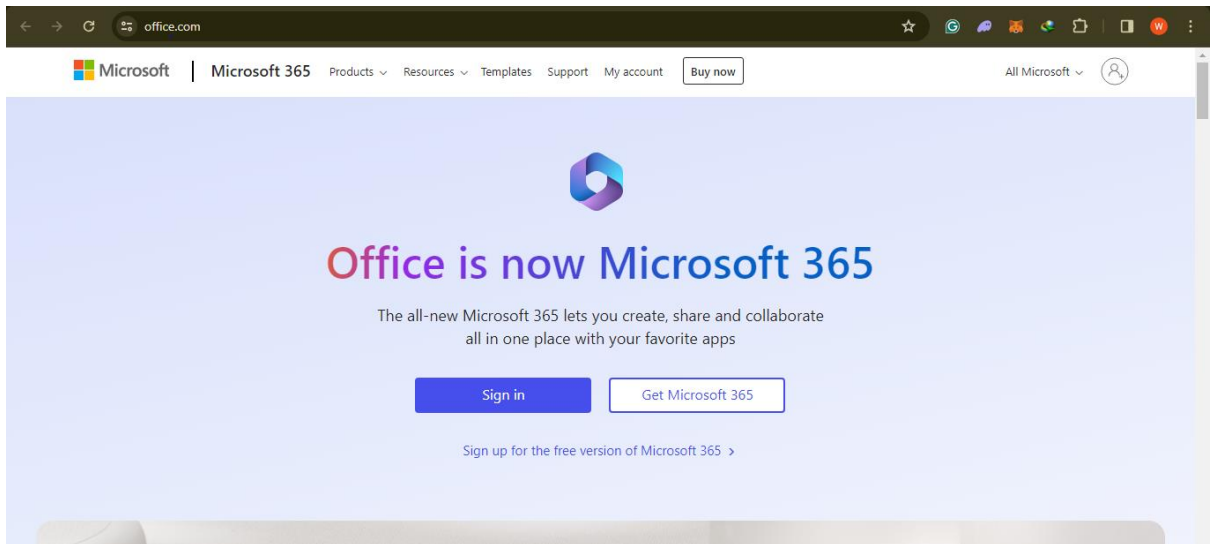
Before initiating the installation process, ensure that your system meets the following requirements:

- Operating System: Windows 10 or later, macOS 10.13 or later
- Internet Connection: Required for download and activation
- Disk Space: Minimum 4 GB available disk space
- RAM: Minimum 4 GB RAM

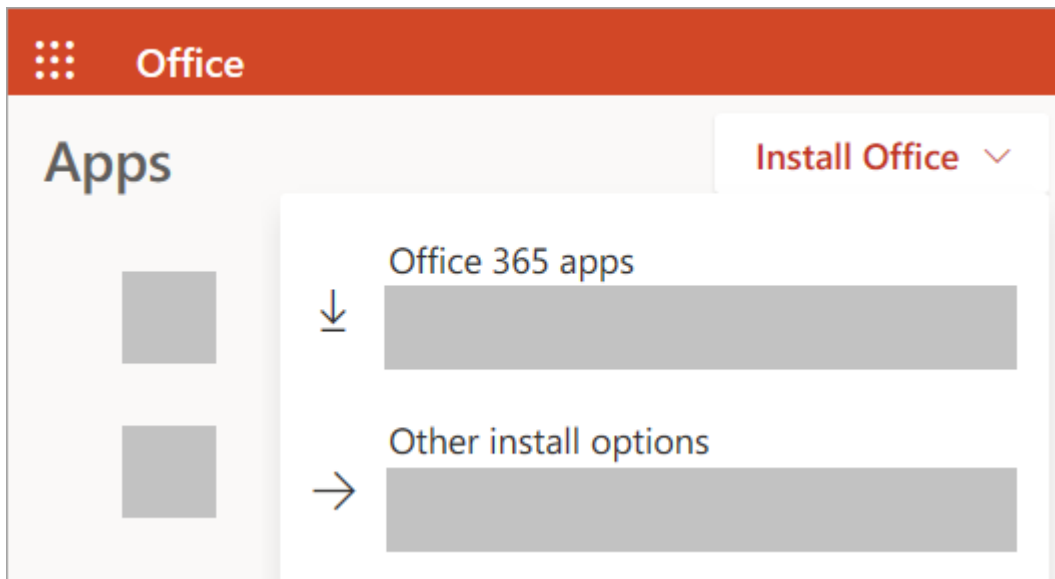
3. Installation Steps

3.1. Download Office 365 App Enterprise

1. Visit the official Microsoft Office website: <https://www.office.com/> or you can click on this link to purchase the Enterprise plan [Office 365 Enterprise](#)
2. Log in with your Microsoft account or create a new account.



3. Navigate to the "Office 365" section and choose the "Enterprise" plan.
4. Follow the prompts to purchase or subscribe to the Office 365 Enterprise plan.
5. Once subscribed, go to the "Install Office" section and select "Office 365 apps."



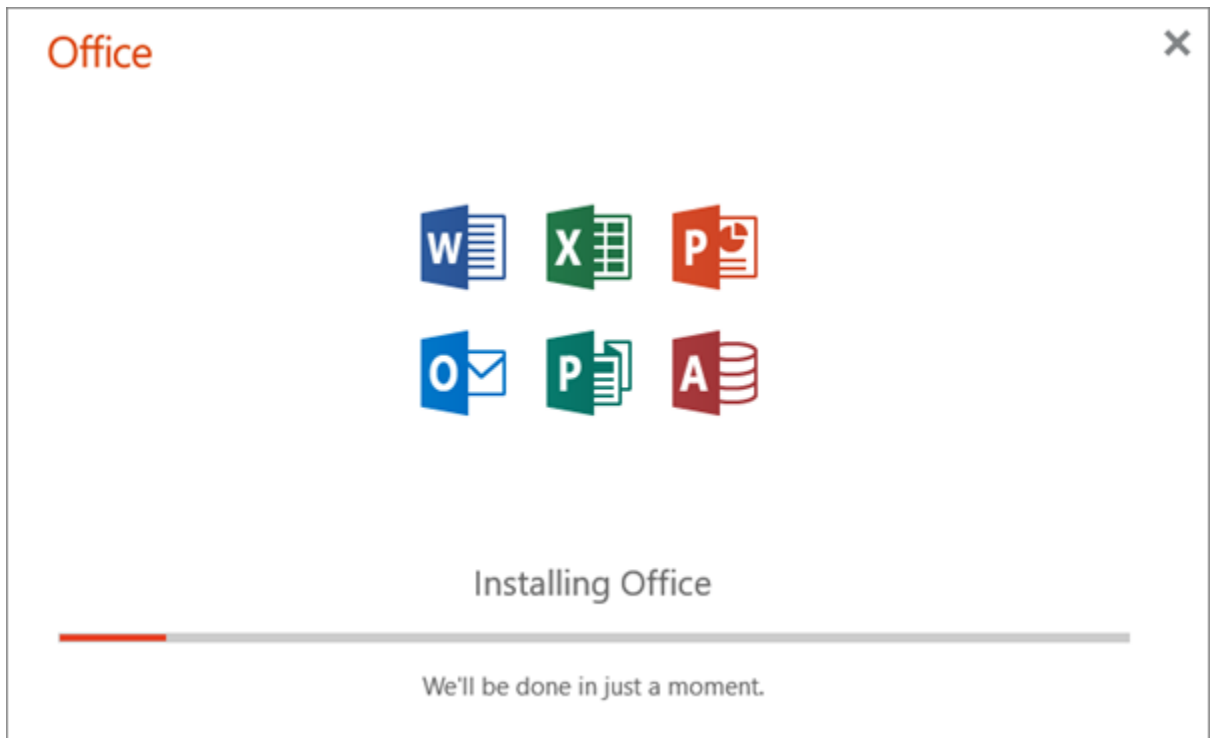
3.1.1. Prepare for Installation

1. Ensure that your system meets the specified system requirements.
2. Close all running applications to avoid any conflicts during the installation.
3. Disable any antivirus or security software temporarily to prevent interference with the installation process.

3.1.2. Installation Process

3.1.3. For Windows:

1. Run the downloaded installer file (typically named "Setup.exe").
2. 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**.



3. Follow the on-screen instructions, including accepting the license terms.
4. Choose the installation type (Recommended: "Install Now").
5. Wait for the installation process to complete.
6. Once installed, launch any Office application, and sign in with your Microsoft account to activate the software.

3.1.4. For macOS:

1. Log in with your Microsoft account or create a new account.
2. Navigate to the "Install Office" section and select "Office 365 apps." and select the option to download for Mac
3. Open the downloaded DMG file and follow the installation prompts.
4. Drag the Office 365 App icon to the "Applications" folder.
5. Open any Office application, and sign in with your Microsoft account to activate the software.
6. Close the installation window.

4. Conclusion

Congratulations! You have successfully installed the Office 365 App Enterprise on your system. Enjoy the powerful suite of productivity tools for your professional and personal needs. If you face any challenges, refer to this documentation or seek assistance from Microsoft support.

Setting Up a Work Account on Outlook Application

1. Introduction

Setting up a work account on the Outlook application enables you to access your work-related emails, calendars, and contacts in a unified platform. Follow the steps below for a seamless setup process.

2. Prerequisites

- Ensure you have a valid work email address and password.
- Confirm that you have the Outlook application installed on your device.

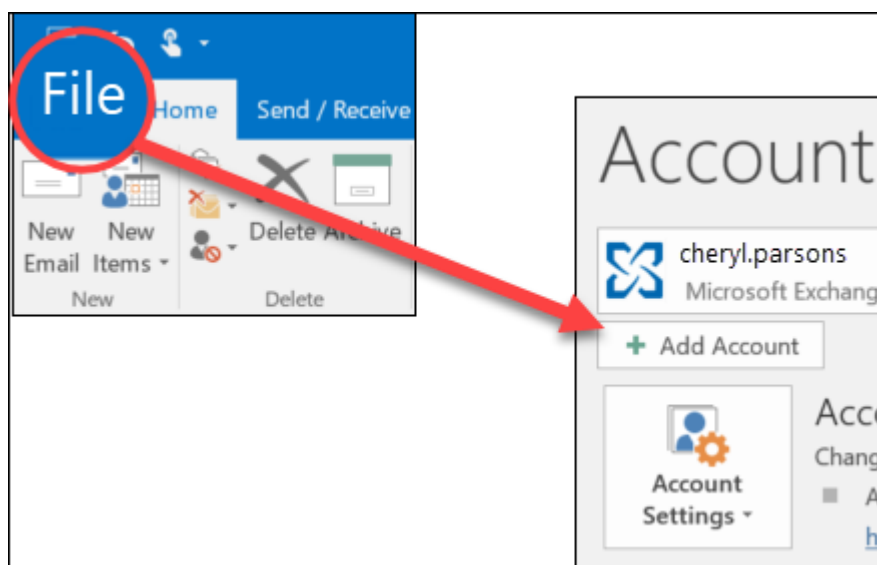
3. Setting Up a Work Account

3.1. Open Outlook Enterprise

Launch the Outlook Enterprise application on your device.

3.2. Click on "Add Account"

1. In the Outlook interface, go to the "File" tab.



2. Click on "Add Account" to initiate the account setup process.

3.3. Choose "Exchange" as Account Type

1. Select the option for adding a new email account.
2. Choose "Microsoft Exchange" or "Exchange" as the account type.

3.4. Enter Your Email Address and Password

1. Provide your work email address in the designated field.
2. Enter your work account password when prompted. Outlook will verify the credentials with the server.

3.5. Configure Additional Settings

1. Outlook may automatically detect the required settings. If not, enter the server information provided by your IT department.
2. Configure additional settings such as mailbox name, username, and domain if required.
3. If you are using a third-party MAPI provider, download and configure the MAPI email provider application as suggested by provider company.
4. Open Outlook and select File > Add Account.
5. On the next screen, enter your email address, select Advanced options, check the box for Let me set up my account manually, and select Connect.
6. On the Advanced Setup screen, select Other.
7. On the Other screen, choose the type of server to connect to from the list.
8. Note: The Other option and your account type listed under it will only appear if you've properly installed and configured the MAPI provider.
9. Click Connect.
10. The third-party MAPI provider application installed on your machine should launch.
11. Finalize the account setup by following the MAPI provider's instructions.

3.6. Complete the Setup

1. Click "Next" to proceed with the setup.
2. Outlook will perform a connection test. Once successful, click "Finish" to complete the setup.

4. Verification

1. Open Outlook Enterprise and ensure that your work account appears in the account list.
2. Check your inbox, calendar, and contacts to verify that they are synchronized correctly.

5. Conclusion

You have successfully set up your work account on the Outlook Enterprise application. Enjoy seamless access to your work-related emails and productivity features within the Outlook platform. If you encounter any issues, refer to your organization's IT support or contact [Microsoft support](#) for more additional help

Creating a New Outlook Profile

Creating a new Outlook profile is necessary in various scenarios, such as when setting up a new email account, resolving issues with the existing profile, or managing multiple email accounts separately and also allows you to manage email accounts separately and address various email management needs.

Follow the steps below to create a new Outlook profile.

Creating a New Outlook Profile

Access Mail Settings

1. Open the Outlook application on your computer.
2. Click on "File" in the top left corner of the Outlook window.
3. In the File tab, click on "Options."
4. In the Options window, select "Mail" on the left sidebar
5. In the Mail Setup window, click on the "Show Profiles" button.
6. In the Mail window, click on the "Add" button to create a new Outlook profile.
7. Enter a name for the new profile in the "Profile Name" field.
8. Click "OK" to proceed.

Configure Email Accounts

1. In the Email Accounts window, choose "Add a new email account" and click "Next."
2. Select the email account type (e.g., Microsoft Exchange, POP3, IMAP) and click "Next."
3. Enter the required information, including your name, email address, and account password.
4. Follow the on-screen prompts to complete the email account configuration.

Complete the Profile Setup

1. Once the email account configuration is complete, click "Finish."
2. Back in the Mail window, you can set the default profile if needed.
3. Click "Apply" and then "OK" to save the changes.

Verification

1. Open Outlook and ensure that the new profile appears in the profile list.
2. Send a test email to verify that the new profile is successfully configured.