



OFFICE365 KURULUM KİTAPÇIĞI

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Version 1.0

Istanbul Aydın University
Department of Information Technologies



Halit Aydın Campus
Block D



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This handbook explains how to install the Office applications provided through the collaboration between Istanbul Aydın University and Microsoft on the Windows operating system, and how to activate the Office365 license after installation.

You may visit our website prepared for you regarding information technologies at **bidb.aydin.edu.tr**, where you can also access our other handbooks.

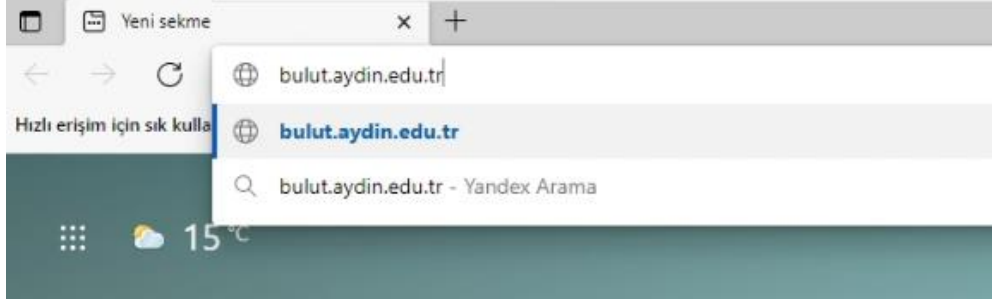
Istanbul Aydın University
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Technologies

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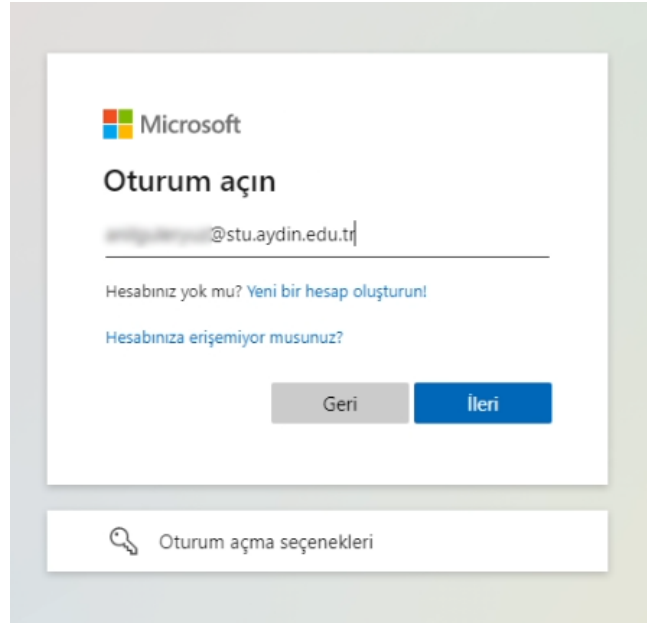
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Accessing the Office365 Portal and the Installation File

To go to the Microsoft Office portal, type **bulut.aydin.edu.tr** in the address bar and go to the website.



On the page that opens, enter the e-mail address assigned to you by Istanbul Aydın University.



Depending on whether your e-mail address is a staff or student account, you will be redirected to sign in through the Istanbul Aydın University server.

Student Screen



Kuruluş hesabınızla oturum açın

Oturum aç

Lütfen UBİS parolanızı giriniz.

Staff Screen

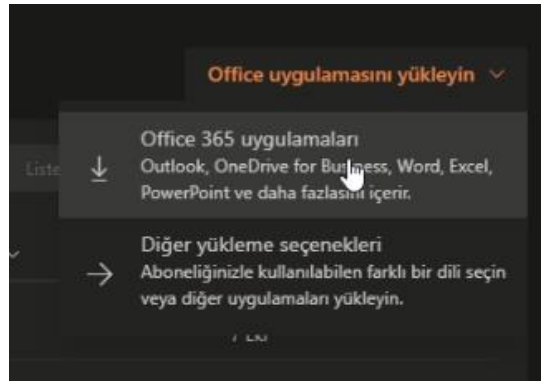
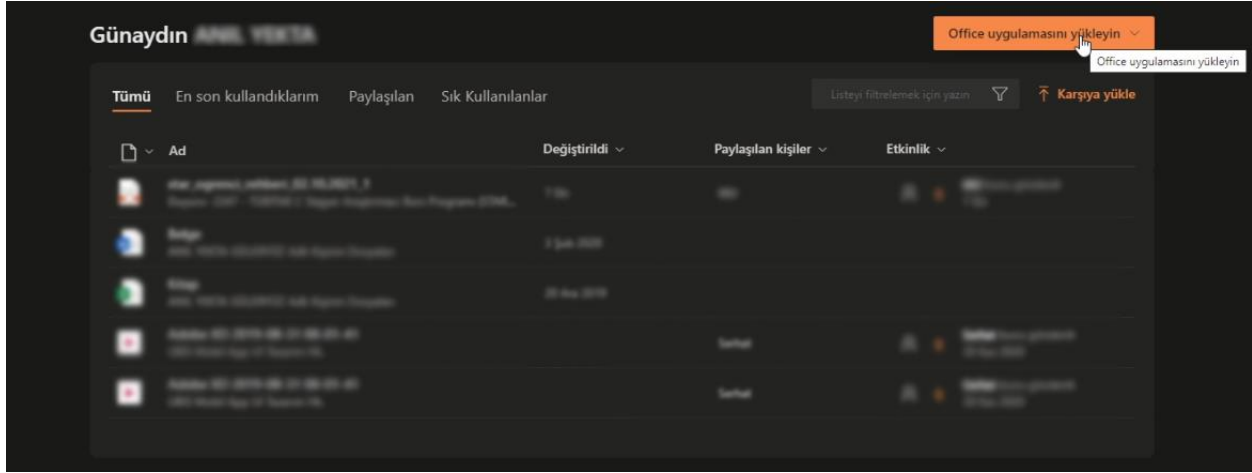


İSTANBUL AYDIN
ÜNİVERSİTESİ

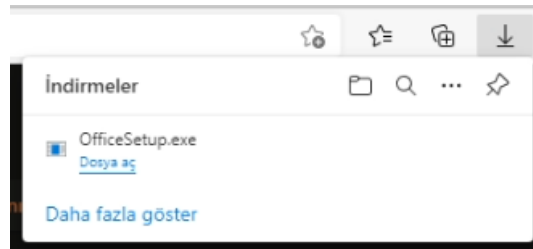
Lütfen kullanıcı adınızı giriniz:

Oturum aç

After completing the sign-in page, you will be redirected to the Office365 Portal page. On the redirected page, click the “**Install Office**” button, and then click the “**Office 365 apps**” option.



The download will begin.



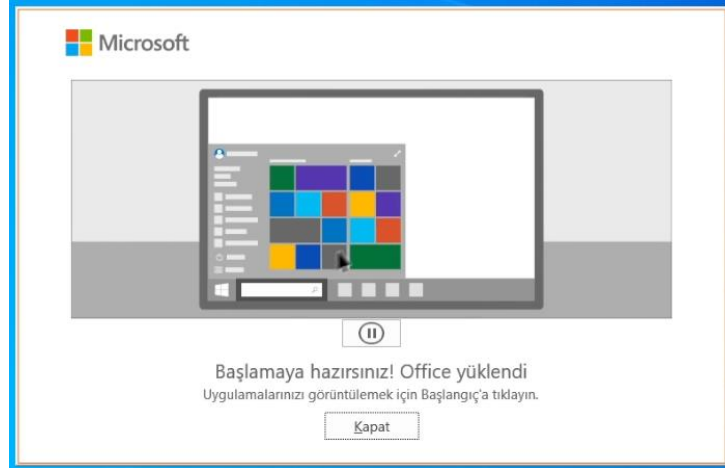
Office365 Installation

When you open the **OfficeSetup.exe** installation file, the Office applications will begin downloading and installing. You do not need to do anything else.

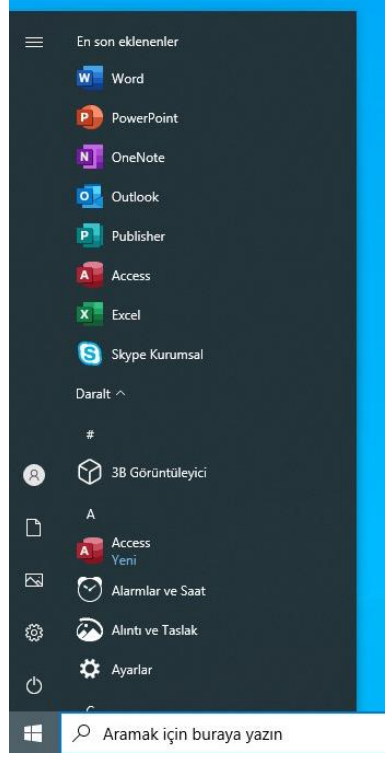
Note: *An up-to-date operating system is recommended for smooth installation and use.*



When the installation is complete, a window indicating that the installation was successful will appear on your screen.



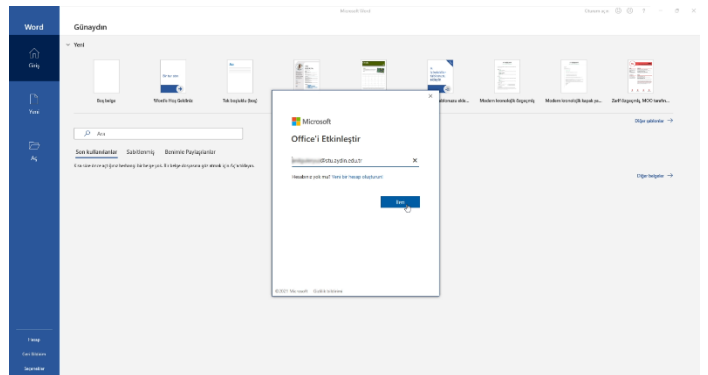
After the installation is completed, when you click the Start menu, you will be able to see and open the Word, PowerPoint, OneNote, Outlook, Publisher, Access, Excel, and Skype applications.



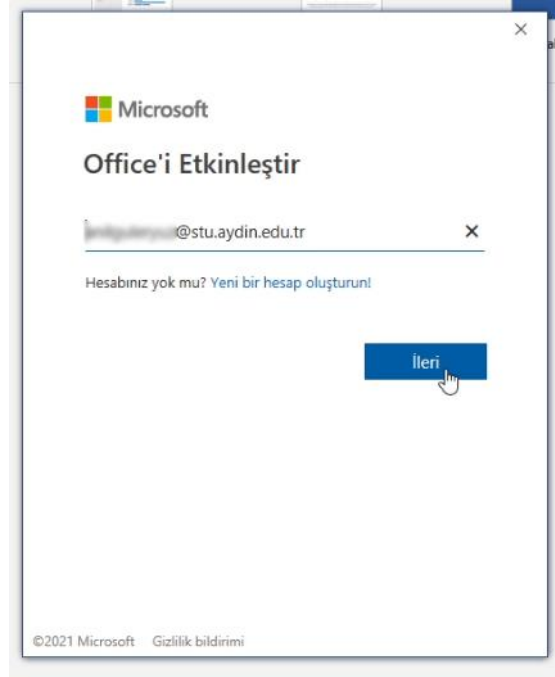
Office365 Lisansını Aktif Etme

You can activate these licenses free of charge on a total of **5 Windows or Mac computers**.
When you open any Office365 application, you will be asked to sign in with a Microsoft account.

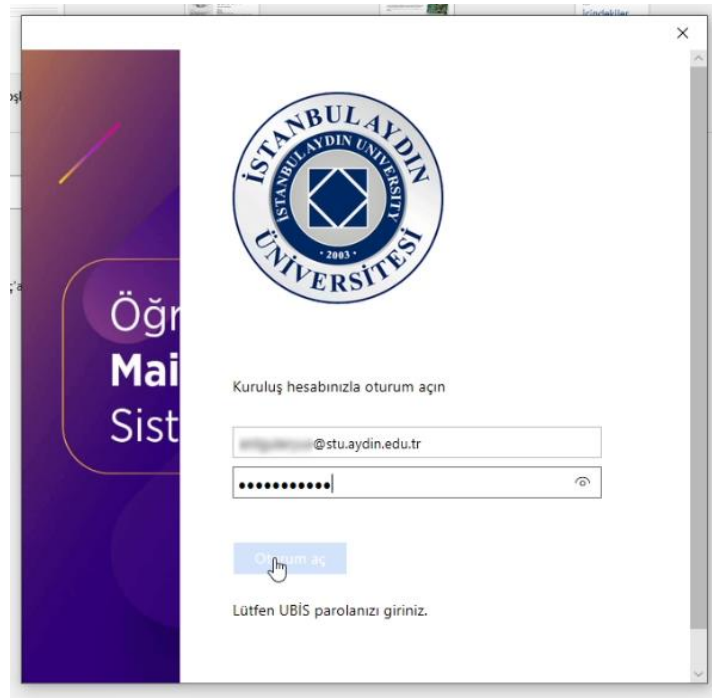
You need to enter the e-mail address assigned to you by the university in the field provided.

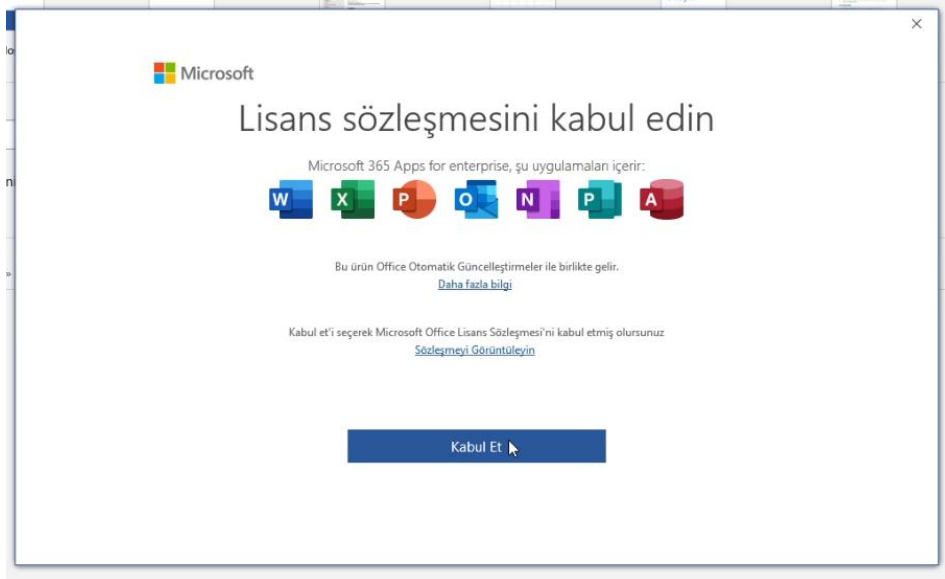
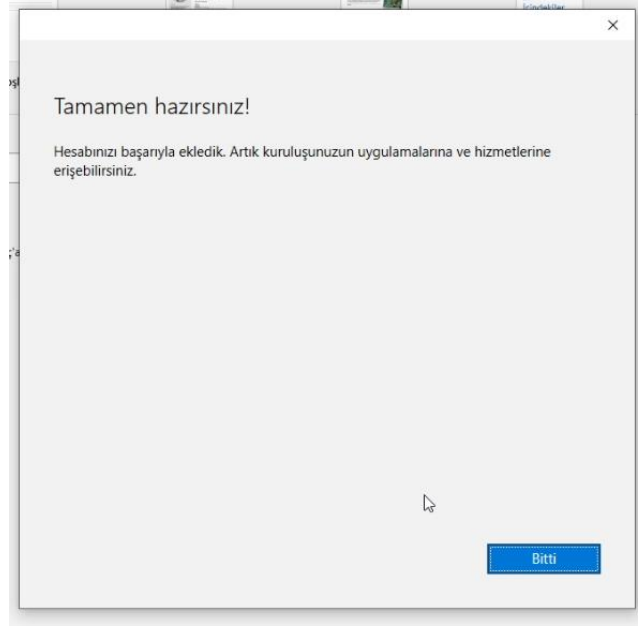


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When you click the **Next** button, you will be redirected to the Istanbul Aydın University server for account verification.

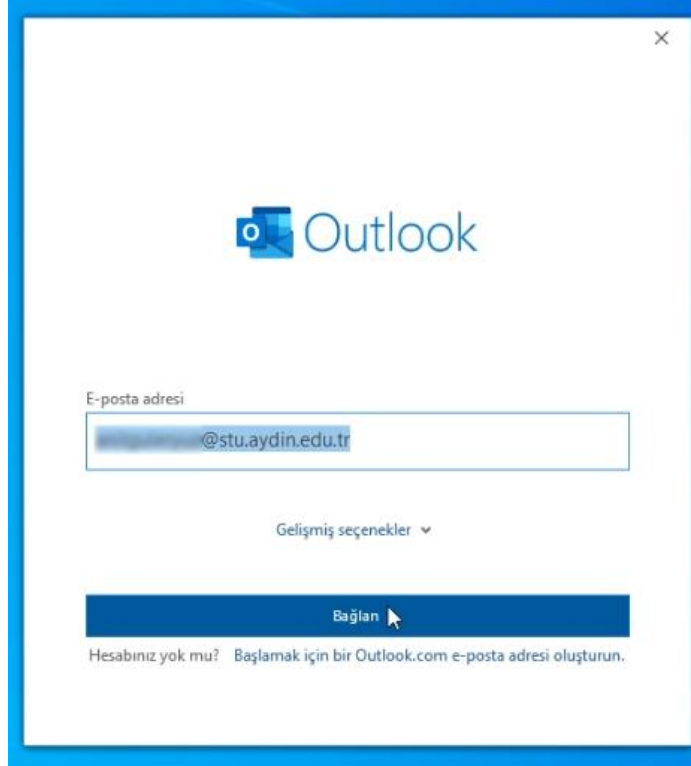




Your Office365 license will then be activated for the computer on which you completed the installation.

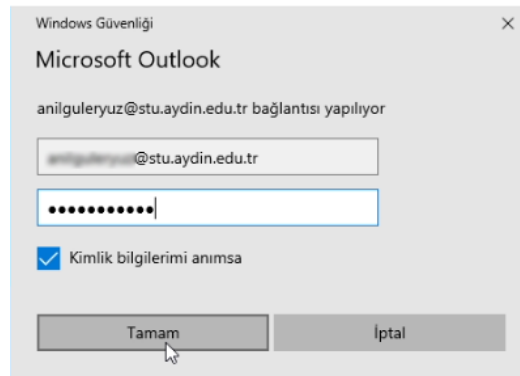
Setting Up E-Mail in the Outlook Application

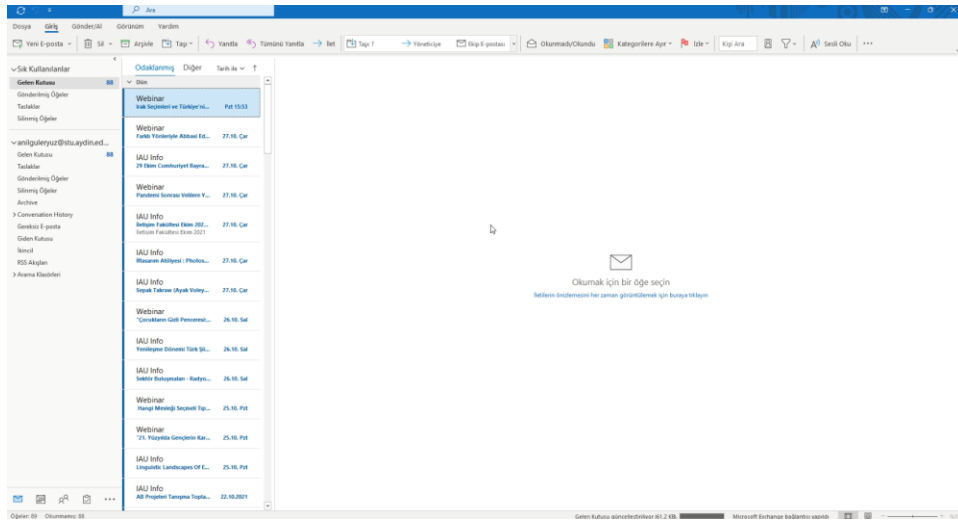
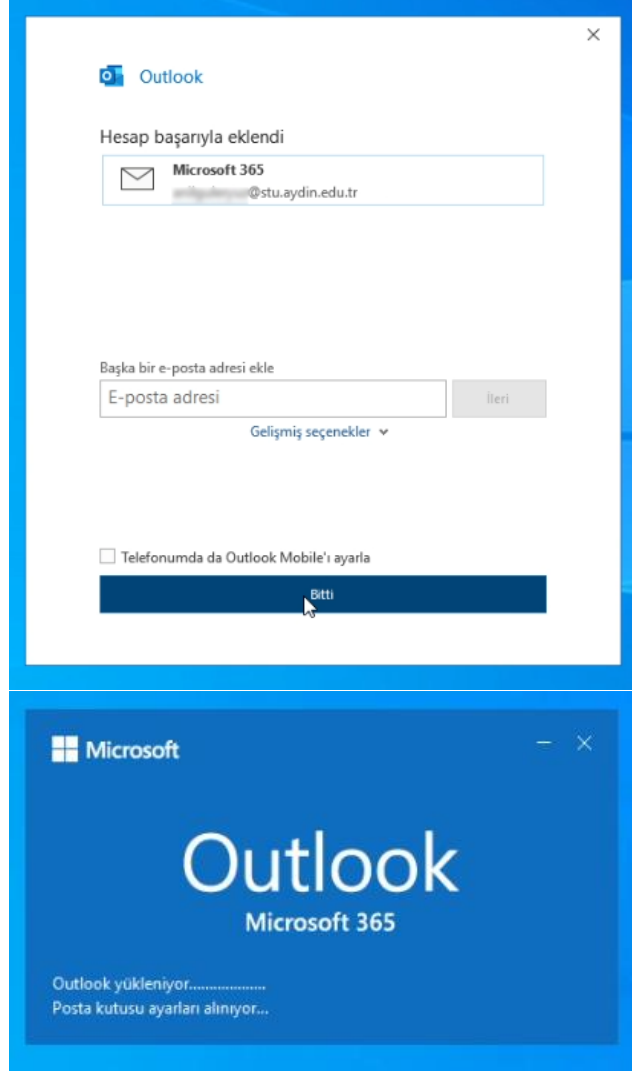
When you open the Outlook application for the first time, you will be asked to set up your e-mail account.



When you click the **Connect** button, you will need to enter your e-mail password in the window that opens.

If you do not want Outlook to ask for your password every time it starts, you need to tick the **“Remember my credentials”** checkbox.





Installing Microsoft Teams

The Microsoft Teams application is not included in the Office365 bulk installation package. Microsoft normally delivers it to all Windows computers through updates by default. However, for computers that have not received the installation, Microsoft also provides the installation file publicly on its own website.

You can download the Teams application and install it on your computer from:
<https://www.microsoft.com/tr-tr/microsoft-teams/download-app>

On the page that opens, click the “**Download for desktop**” button.

Microsoft Teams'i indirin

Teams'de istediğiniz her yerden herkesle bağlantı kurun ve işbirliği yapın.

Masaüstü cihazlar için indirin

Mobil cihazlar için indirin

On the next page, click the button appropriate for your operating system.

You may choose either “**Teams for home**” or “**Teams for work or school.**”

Windows masaüstü için Teams'i indirin



Ev için Teams

Windows 10 için
indirin

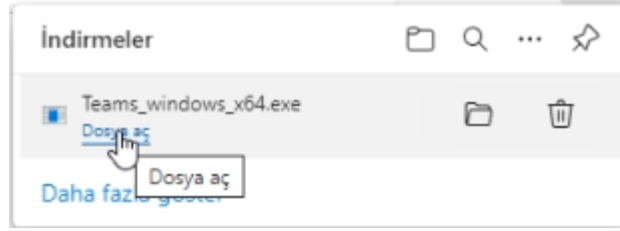
Windows 11 için
indirin



İş veya okul için Teams

Teams'i indirin

Open the downloaded file.



When you run the installation file, the Teams program will begin installing.



When the installation is complete, the Teams application will open.

