

Follow the steps below to download, sign and Authenticate in to Microsoft 365 using your student email.

Example student email: 217158005@edu.vut.ac.za

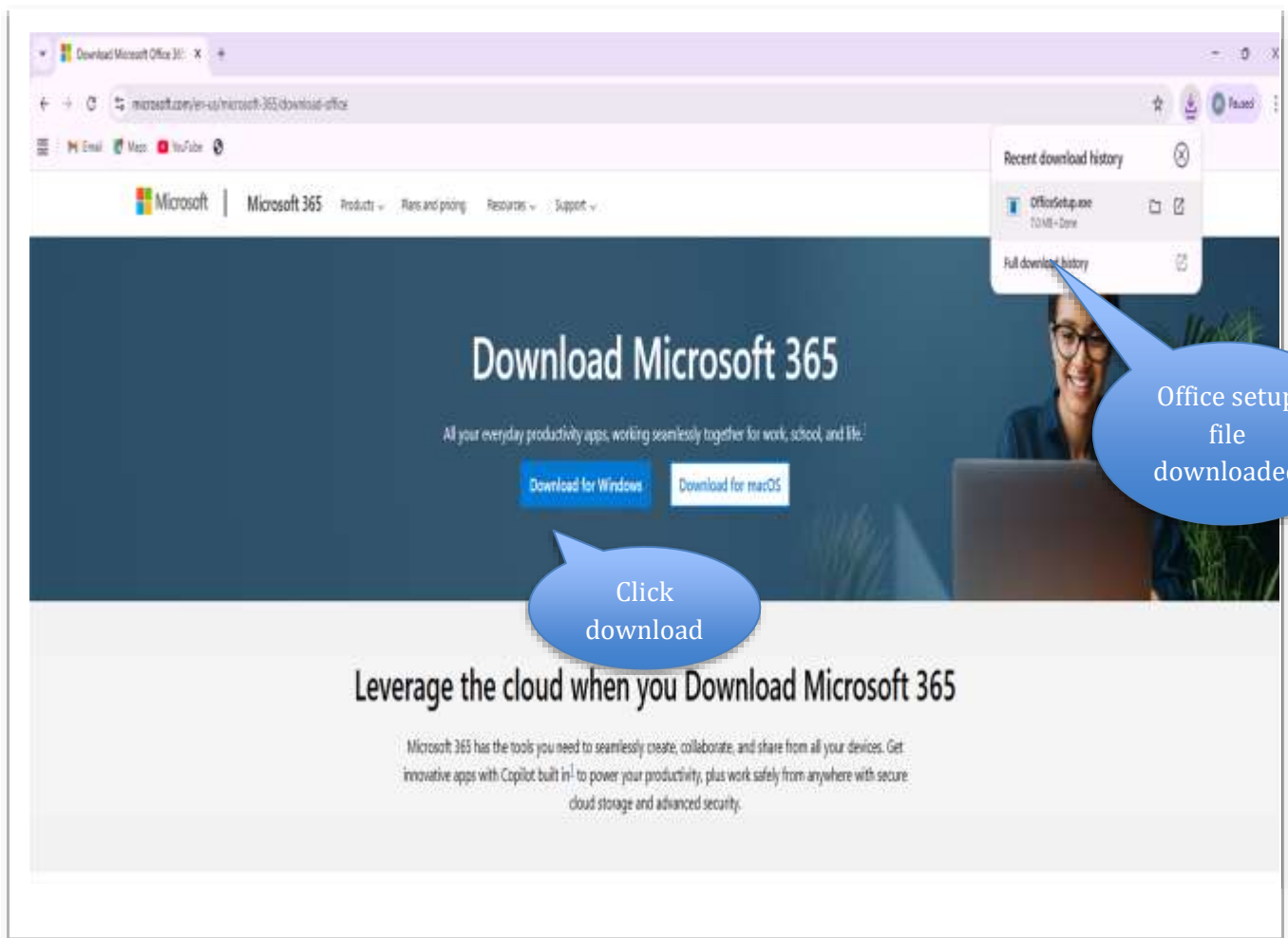
If Microsoft 365 is already installed on your PC, you can skip Section A and go straight to Section B.

SECTION A: Download Microsoft 365

Step 1: Go to Microsoft 365 Download Page

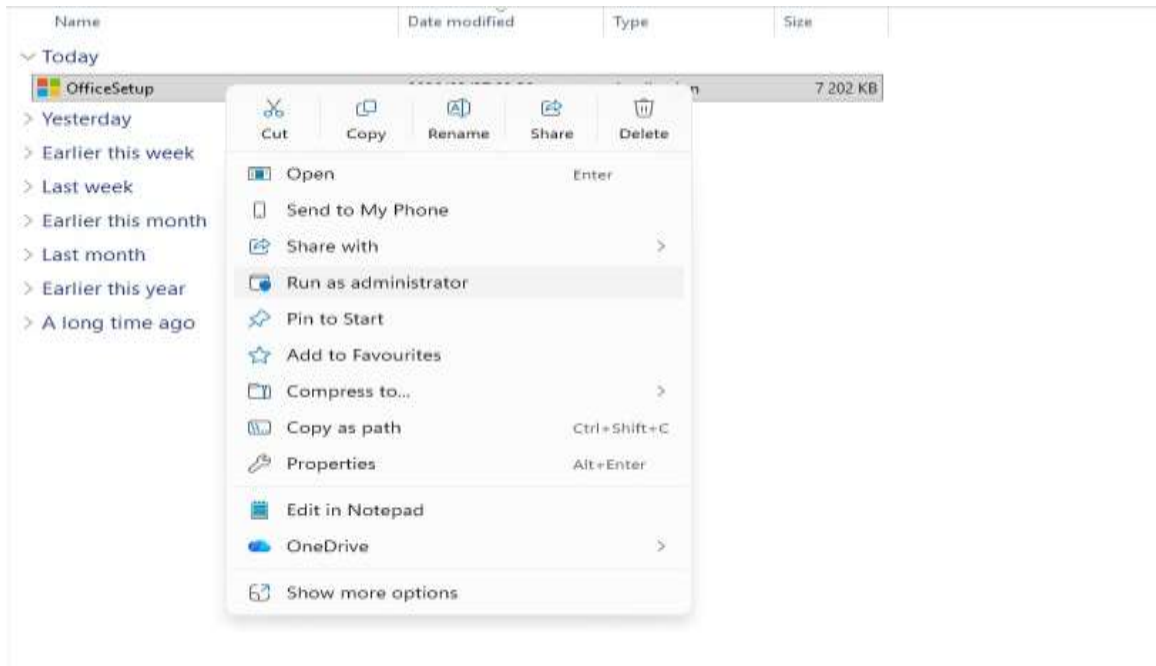
Open your browser and go to the Microsoft 365 download page. Click on 'Download for Windows or macOS.'

<https://www.microsoft.com/en-us/microsoft-365/download-office>



Step 2: Run the Installer

Once downloaded, locate the Office Setup file. Right-click and select 'Run as administrator'.



Step 3: Wait for Installation

The installation will begin. Stay connected to the internet while Microsoft 365 installs.



Step 4: Installation in Progress

Microsoft will prepare and install the applications.



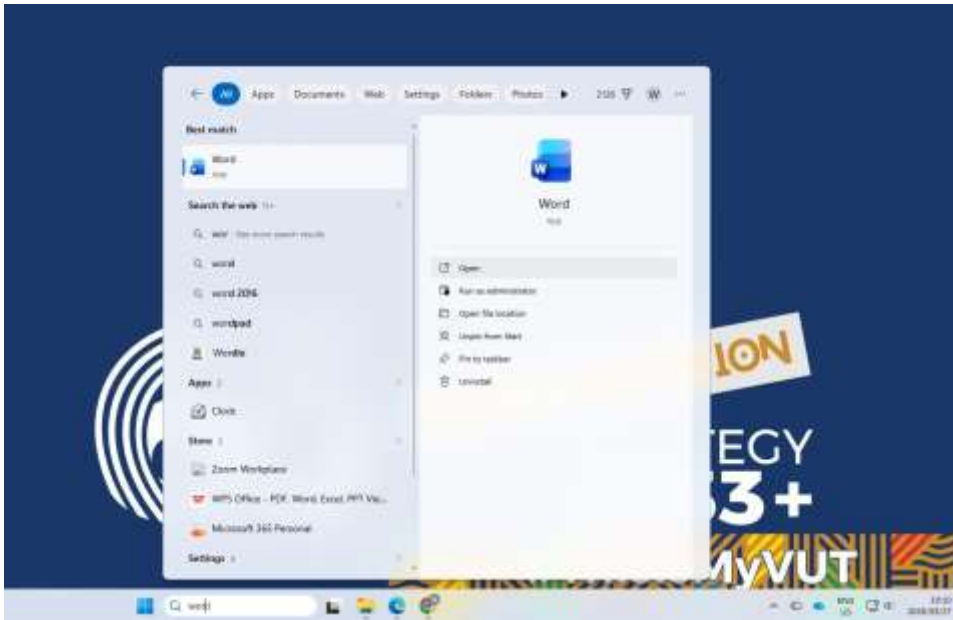
Step 5: Installation Complete

Once done, you will see a message that you are all set.



Step 6: Open Microsoft Word

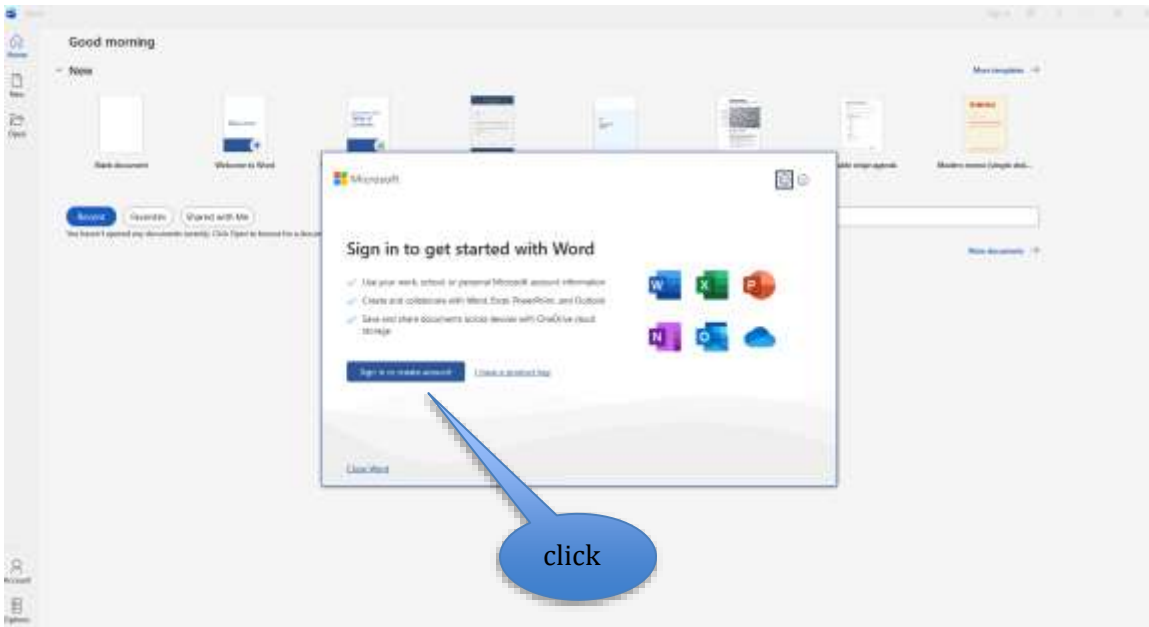
Click on Start Menu and search for 'Word', then open it.



SECTION B: Signing in to Microsoft 365

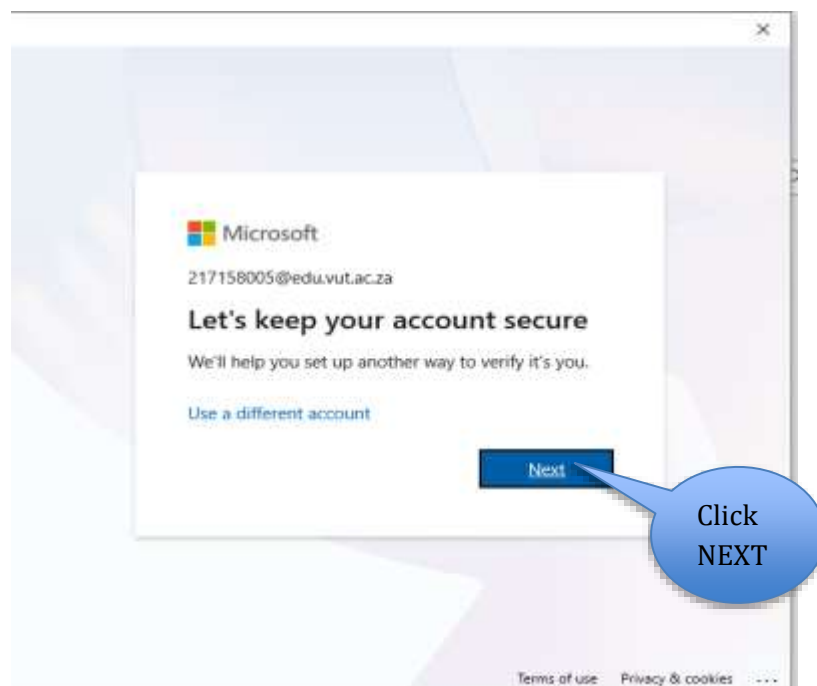
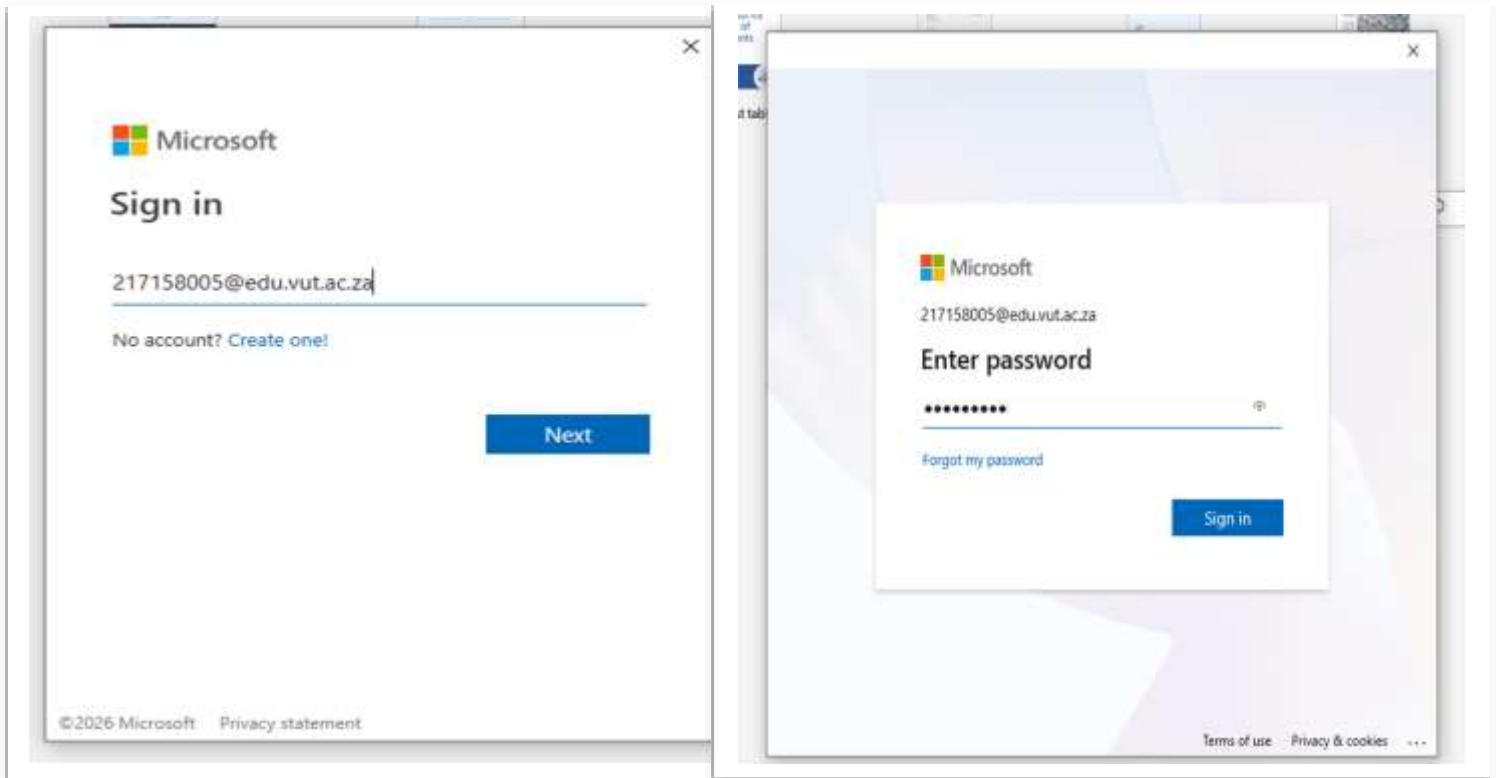
Step 1: Signing in

When Microsoft Word opens, you will be prompted to sign in or create account.



Step 2: Sign in with your Student Credentials

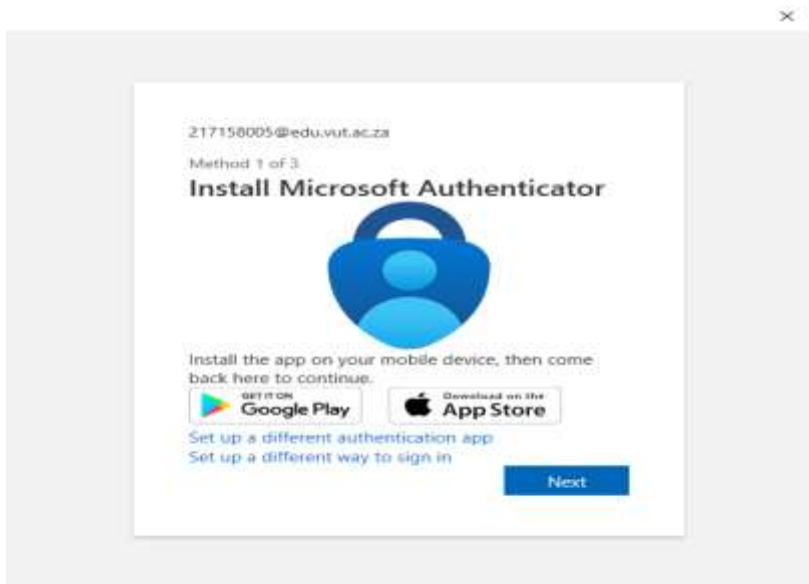
When Microsoft Word opens, a sign-in screen will appear. Enter your student email address (e.g., 217158005@edu.vut.ac.za) and click Next. Then enter your password and **click sign in**



SECTION C : Authentication

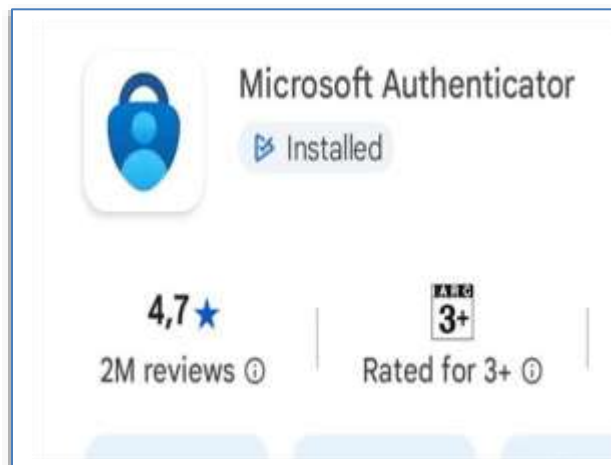
You will use two methods for authentication. The first method is the Microsoft **Authenticator app**, and the second method is your **phone number**, which will be used as a backup.

Authentication 1 : MICROSOFT AUTHENTICATOR



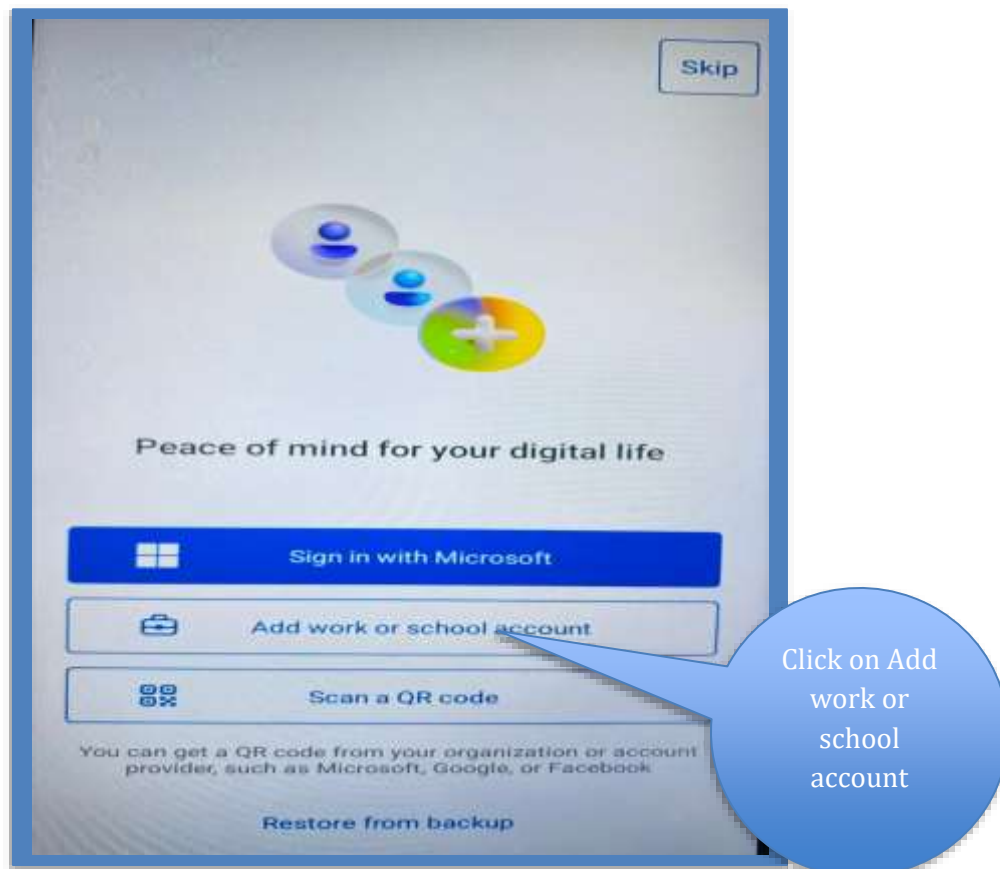
Step 1

- **On your phone:**
- **Go to Google Play** (Android) or **App Store** (iPhone)
- Search: **Microsoft Authenticator**
- **Install** the app



Step 2

Open the Authenticator app on your **phone** and select **Add work or school account**. And Select **scan QR code**

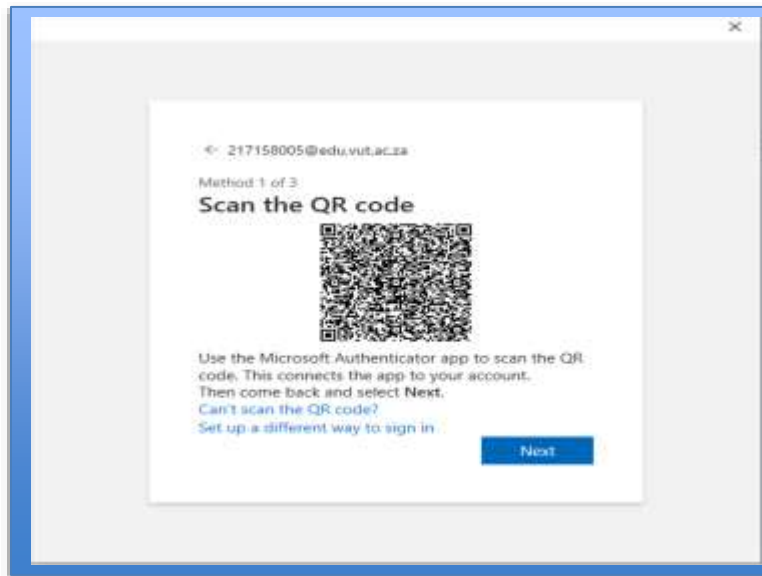


Back to your pc and **click NEXT**



Step 3

Use your phone to **scan the QR code** displayed on your computer screen to complete the process then **click NEXT**

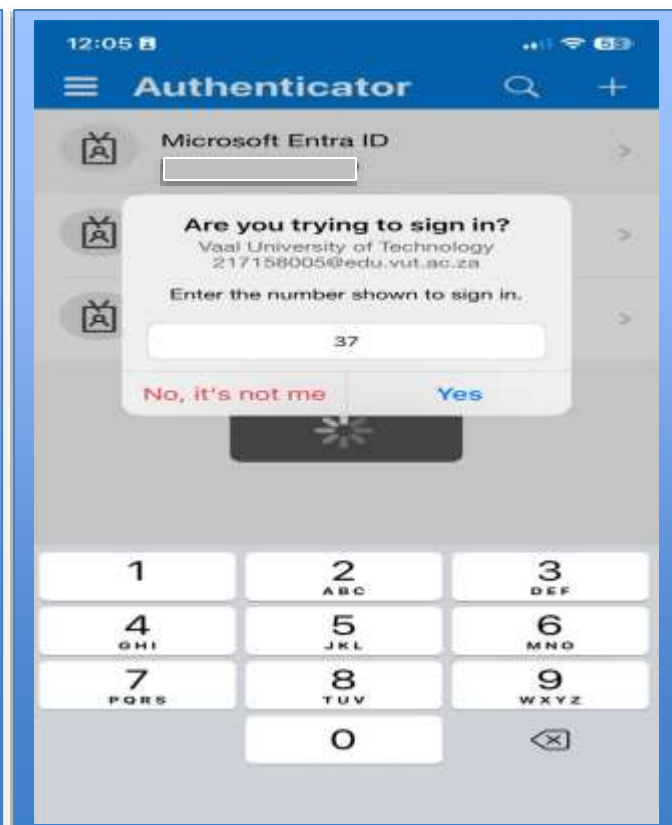
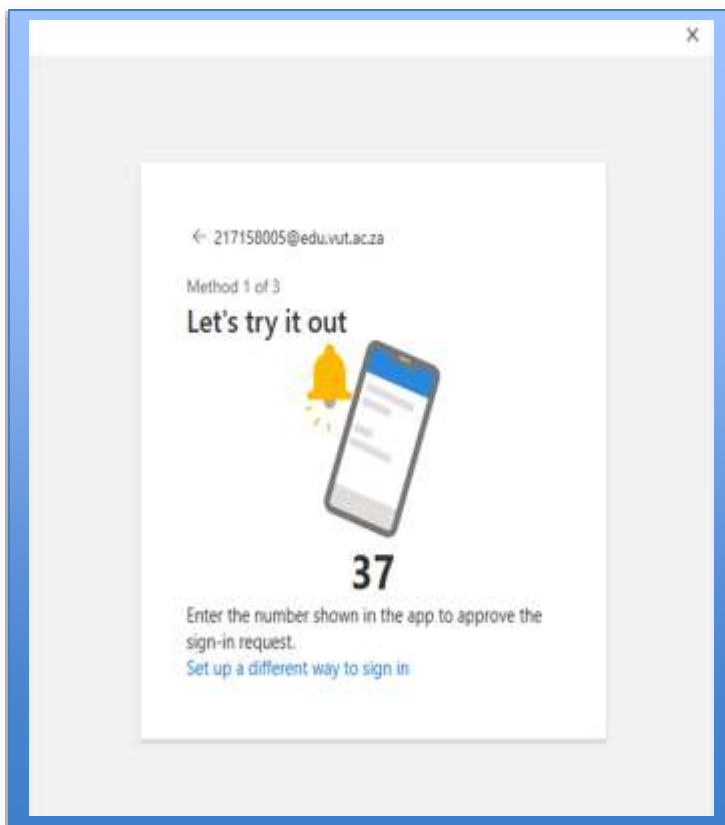


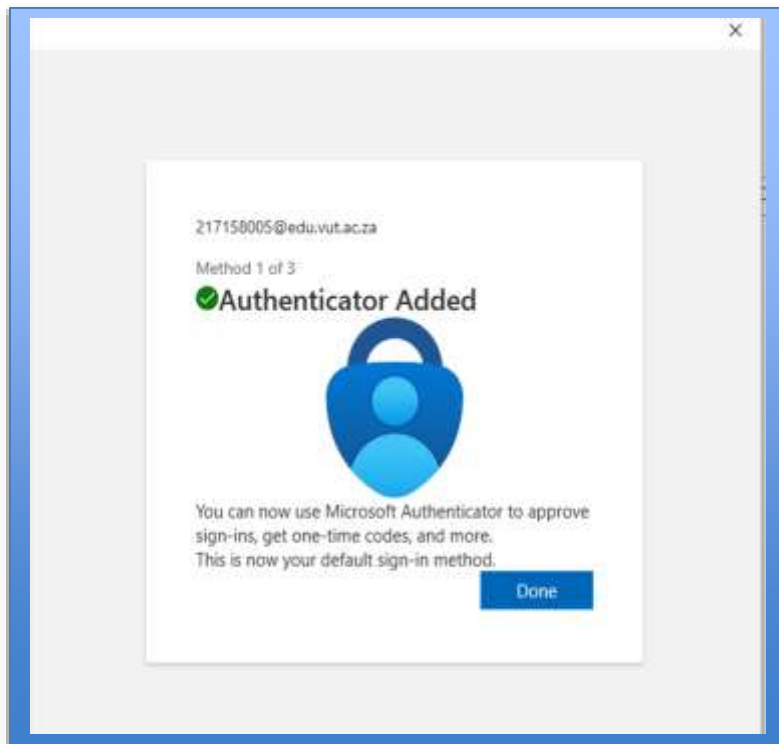
Step 4

The Number Match (Verification)

After scanning, your computer screen will display a **2-digit number** (e.g., "37"). Simultaneously, a notification will pop up on your phone from the Microsoft Authenticator app.

On your phone: You must type that exact same number into the app and **click YES**





Authentication 2: PHONE NUMBER

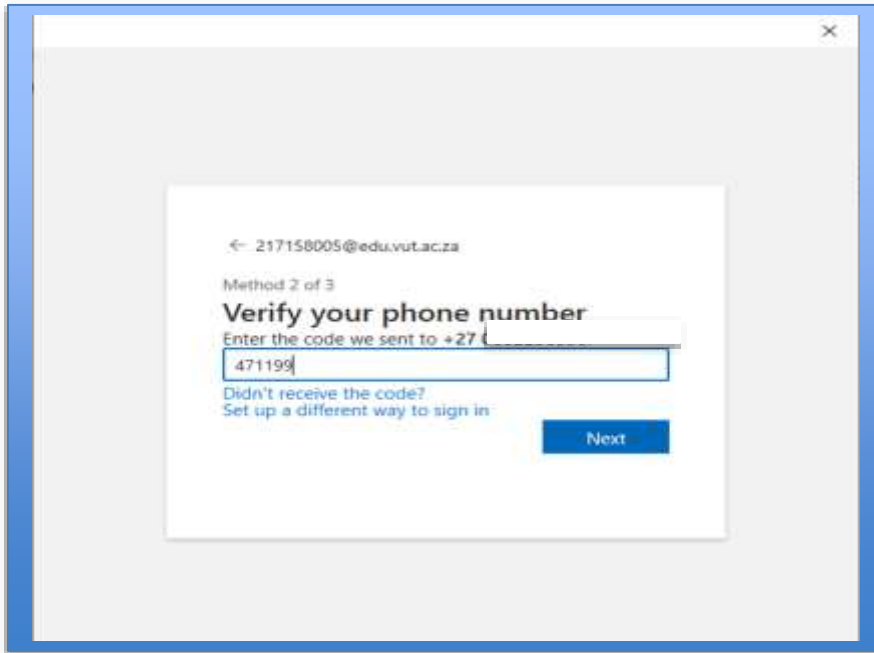
Step 5.

- Select **South Africa (+27)** from the country code dropdown menu.
- Enter your mobile phone number in the provided box and select the **"Text a code"** option to receive a verification SMS. **Click NEXT**

A "Add your phone number" window. At the top is a blue telephone handset icon. Below it, the text says: "Verify it's you with a call or text code to your phone." Under "Country code", a dropdown menu shows "South Africa (+27)". Below that is a "Phone number" label followed by an empty input field. Under "Choose how to verify", there are two radio buttons: "Text a code" (which is selected) and "Call". At the bottom, there is a disclaimer: "Message and data rates may apply. Pressing Next means that you agree to the Terms of service and Privacy and cookies statement. Set up a different way to sign in" and a blue "Next" button.

Step 6: Verify Your Phone Number

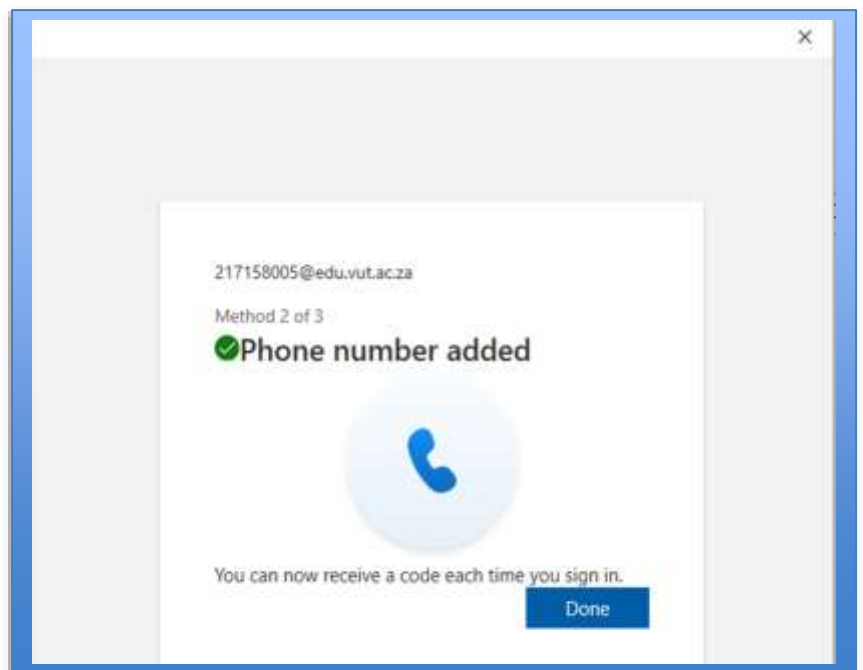
- Microsoft will send a 6-digit verification code to your mobile phone via SMS.
- Type the code you received into the box on your computer screen and **click Next**.



A screenshot of a Microsoft account verification window. The window has a title bar with a close button (X). The main content area is white and contains the following text: "← 217158005@edu.vut.ac.za", "Method 2 of 3", "Verify your phone number", "Enter the code we sent to +27", a text input field containing "471199", "Didn't receive the code?", "Set up a different way to sign in", and a blue "Next" button.

Step 12: Finalize Security Setup

- Once the phone number is verified, you will see a "Success" message confirming your phone has been registered.
- **Click Done** to finish the entire security registration process.
- Your Microsoft 365 apps are now fully activated and ready for use.



A screenshot of a Microsoft account success message window. The window has a title bar with a close button (X). The main content area is white and contains the following text: "217158005@edu.vut.ac.za", "Method 2 of 3", a green checkmark icon, "Phone number added", a blue telephone handset icon inside a light blue circle, "You can now receive a code each time you sign in.", and a blue "Done" button.