

A Guide to Office 365 Services at Al-Baha University

(Students)

Office 365 service

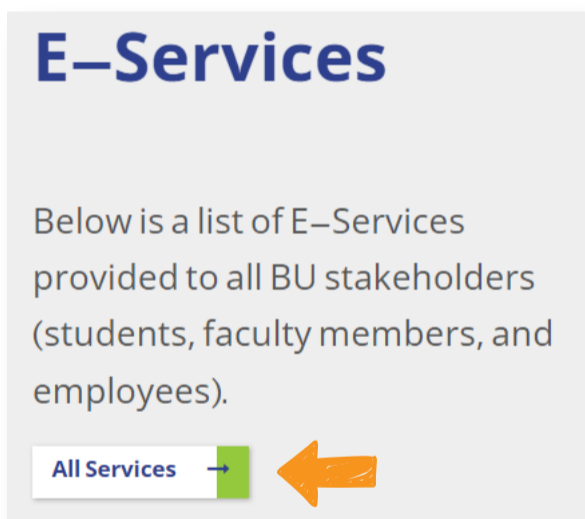
This service allows you to use Microsoft Office programs, by creating, editing and sharing files with others on your computer or any device running the operating system MAC, Windows, IOS or Android.

Service features:

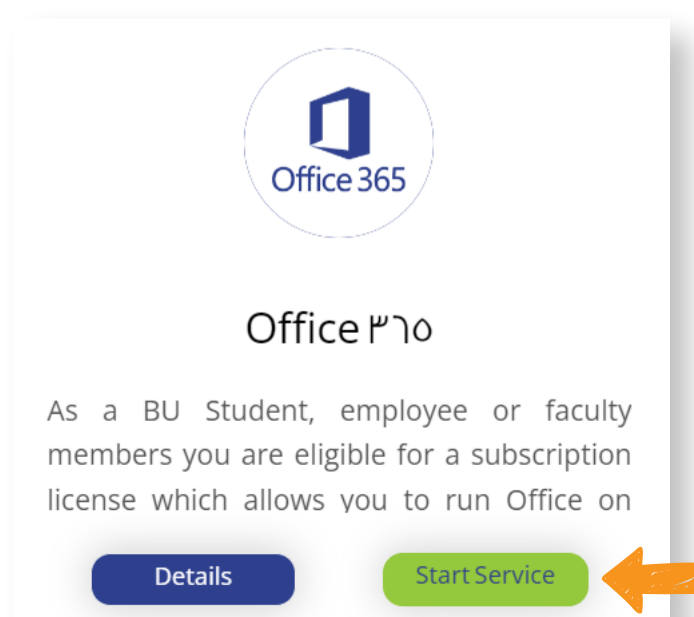
- The latest productivity apps, such as Word, Excel, PowerPoint, OneDrive, and so much more.
- Apps Web Office can be used by browser.
- The ability to install on PCs, Macs, tablets, and phones.

To access Office 365 services:

- 1 Enter the university home page: <https://portal.bu.edu.sa/ar/home>
- 2 Go to E - Services and choose **All Services**.



- 3 Then from Office 365 service click on **Start Service**.

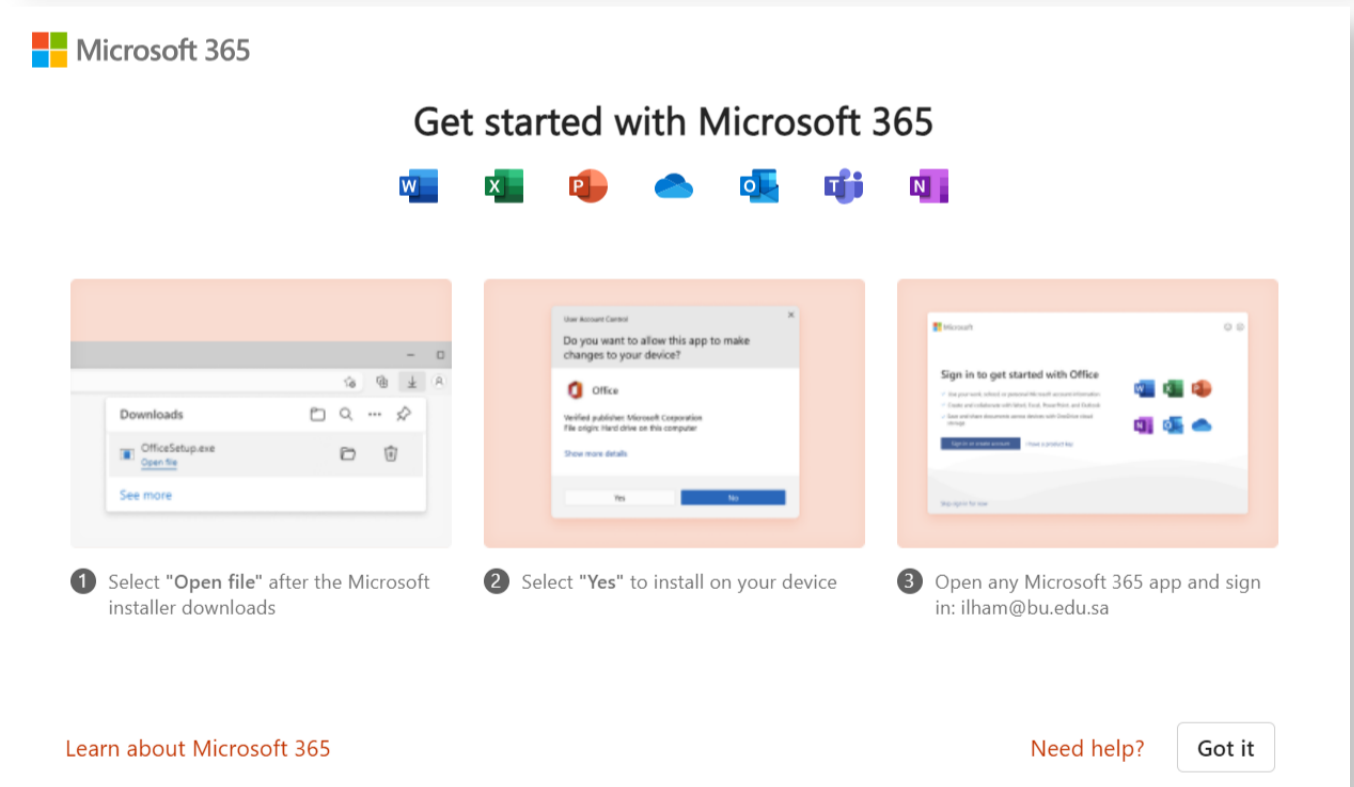
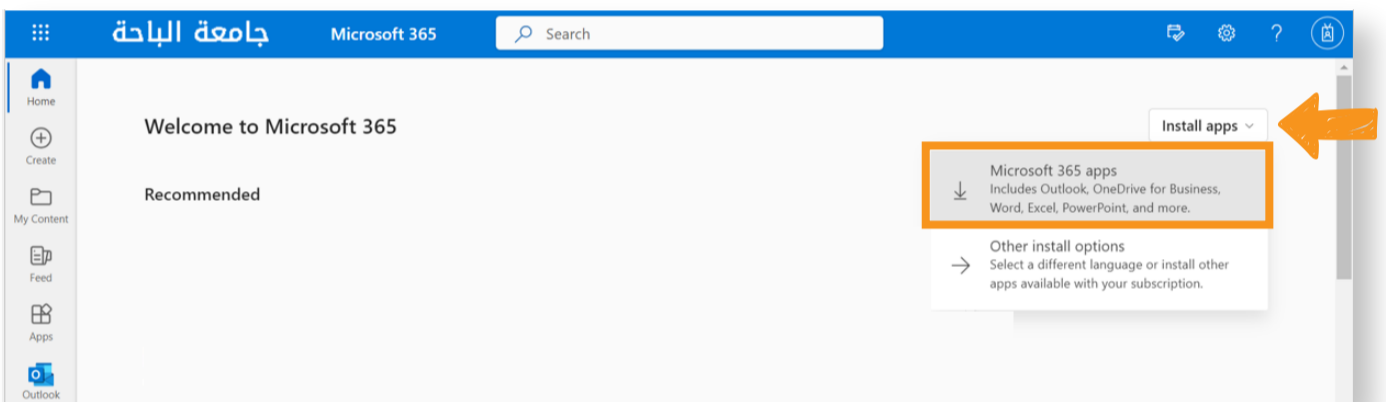


4 Login using your university email and password.



Install Office apps:

1 Click **Install apps** to install Office applications and take advantage of their services.



2 Click on the file after the download is complete.



3 Office apps will be installed automatically.

