RAK Medical & Health Sciences University

جامعة رأس الخيمة للطب والعلوم الصحية

# Guide on
# How to Access / Install Microsoft Office Applications

**Audience:** Students, Faculty & Staff
**Guide on** : Microsoft Office Activation
**Version:** 1.0
**Date:** 21/02/2026

**Table of Contents**

How to Access Microsoft 365 Office Applications ..... 4

1) Sign in to Outlook on the Web ..... 4

2) Install Microsoft 365 Apps (Office) ..... 4

3) Activate and Verify in Word ..... 4

4) Quick Troubleshooting ..... 4

Quick Links & IT Support ..... 9

Figure 1: Login with Your Email Account..... 5
Figure 2:Email Account Logged In..... 5
Figure 3:Click on More Apps ..... 6
Figure 4:Click on Install Apps..... 6
Figure 5:Verify Your Email Account..... 7
Figure 6:Click on Install Office ..... 7
Figure 7:Downloads the Office EXE File & Install the Office ..... 8
Figure 8:Verify by Opening Word File ..... 8
Figure 9: Click on Account and Activate by Entering your Email Address ..... 9

# How to Access Microsoft 365 Office Applications

## 1) Sign in to Outlook on the Web

- Go to https://outlook.office.com/mail/ in a modern browser (Edge/Chrome).
- Select your university account and sign in with your password (complete MFA if prompted).
- You should land in your Outlook mailbox.

## 2) Install Microsoft 365 Apps (Office)

- From the app launcher choose Microsoft 365 → Install apps.
- Alternatively, open https://portal.office.com → My account → Office apps & devices → Install Office.
- Download and Run the installer and keep your device connected to the internet until the installation completes.

## 3) Activate and Verify in Word

- Open Word. If prompted, sign in with your university email to activate.
- Go to File → Account. You should see Subscription Product: Microsoft 365 Apps for enterprise.
- If it shows Unlicensed, click Sign out then Sign in with your university account and ensure internet
- connectivity.

## 4) Quick Troubleshooting

- Old Office present: uninstall legacy versions first, then reinstall from office.com.
- Activation failed / Unlicensed: in an Office app, sign out of all accounts, then sign in with your university
- email; ensure internet is available.

https://outlook.office.com/mail/

Login with your university email Address

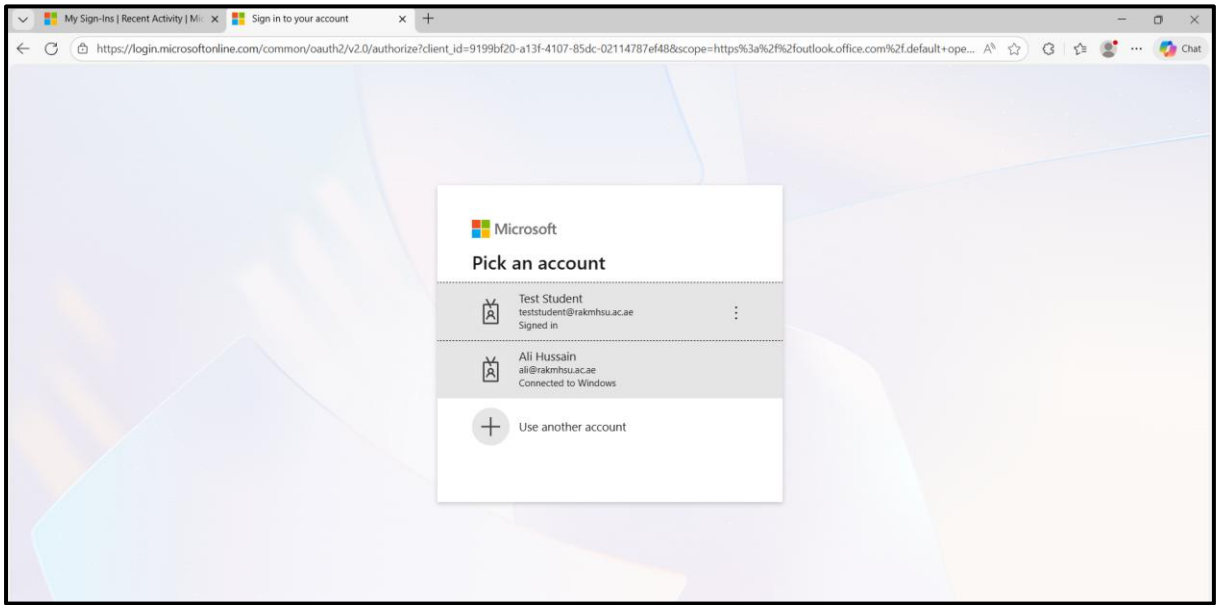


**Figure 1: Login with Your Email Account**

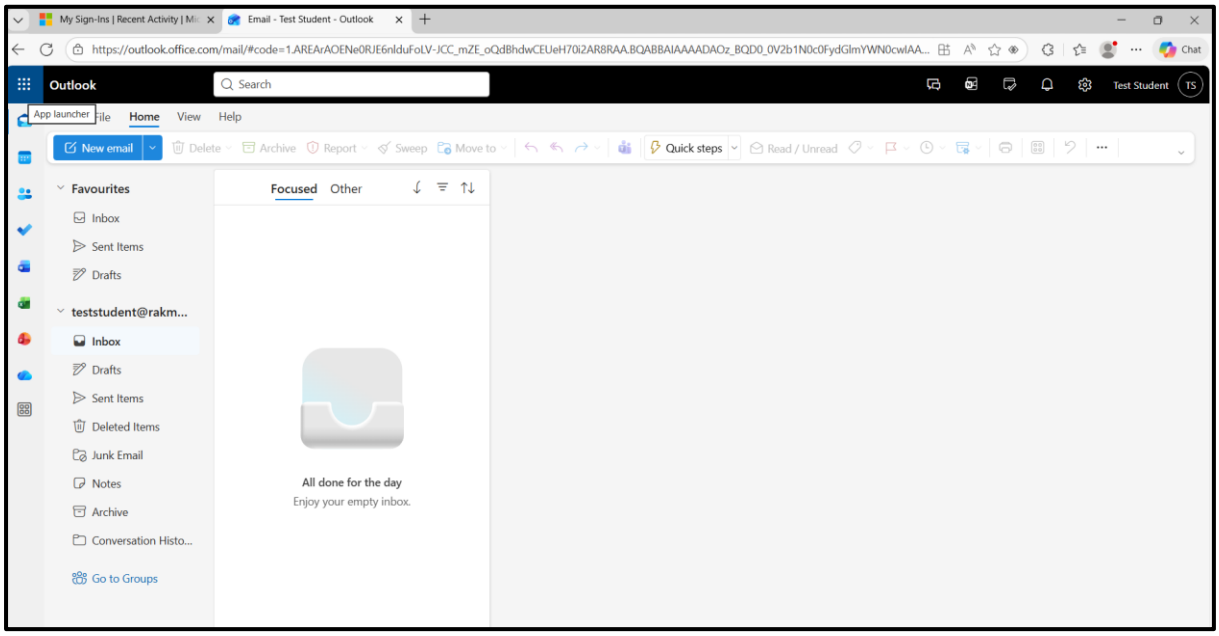


**Figure 2:Email Account Logged In**

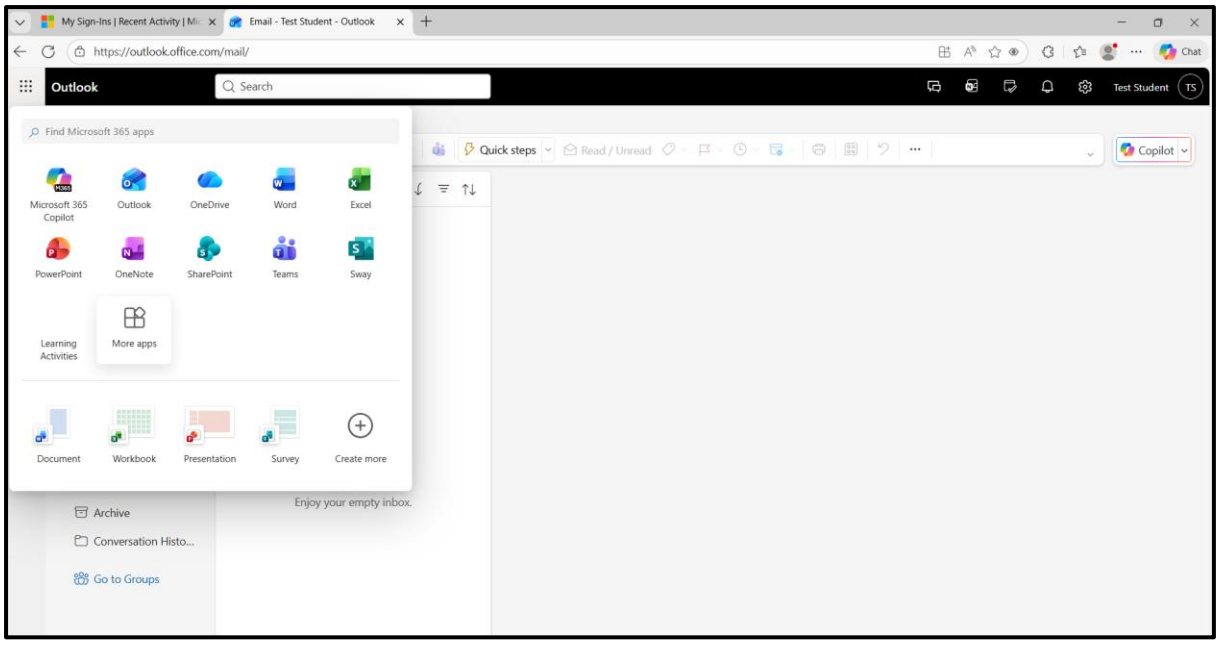


**Figure 3:Click on More Apps**

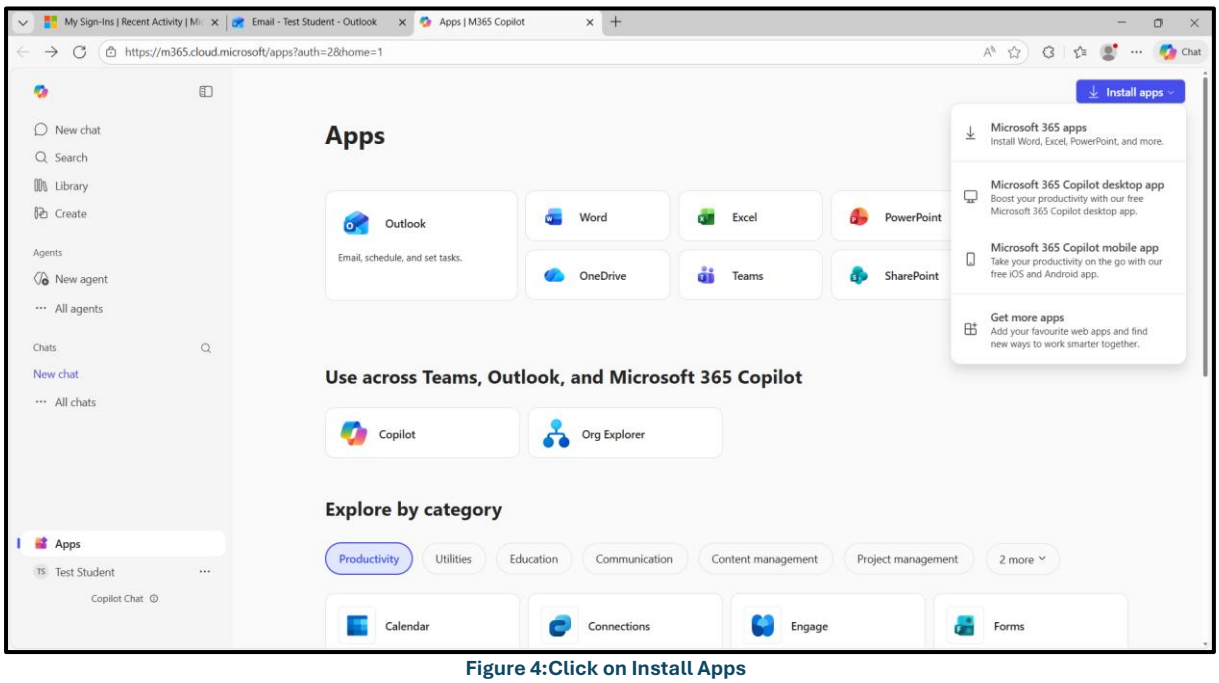


**Figure 4:Click on Install Apps**

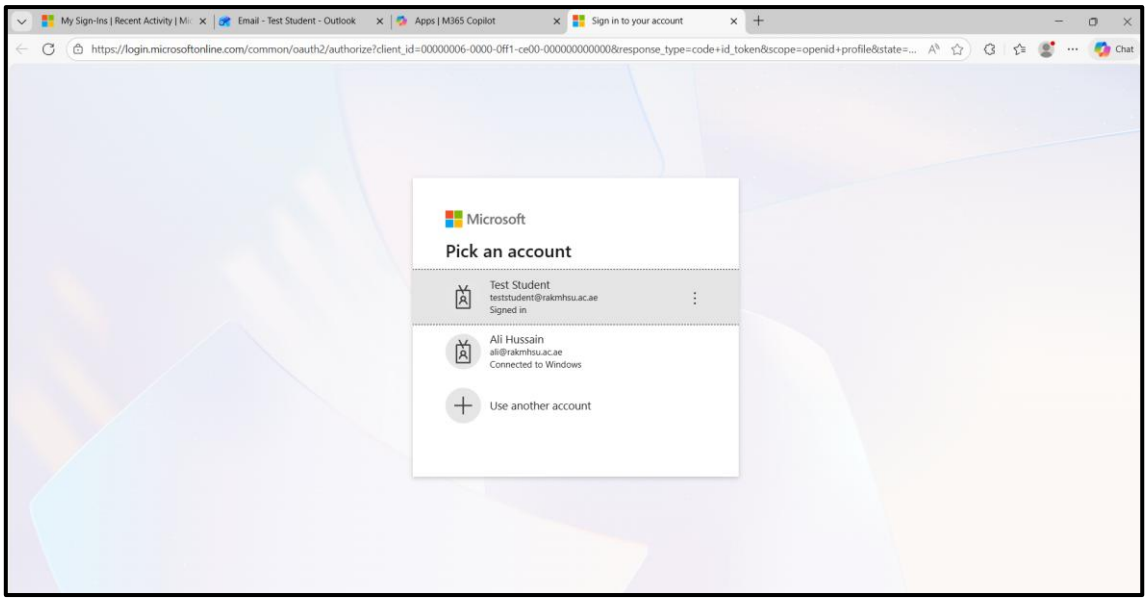


**Figure 5:Verify Your Email Account**

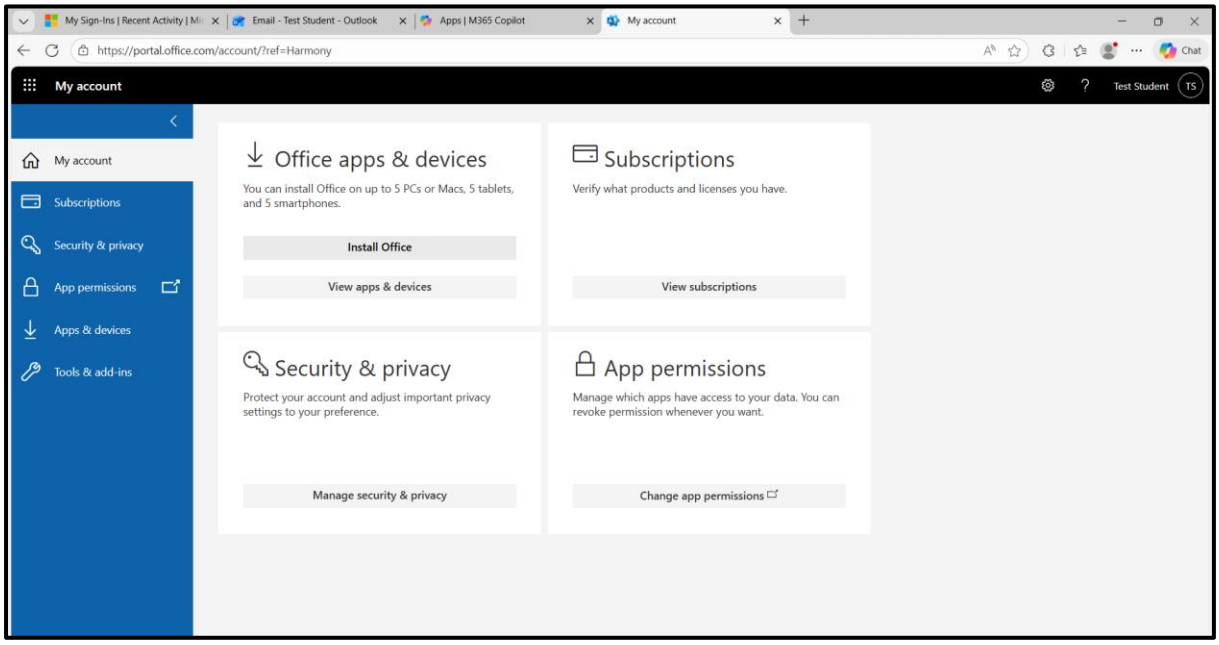


**Figure 6:Click on Install Office**

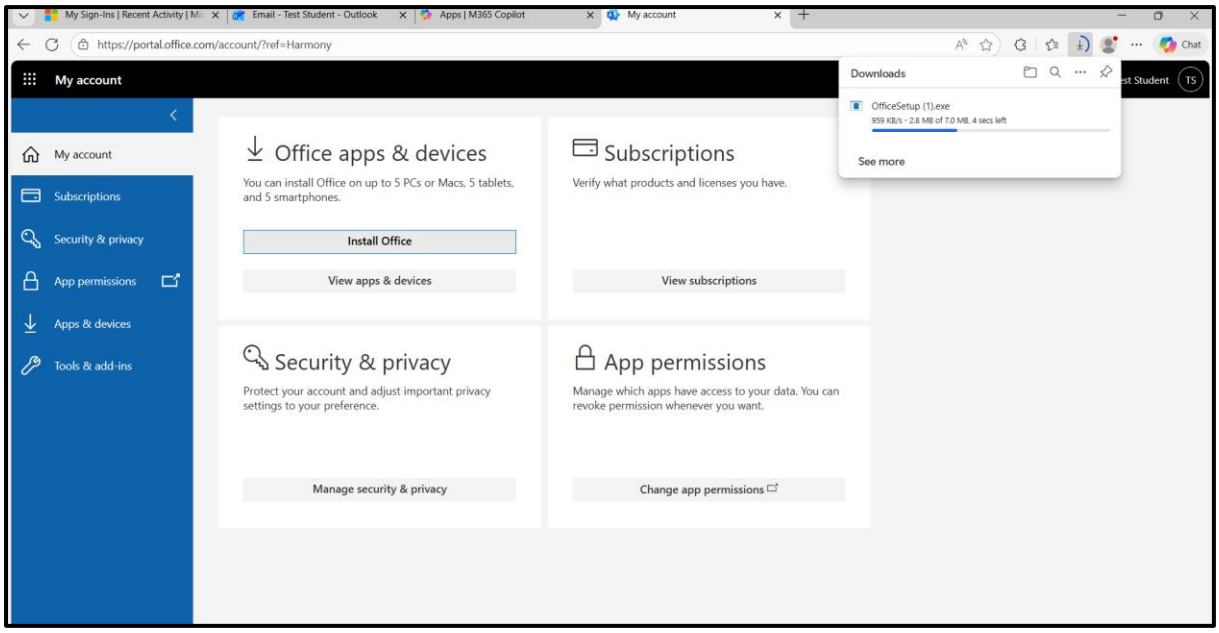


Figure 7:Downloads the Office EXE File & Install the Office

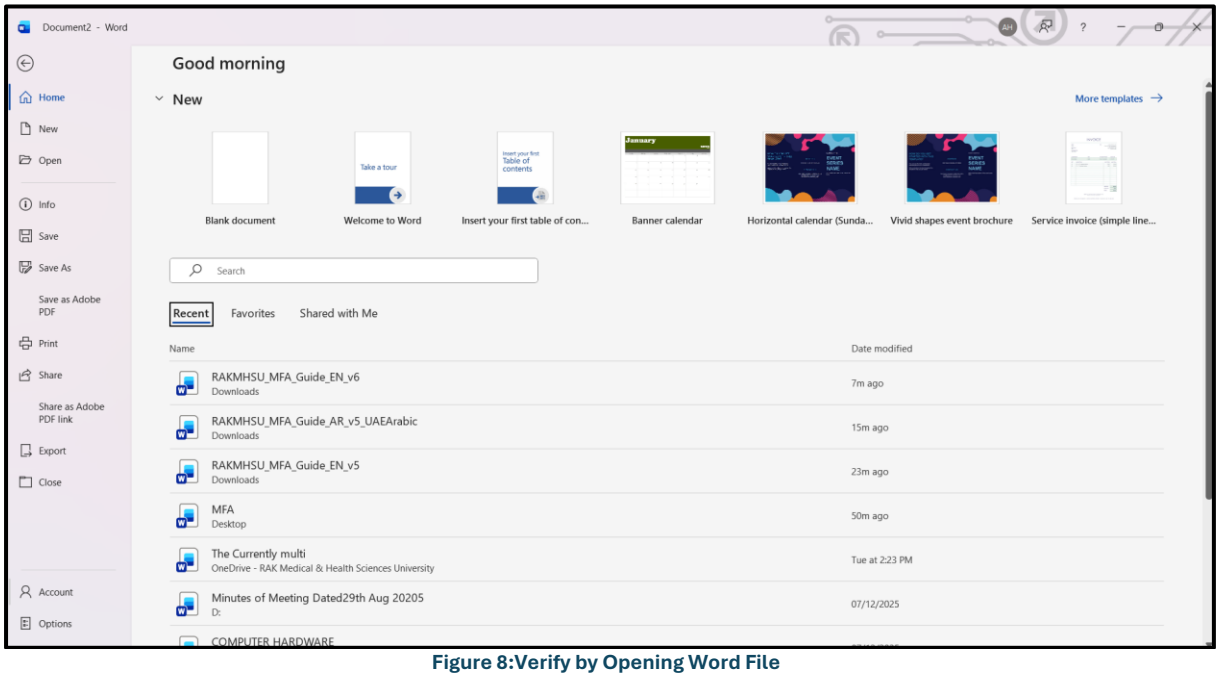


Figure 8:Verify by Opening Word File

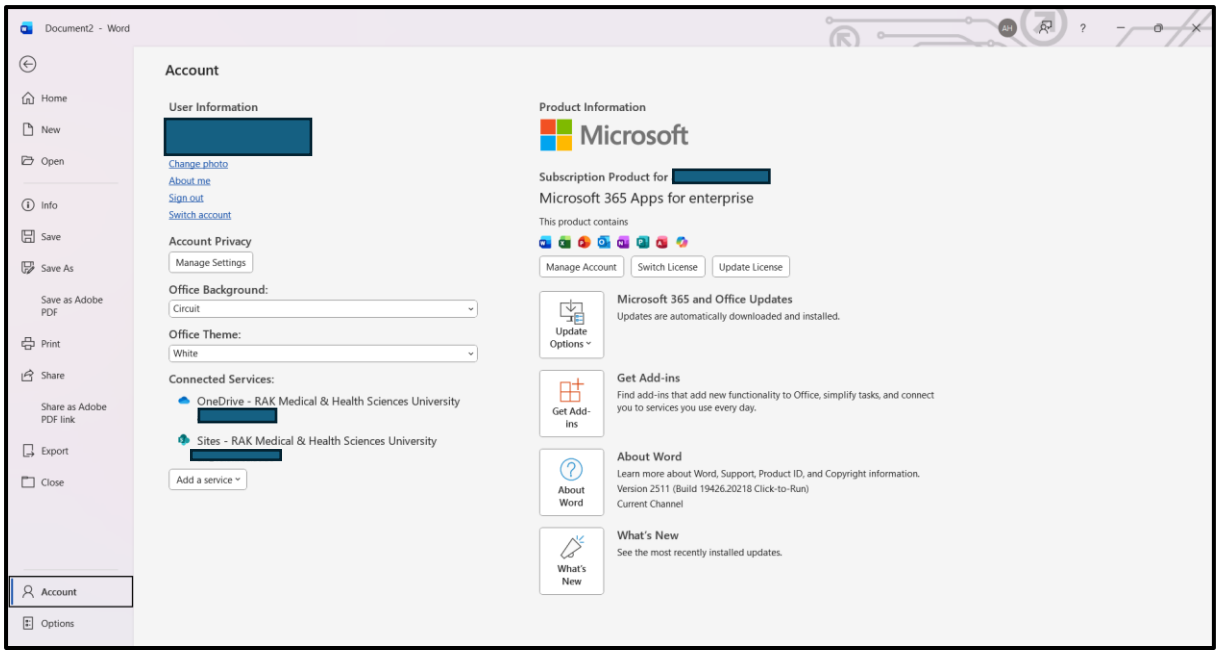


**Figure 9: Click on Account and Activate by Entering your Email Address**

## Quick Links & IT Support

**Office portal:** https://outlook.office.com
**Account & devices:** https://www.office.com/account

## IT Service Desk (RAKMHSU)

**Email: it.support@rakmhsu.ac.ae**
**Phone: +971 7 2043126, +971 7 2043129, +971 7 2043261**
**Hours: Mon–Thu, 8:30–17:00 & Fri, 8:00–12:00**