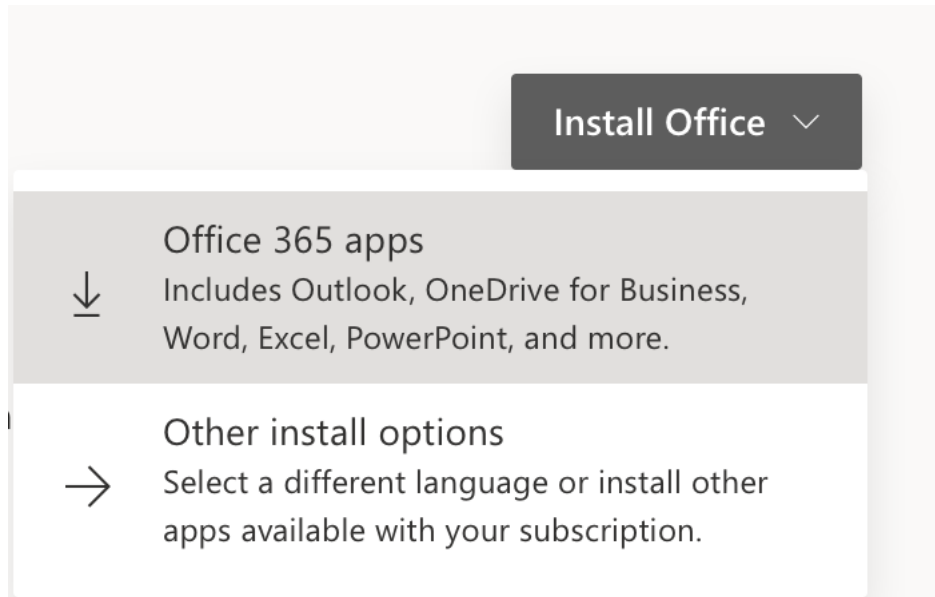


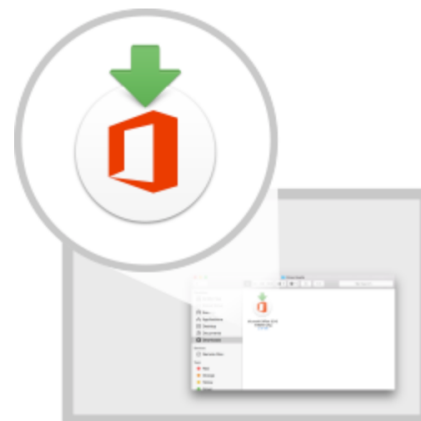
Download and Install Office 365 from <https://portal.office.com/>

*NB: You will need to Login with your University credentials:  
username@nmmu.ac.za or username@mandela.ac.za*



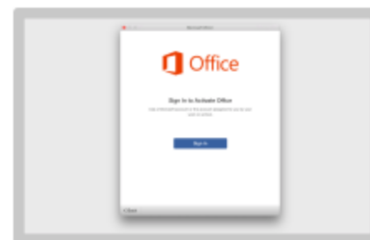
### 1 Download

Office 365 apps will now start downloading.



### 2 Install

Open the Office .pkg file in your Downloads folder and follow the steps to install Office.

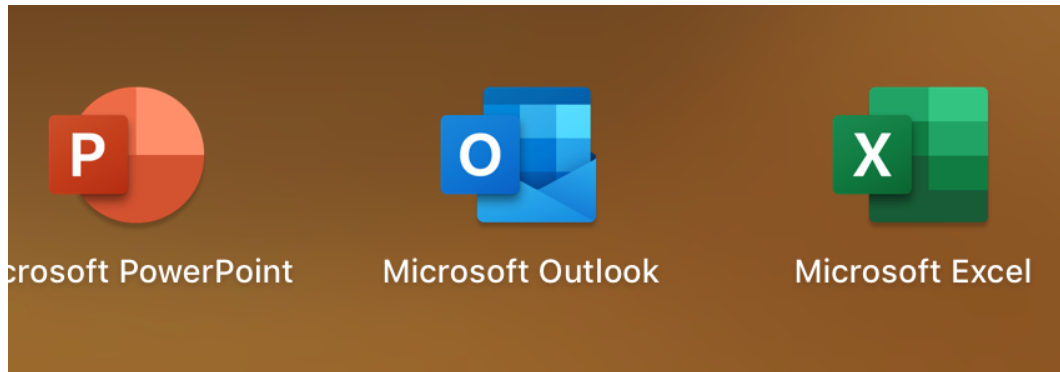


### 3 Sign in

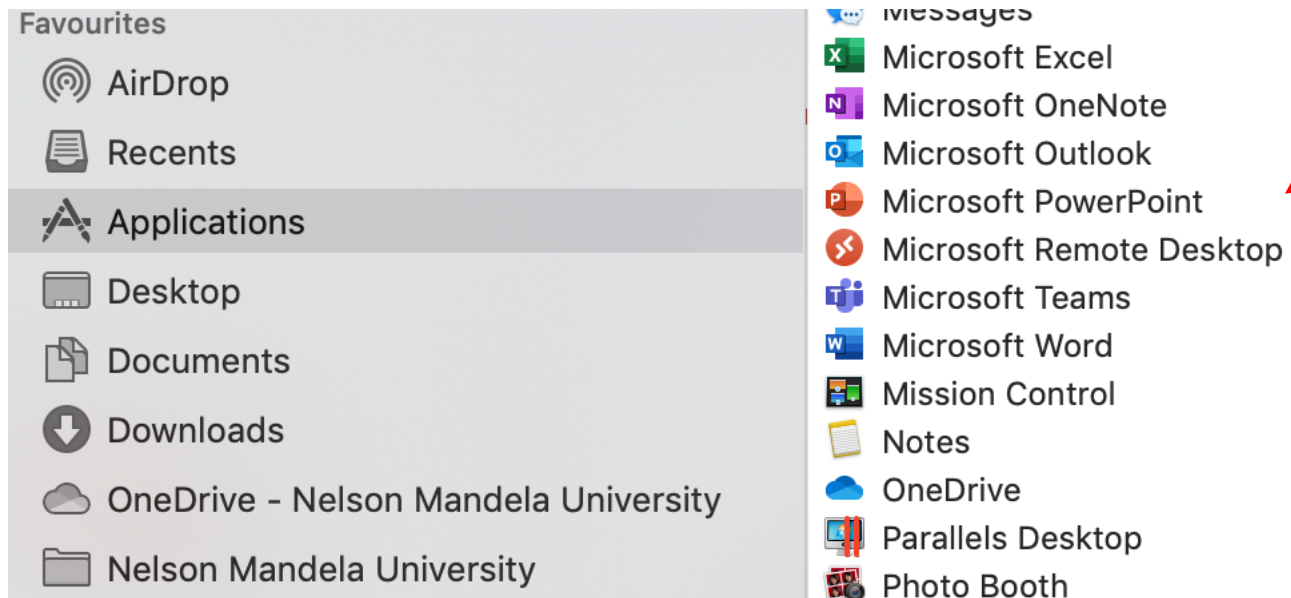
To activate Office, sign in with the account you use for Office 365: ssauls@nmmu.ac.za.



Open Outlook from the Launchpad



You can find recently installed MSOffice Apps on the Launchpad or under your Applications folder





## Sign in

Email, phone, or Skype

---

No account? [Create one!](#)

Next

Sign in with: [username@mandela.ac.za](#) or [username@mandela.ac.za](#)

You'll be prompted to sign in to use Office after installation. You have a sign-in limit that determines how many Office installs you can sign in to at the same time.

With Office 365 and your NMU Login Account, you can install and sign in to Office on 5 PCs or Macs, 5 tablets, and 5 phones.



# Outlook

Welcome to Outlook

A better way to manage your emails.

Get started



## You're Good to Go

You're now ready to use Office.

Start Using Outlook

Click on Get Started and then  
Start Using Outlook



Enter your login credentials

Please enter your email address.

Email

jdoe@mandela.ac.za

Continue

*Note:*

*username@mandela.ac.za or  
username@mandela.ac.za can  
be used as your email address*



Please enter your email address.

Email

jdoe@nmmu.ac.za

Continue



Office 365

Connecting to Office365...



This can take a few seconds, be patient.  
Enter your Password when prompted



# Nelson Mandela University Office 365

Sign in with your organizational account

jdoe@nmmu.ac.za

.....

Sign in with your organizational account

jdoe@mandela.ac.za

.....

Sign in



**ssauls@nmmu.ac.za**  
has been added

**Did you know?**

Outlook supports Google, Yahoo! and iCloud accounts.

**Add Another Account**

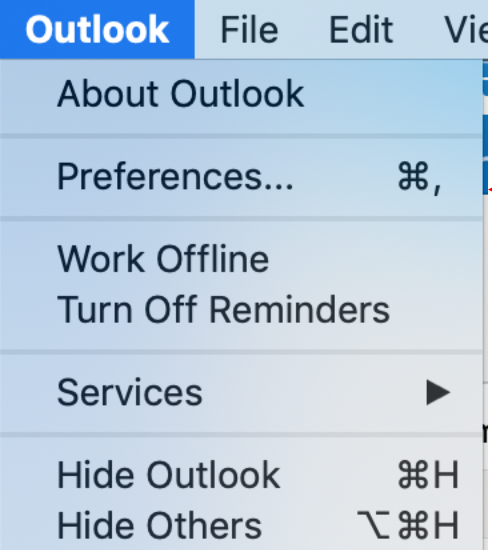
**Done**

Outlook Email Client has been successfully configured to send and receive your Nelson Mandela University Email

You can click Done to open the Outlook Email App

Click Add Another Account if you wish to add another account.

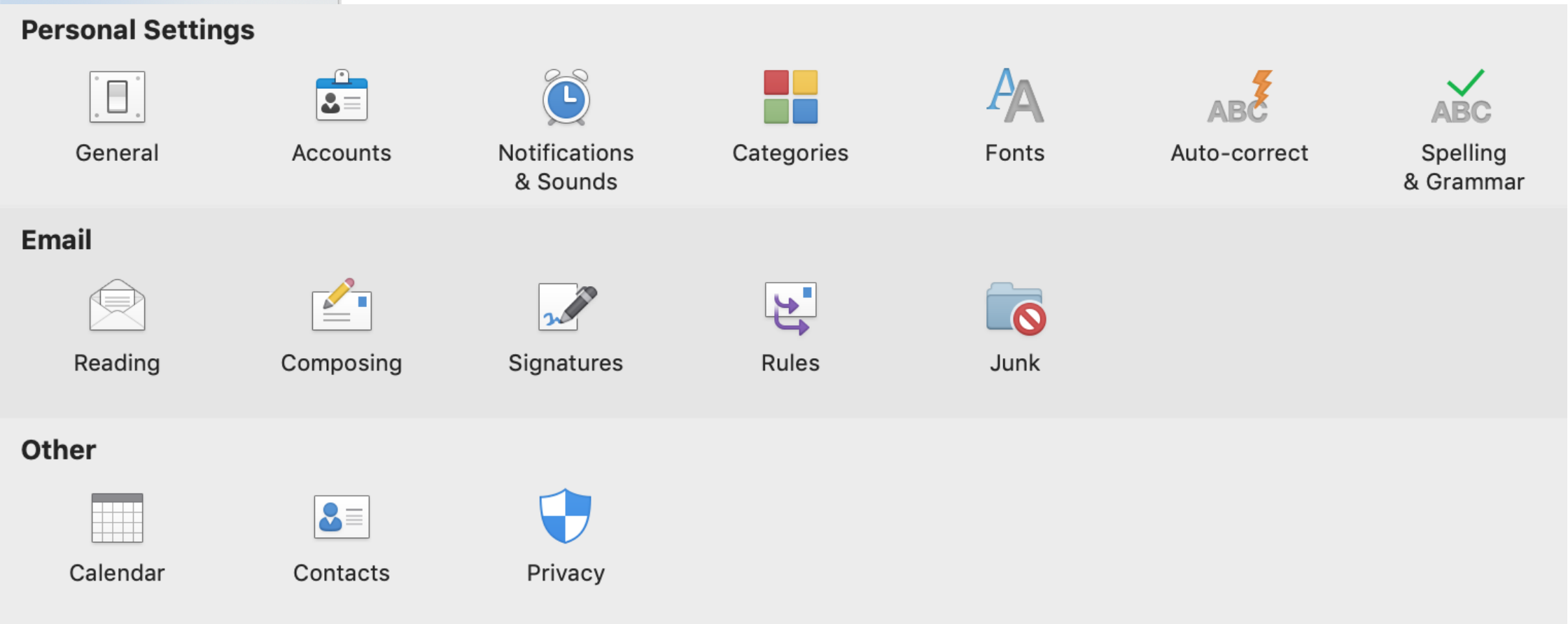




## Outlook Preferences

Open the preferences Tab by clicking on Outlook and scroll down to Preference...

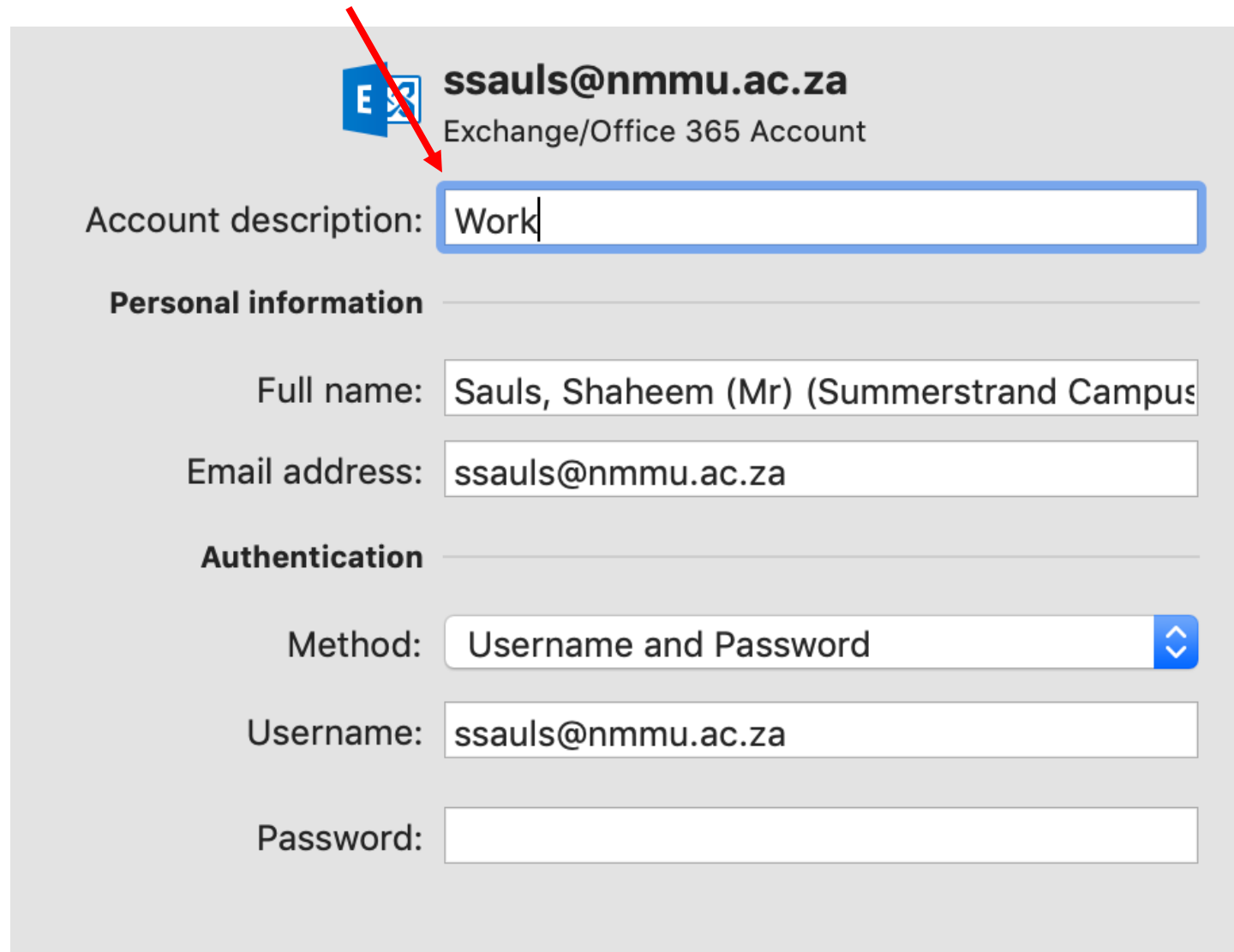
You can customize the look and feel here






## Accounts

Change the Description field



 **ssauls@nmmu.ac.za**  
Exchange/Office 365 Account

Account description:

**Personal information**

Full name:

Email address:

**Authentication**

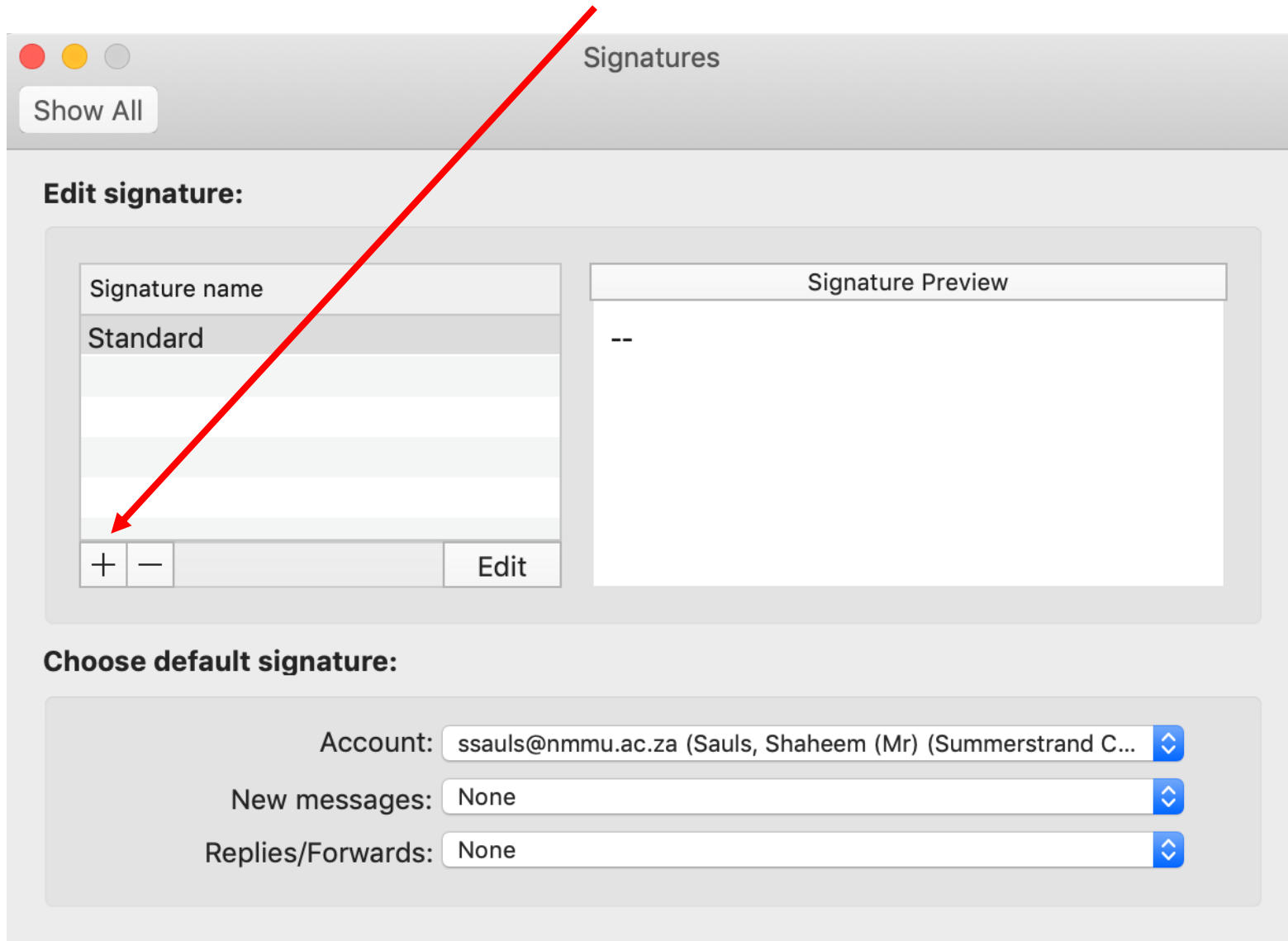
Method:

Username:

Password:

# Signatures

Create new signatures by clicking on the '+'



The screenshot shows a window titled "Signatures". At the top left is a "Show All" button. Below it is the "Edit signature:" section, which contains a list of signature names. The first item is "Standard". At the bottom of this list are two buttons: a "+" button and a "-" button. A red arrow points from the text "Create new signatures by clicking on the '+'" to the "+" button. To the right of the list is a "Signature Preview" area, which currently displays "--". Below the "Edit signature:" section is the "Choose default signature:" section, which contains three rows of settings: "Account:" with a dropdown menu showing "ssauls@nmmu.ac.za (Sauls, Shaheem (Mr) (Summerstrand C...", "New messages:" with a dropdown menu showing "None", and "Replies/Forwards:" with a dropdown menu showing "None".

Signatures

Show All

**Edit signature:**

Signature name

Standard

+

-

Edit

Signature Preview

--

**Choose default signature:**

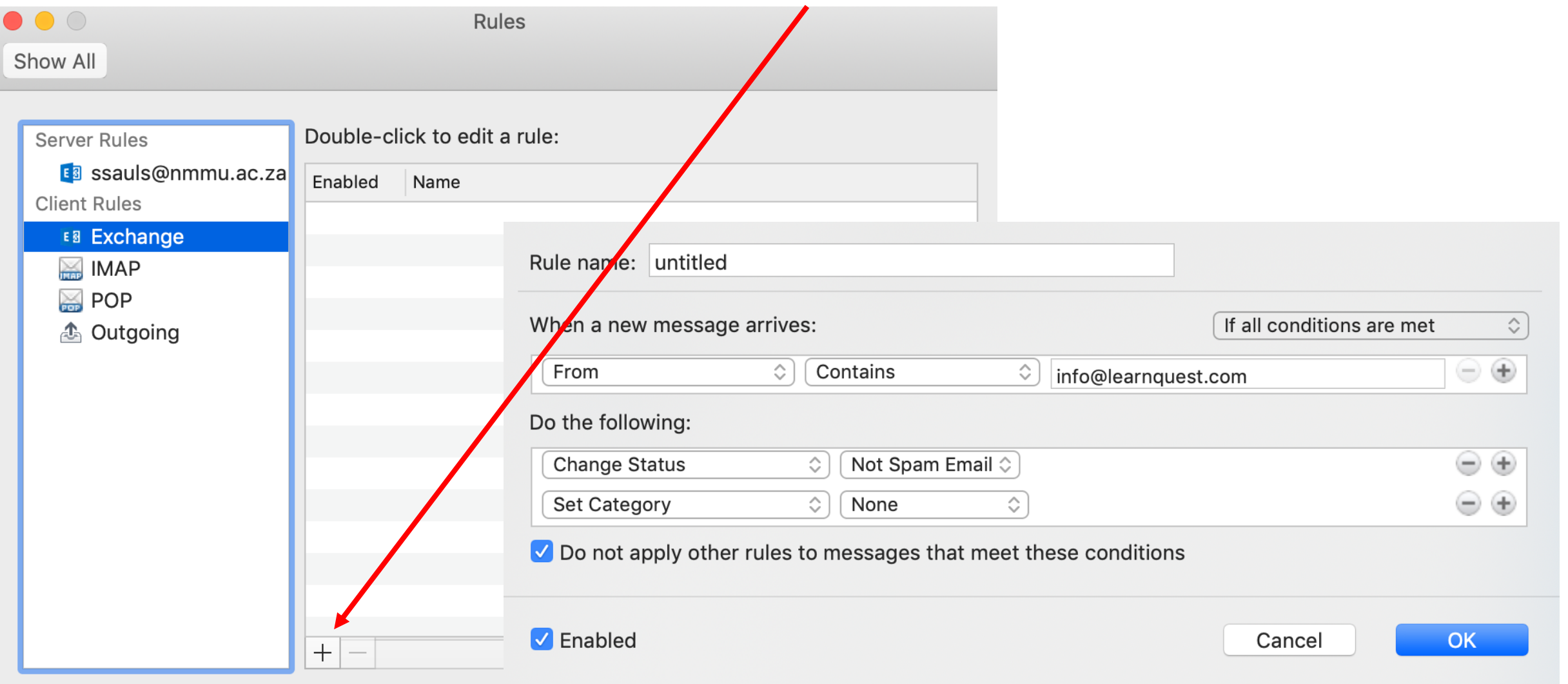
Account: ssauls@nmmu.ac.za (Sauls, Shaheem (Mr) (Summerstrand C... ▾

New messages: None ▾

Replies/Forwards: None ▾

# Rules

Create new rules based on your criteria by clicking on the '+'



## Out of Office

From Within Outlook, select 'Tools'  
from the menu option and scroll down  
to Out of Office

