

香港科技大学（广州）Microsoft 365 软件许可切换指引

Guideline on Switching Microsoft 365 Account

目录

Contents

一、	准备工作 Preparation	2
二、	Outlook 添加账户 Add an Outlook Account	2
二、	Word/Excel/PowerPoint 账户切换 Switch Word/Excel/PowerPoint Account	5
三、	Office 账户切换 Switch Office Account	9
四、	OneDrive 添加账户 Add a OneDrive Account	13
五、	Teams 账户切换 Switch Teams Account	15
六、	SharePoint 广州校园账户登录 Log in GZ SharePoint Account	18
七、	常见问题 Frequently Asked Questions	19

一、 准备工作 Preparation

在进行账户切换前，请激活广州账号。

Please activate your Guangzhou account before switching accounts.

激活链接: <https://myaccount.hkust-gz.edu.cn/resetpwd>

The activation link is: <https://myaccount.hkust-gz.edu.cn/resetpwd>

激活指引: <https://myaccount.hkust-gz.edu.cn/guide>

Activation guide: <https://myaccount.hkust-gz.edu.cn/guide>

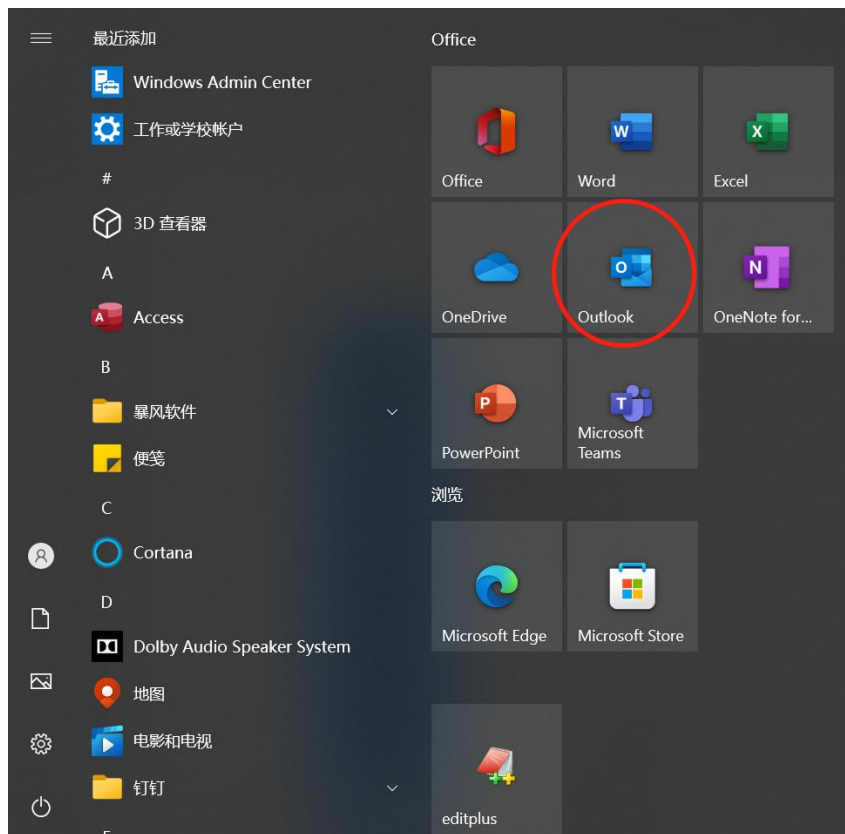
如果忘记密码，或不确定登录密码，可先进行密码重置: <https://myaccount.hkust-gz.edu.cn/resetpwd>

If you forget your password or feel uncertain about it, please reset it via: <https://myaccount.hkust-gz.edu.cn/resetpwd>

二、 Outlook 添加账户 Add an Outlook Account

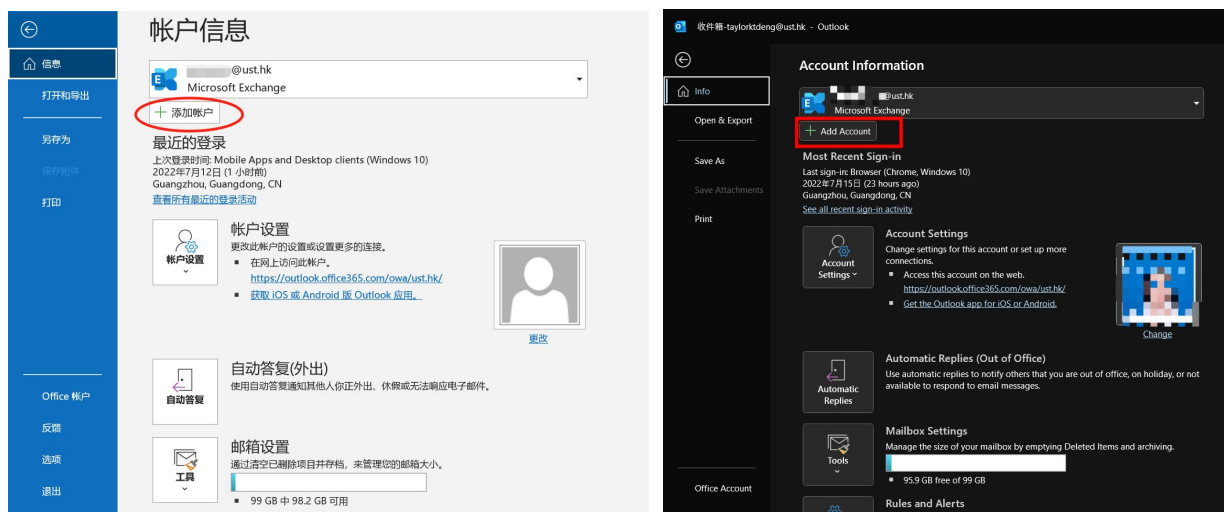
1. 在 Windows 菜单中，选择 “Outlook”。

Please find “Outlook” from the menu of Windows and open it.



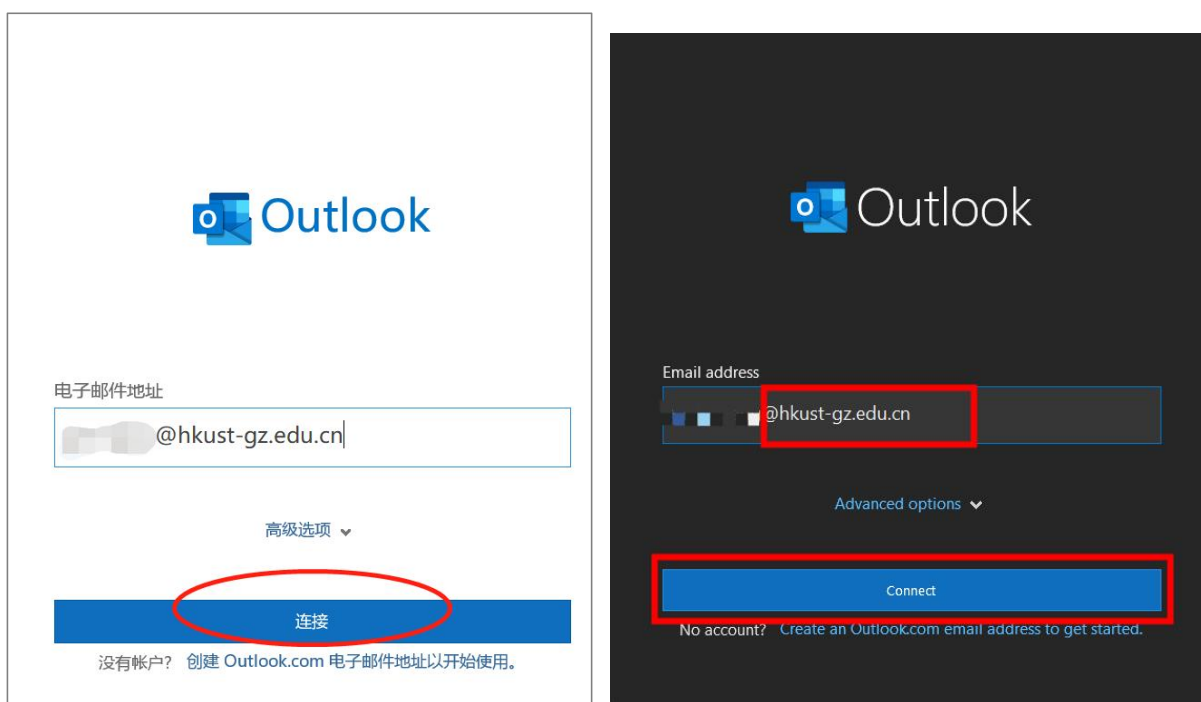
2. 选择“文件”菜单项，点击右侧产品信息中的“添加账户”。

Please choose “File” and click “Add Account” on the right of “Info”.



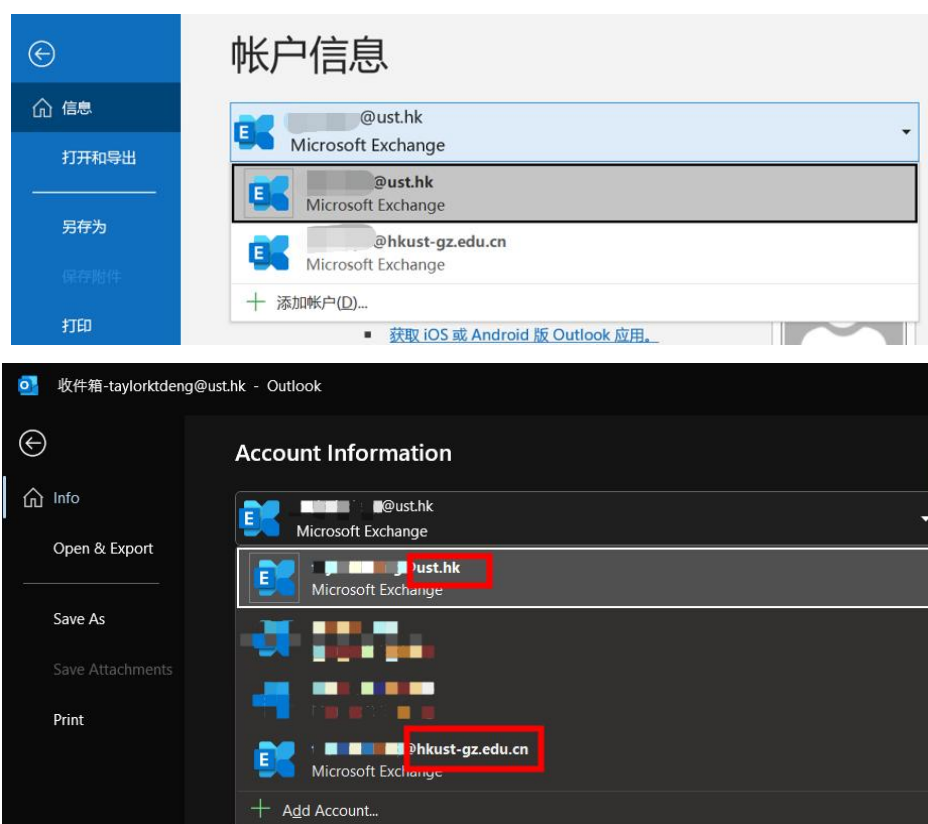
3. 输入广州校园邮箱账户名 (@hkust-gz.edu.cn)，点击“连接”。

Please enter the GZ e-mail address (@hkust-gz.edu.cn) and click “Connect”.



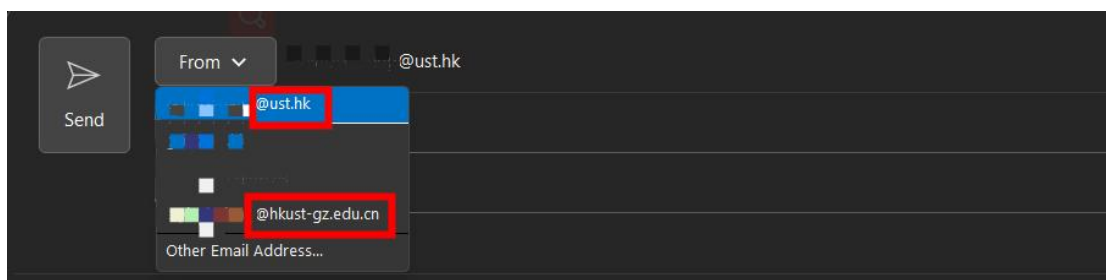
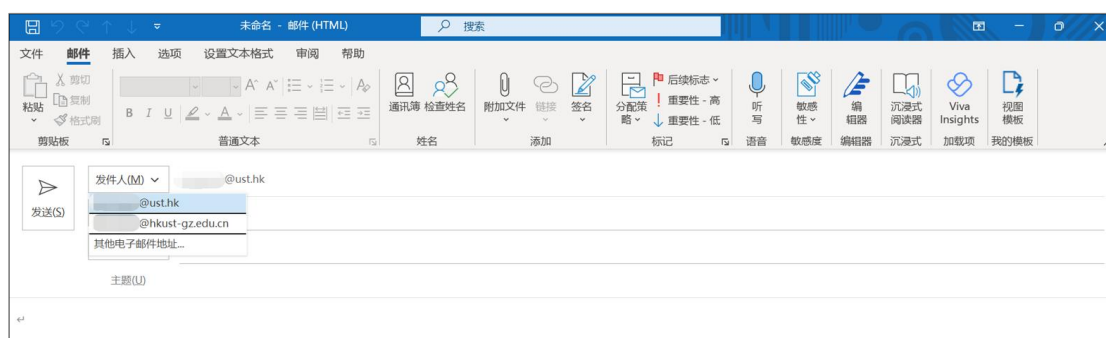
4. 连接成功后，在“账户信息”窗口中可见已有原邮件和广州校园邮件两个地址。

After successful connection, the HK e-mail address and the new GZ e-mail address can be found under “Account Information”.



5. 新建电子邮件，点击“发件人 (M)”，可任选原邮件和广州校园邮件两个地址之一进行邮件发送。

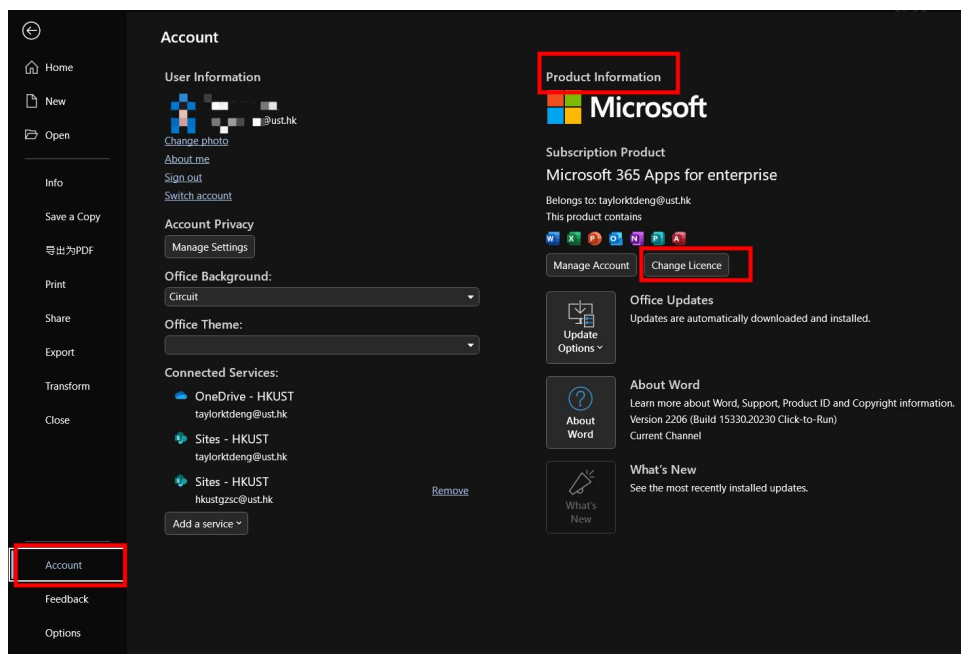
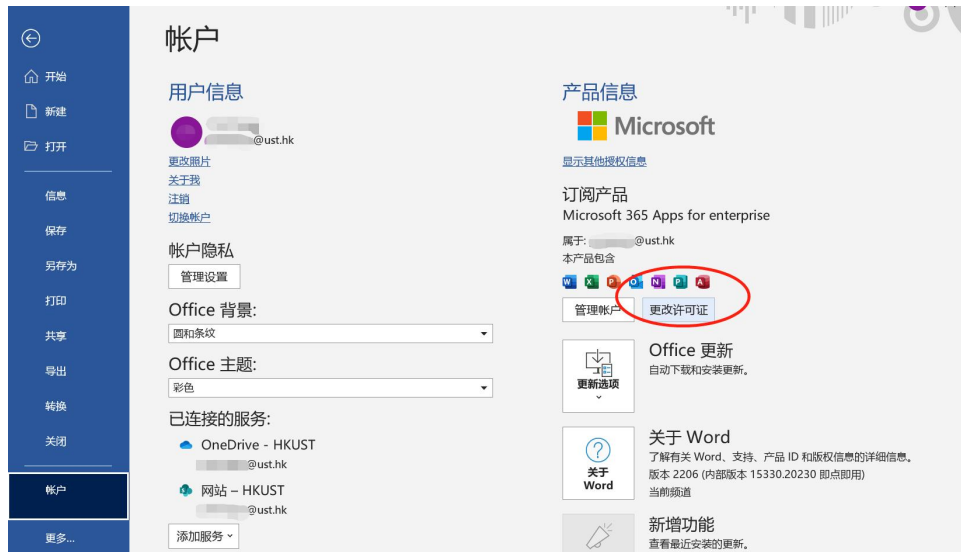
When you create a new e-mail, you can click “From” to choose one of these two accounts as the sender.



二、Word/Excel/PowerPoint 账户切换 Switch Word/Excel/PowerPoint Account

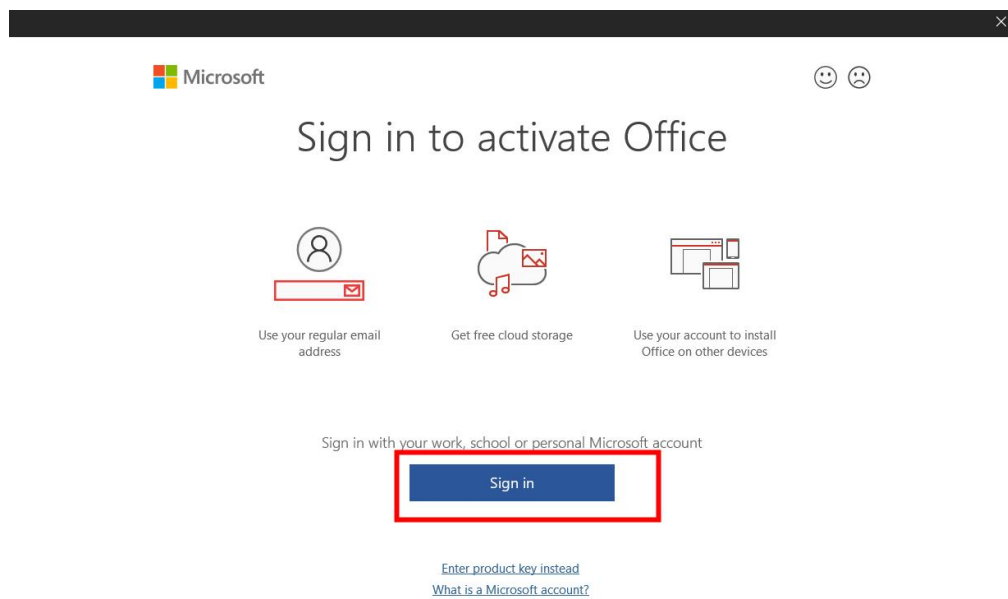
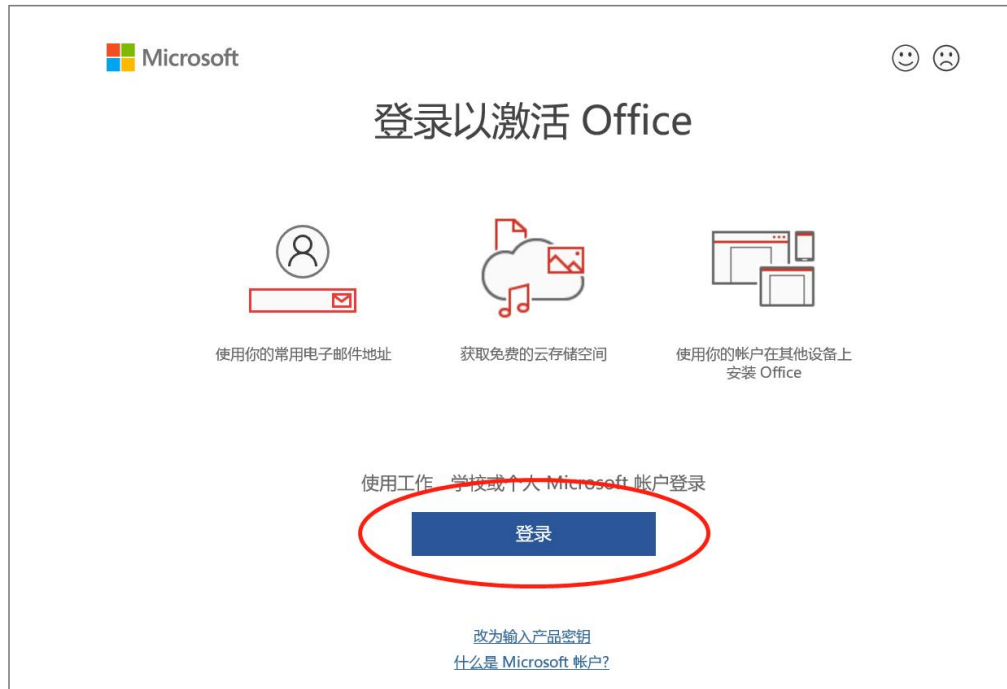
1. 打开 Word，选择“文件”菜单栏中的“账户”，在“账户”菜单内点击右侧“产品信息”中的“更改许可证”。

Please open Word and choose “Account” under the menu of “File”. Then please click “Change Licence” on the right of “Product Information”.

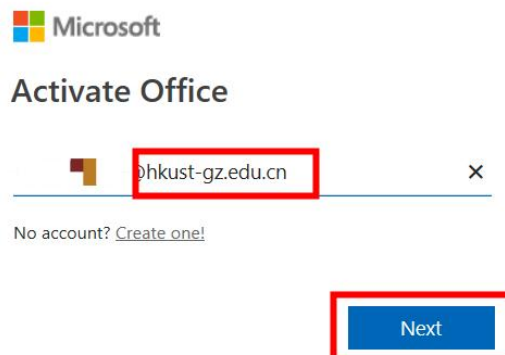
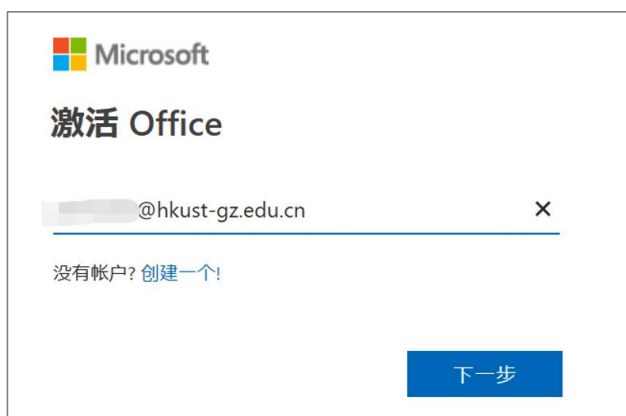


2. 在“登录以激活 Office”界面点击“登录”。

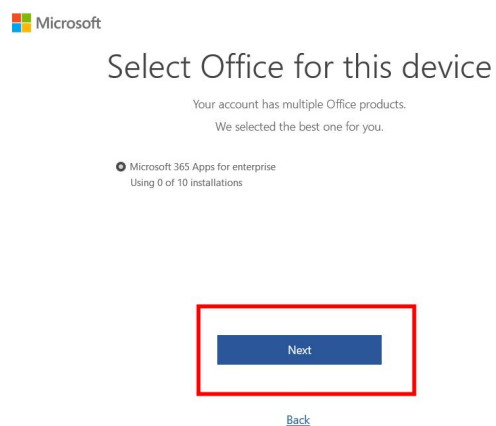
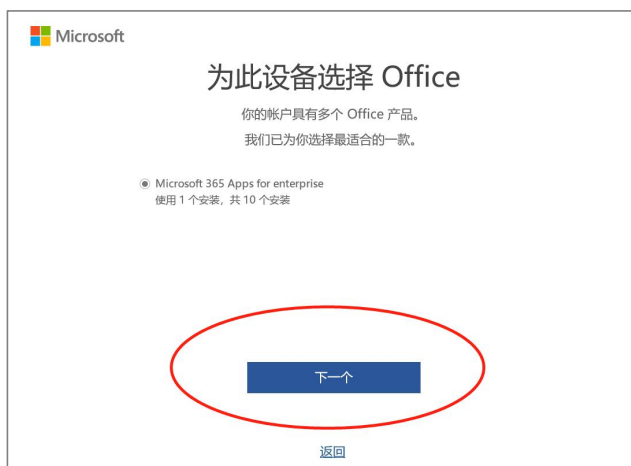
Please click “Sign in” in the “Sign in to activate Office” page.



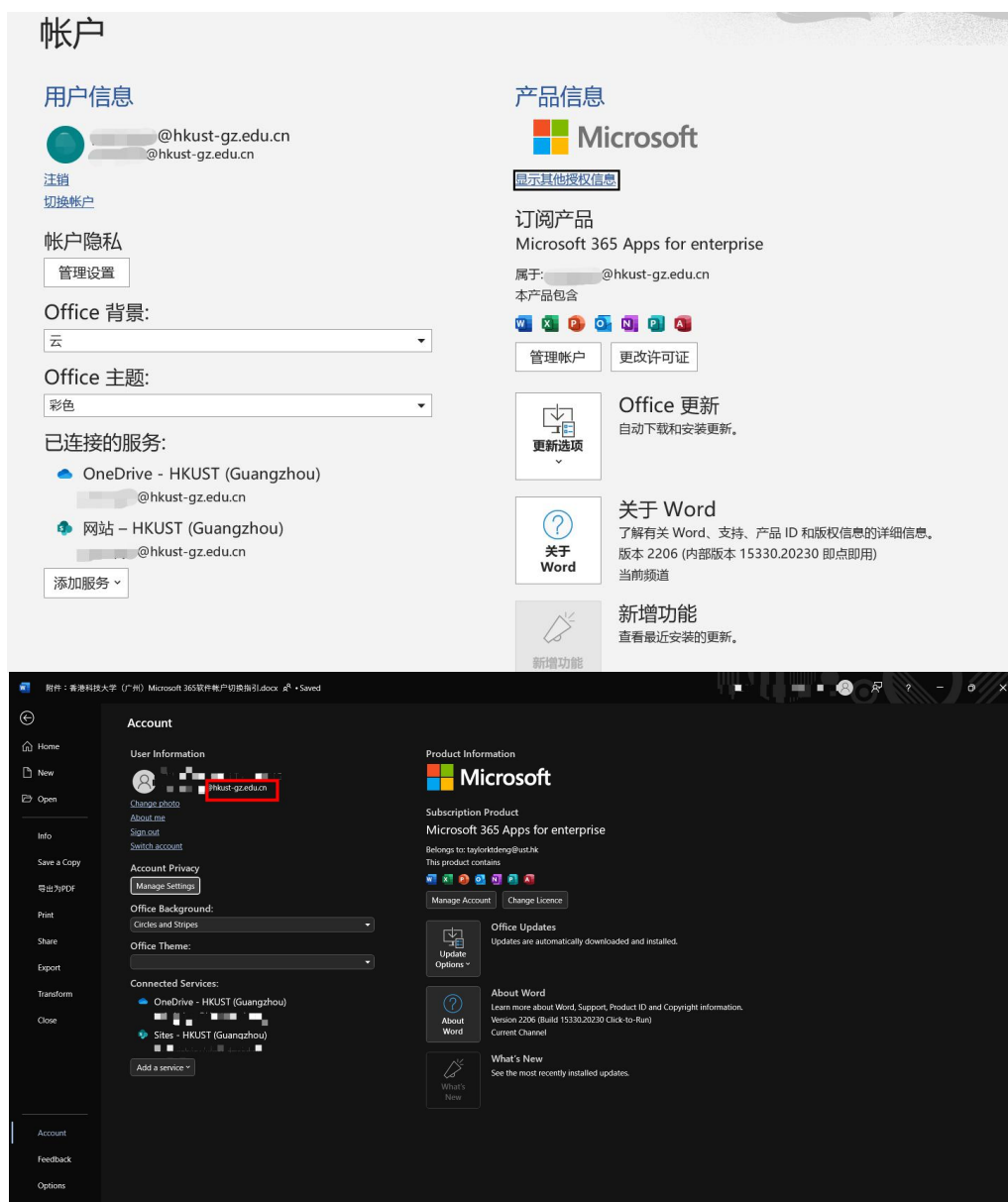
3. 输入广州校园用户账户名，点击“下一步”。
Please enter the GZ email address and click “Next”.



4. 点击“下一个”。
Please click “Next”.



5. 切换成功后，显示 “@hkust-gz.edu.cn” 账户。
After that, account@hkust-gz.edu.cn will be displayed.



6. 如 “更改许可证” 时显示 “无法找到与 xx@ust.hk 关联的账户”，请先选择左侧用户信息下的 “切换账户” 再进行 “更改许可证”。

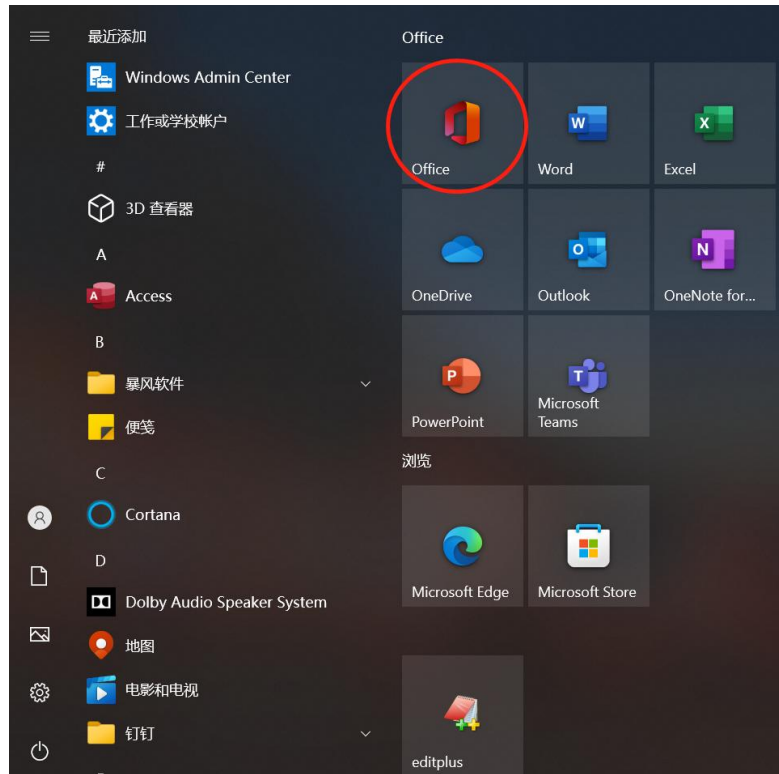
If there is a warning like “cannot find the connected account of xx@ust.hk” when you click “Change Licence”, please choose “Switch Account” under “User Information” first.

7. 其他 Microsoft 应用，如 Excel、PowerPoint 等产品切换方式与 Word 切换方式一致。
As for other Microsoft software like Excel and PowerPoint, please follow the same instructions of switching Word account.

三、Office 账户切换 Switch Office Account

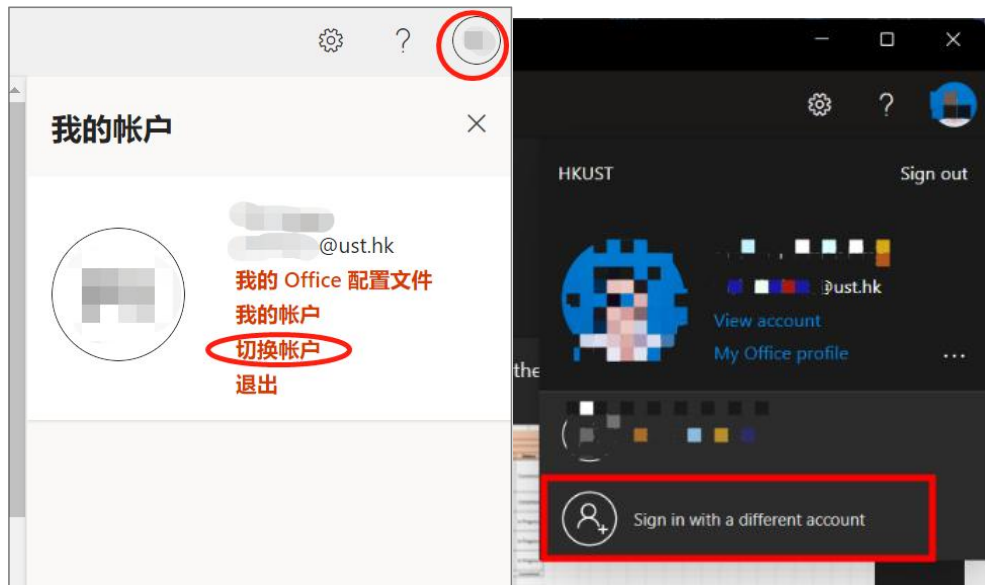
1. 在 Windows 菜单中，选择“Office”。

Please find “Office” from the menu of Windows and open it.



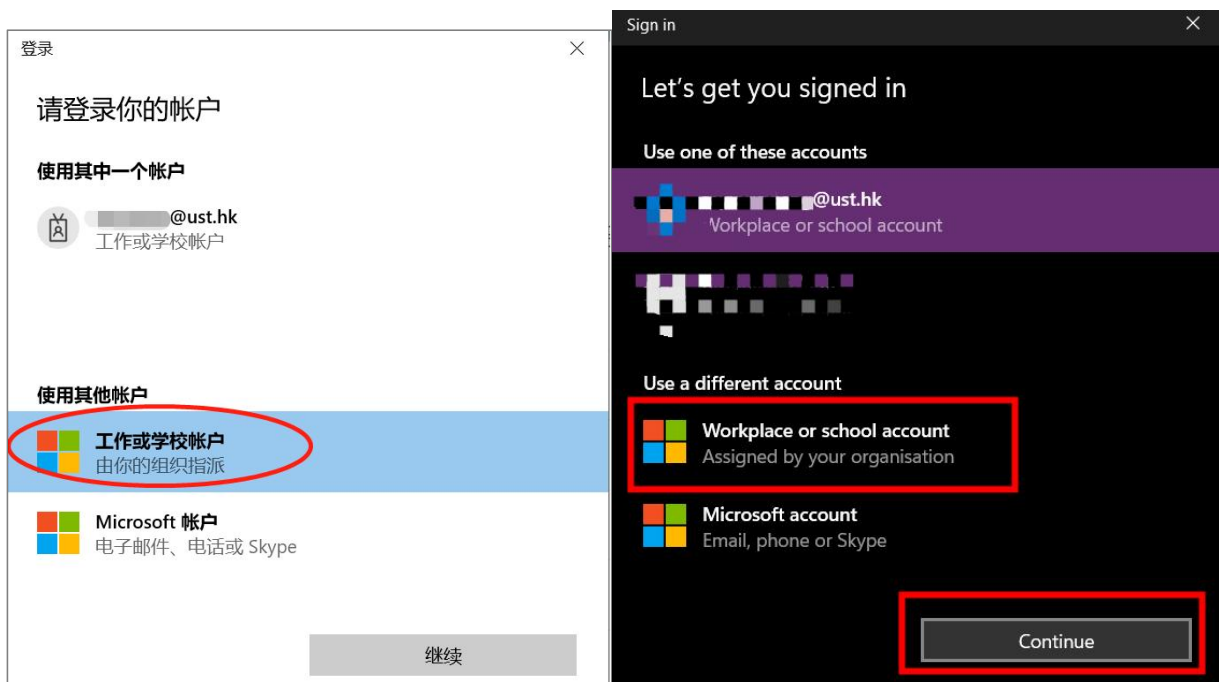
2. 点击在 Office 窗口右上角账户标识，在“我的账户”窗口中点击“切换账户”。

Please click the account profile on the right upper corner, and then click “Sign in with a different account”.



3. 选择“工作或学校账户”，点击“继续”。

Please choose “Workplace or school account” and click “Continue”.



4. 输入广州校园账户（前缀与原账户相同，后缀由@ust.hk 变更为@hkust-gz.edu.cn），点击“下一步”。
- Please enter the GZ account (which is made up of the same prefix as that of HK account while the suffix need to be changed from @ust.hk to @hkust-gz.edu.cn), and click “Next”.



登录

×

没有帐户? [创建一个!](#)

[无法访问您的帐户?](#)



登录选项



Sign in

×

No account? [Create one!](#)

[Can't access your account?](#)



Sign-in options

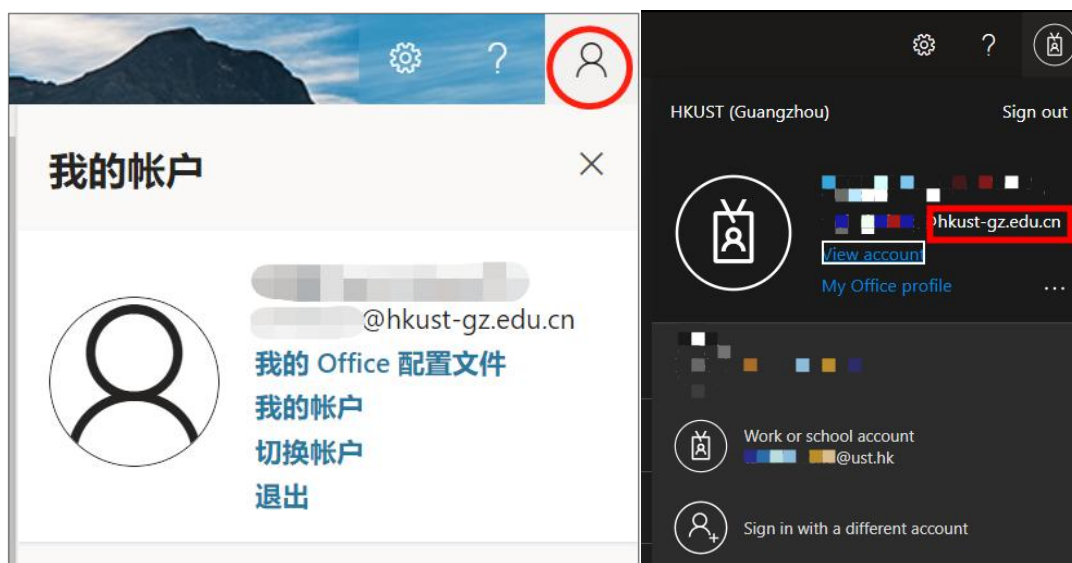
5. 输入广州校园账户密码。
Please enter the password of GZ account.

 ← [redacted]@hkust-gz.edu.cn 输入密码 忘记了密码 登录	 taylorktdeng@hkust-gz.edu.cn Enter password Forgotten my password Sign in with another account Sign in
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6. 如提示“账户或密码不正确”，请通过链接 <https://myaccount.hkust-gz.edu.cn/resetpwd> 重置密码。
If there is a warning like “Your account or password is incorrect”, please reset your password via the link <https://myaccount.hkust-gz.edu.cn/resetpwd>.

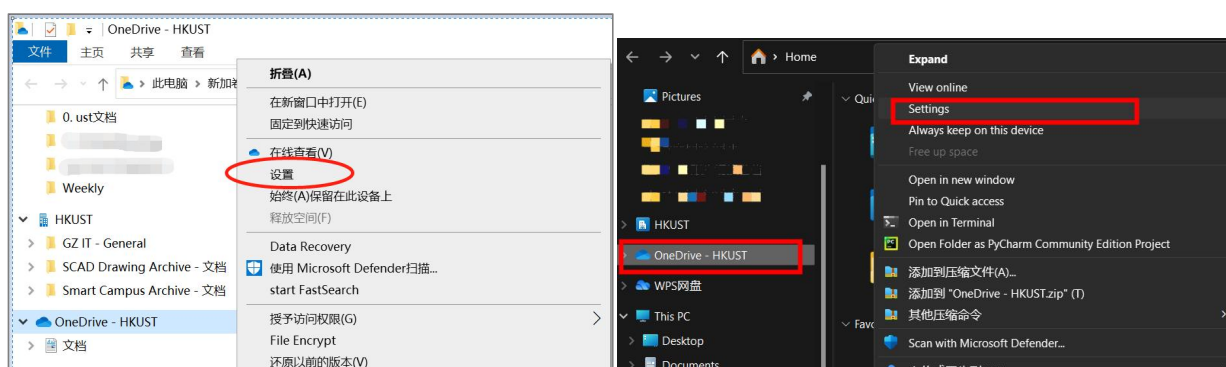
 ← zhiweilin@hkust-gz.edu.cn 输入密码 帐户或密码不正确。如果你忘记了密码，请立即重置。 密码 忘记了密码 登录	 ← taylorktdeng@hkust-gz.edu.cn Enter password Your account or password is incorrect. If you can't remember your password, reset it now. Password Forgotten my password Sign in
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7. 完成账户切换后，点击 Office 窗口右上角账户标识，显示 “@hkust-gz.edu.cn” 账户信息。
After that, the GZ account (@hkust-gz.edu.cn) will be displayed when you click the account profile on the right upper corner.

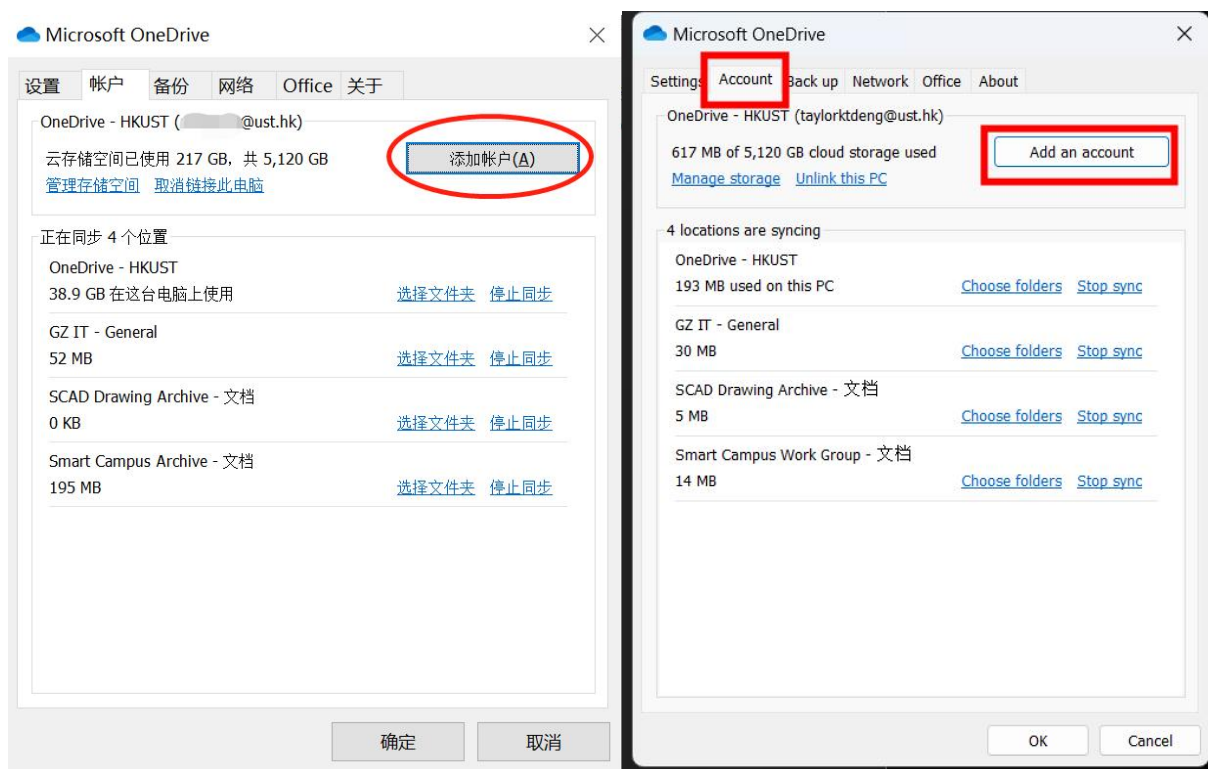


四、OneDrive 添加账户 Add a OneDrive Account

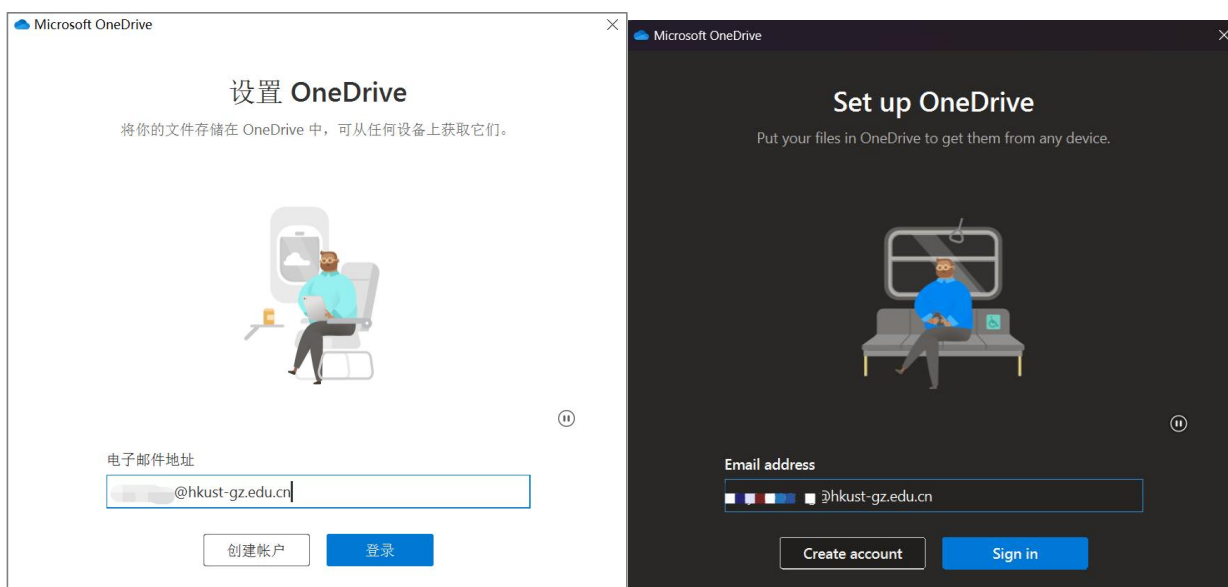
1. 打开文件资源管理器，在左侧目录列表中右键点击原 “OneDrive - HKUST”，选择 “设置” 选项。
Please open “File Explorer”, right click “OneDrive - HKUST”, and choose “Settings”.



2. 选择“账户”选项，点击“添加账户”。

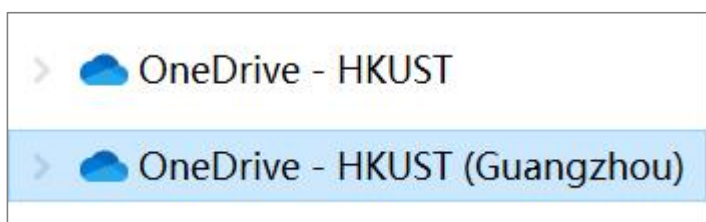


3. 输入广州校园用户账户名登录。
Please enter your GZ account and sign in.



4. 登录成功后在文件资源管理器左侧目录列表中可见新增广州校园 OneDrive “OneDrive - HKUST (Guangzhou)”。

After that, the new “OneDrive – HKUST (Guangzhou)” can be found in the File Explorer.



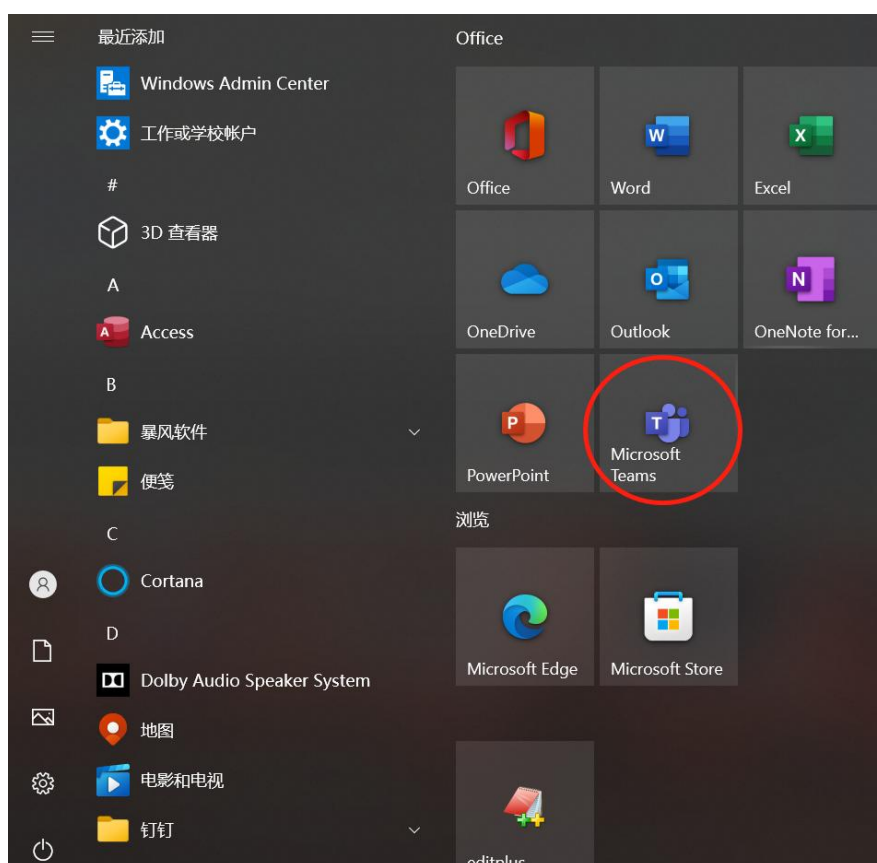
5. 当本月底广州校园原账户 (@ust.hk) 到期后，如需要继续使用原 “OneDrive - HKUST” 中的相关资源，请用户自行迁移资源到 “OneDrive - HKUST (Guangzhou)”，并设置相关权限。

After the expiry of HK account (@ust.hk), please migrate the resources in use from “OneDrive - HKUST” to “OneDrive – HKUST (Guangzhou)” and set related permissions.

五、Teams 账户切换 Switch Teams Account

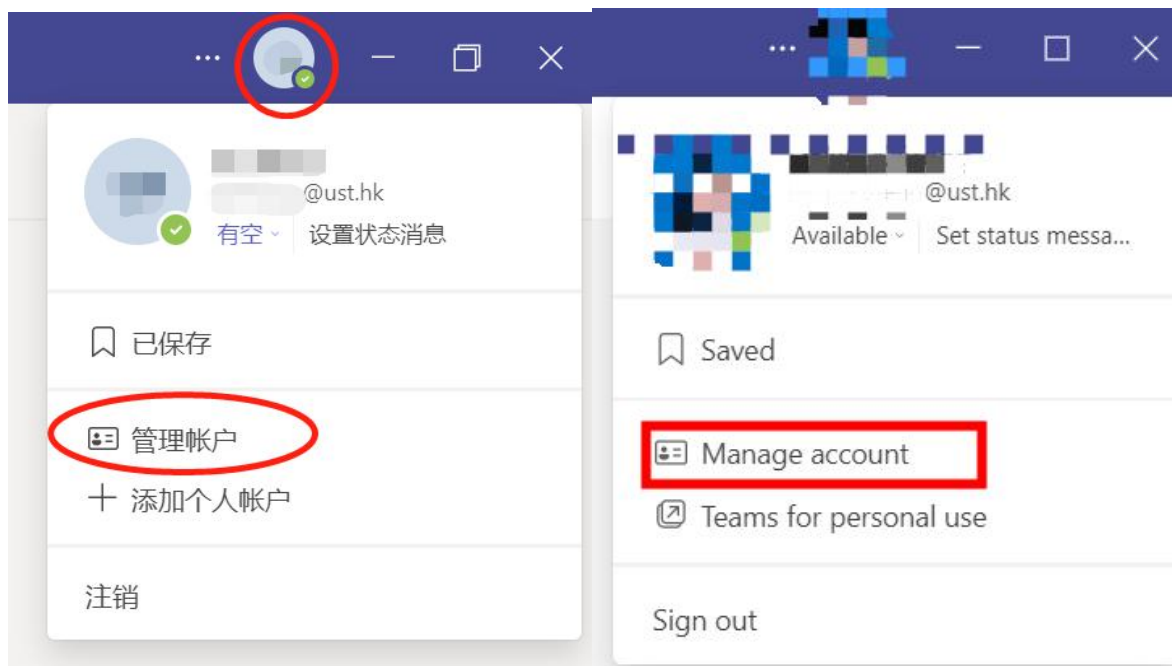
1. 在 Windows 菜单中，选择 “Microsoft Teams”。

Please find “Microsoft Teams” in the menu of Windows and open it.



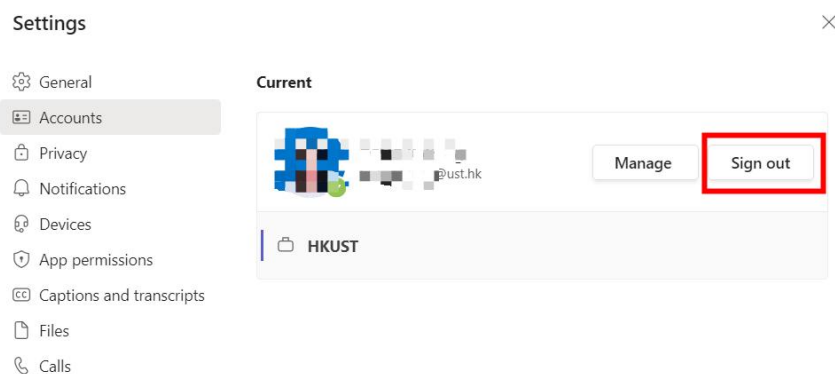
2. 点击右上角用户头像图标，选择“管理账户”。

Please click your account profile on the right upper corner and choose “Manage account”.

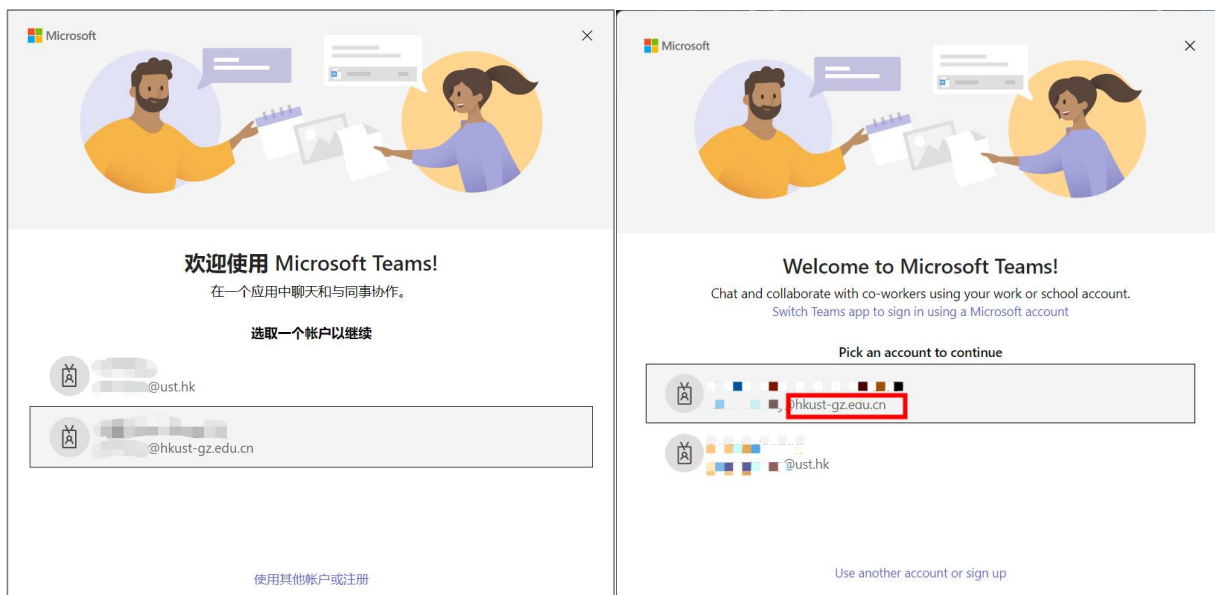


3. 点击设置界面中的“注销”。

Please click “Sign out” in the Settings page.



4. 选择并双击 “@hkust-gz.edu.cn” 账户。
Choose and double click the GZ account (@hkust-gz.edu.cn).



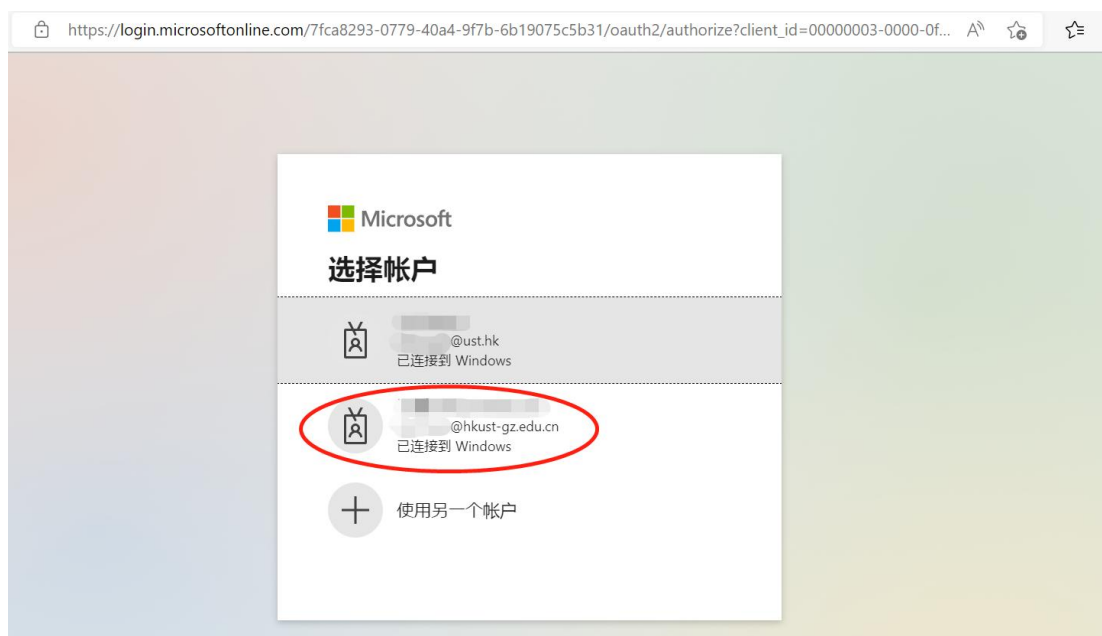
5. 登录成功。
Signed in.



六、SharePoint 广州校园账户登录 Log in GZ SharePoint Account

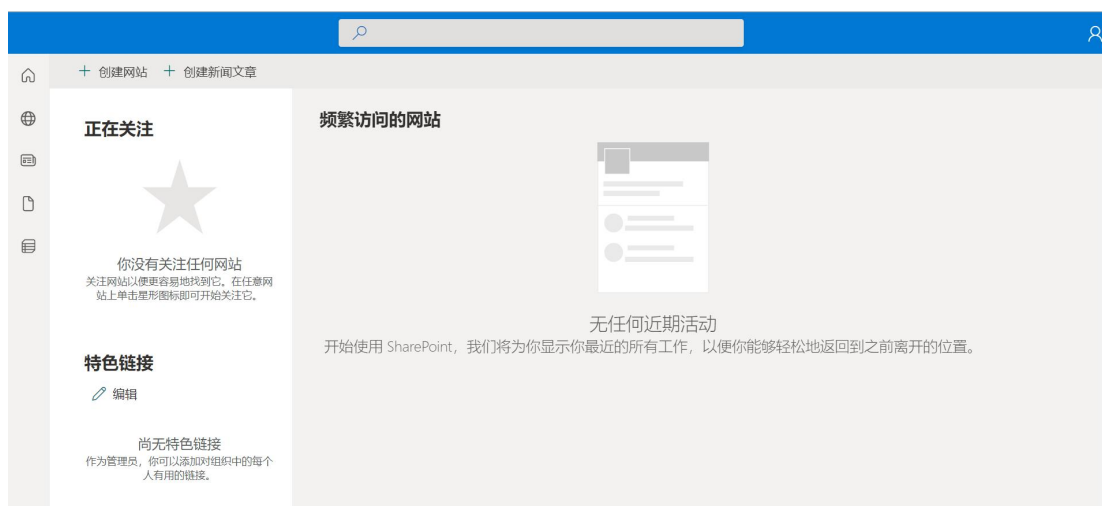
1. 登录 https://hkustgz.sharepoint.com/_layouts/15/sharepoint.aspx，选择广州校园账户登录。

Please log in the GZ account via the link https://hkustgz.sharepoint.com/_layouts/15/sharepoint.aspx.



2. 登录成功

Logged in.



3. 当本月底广州校园原账户（@ust.hk）到期后，如需要继续使用原清水湾校园 SharePoint 中的相关资源，请用户自行迁移资源到广州 SharePoint，并设置相关权限。

After the expiry of HK account (@ust.hk), please migrate the SharePoint resources in use from HK account to GZ account and set related permissions.

- 如用户切换广州校园账户后无法登录清水湾校园 SharePoint，请刷新网页后选择广州校园原账户 (@ust.hk) 登录。

If users fail to log in SharePoint with their HK account after switching, please refresh the page and choose the HK account (@ust.hk).

七、常见问题 Frequently Asked Questions

- A1 许可是否还能收发邮件呢？与 A5 许可有何区别？

(1) A1 许可没有桌面版，仅支持在线版：outlook.office365.com，可以正常收发邮件。

(2) 各版本对照：

产品编号	国际版(Web Direct)							
	Microsoft 365 教职员工应用版	Microsoft 365 学生应用版	Office 365 A1 老师	Office 365 A1 学生	Office 365 A3 老师	Office 365 A3 学生	Office 365 A5 老师	Office 365 A5 学生
可本地安装的跨平台跨设备最新版Office (Word/Excel/PowerPoint/Access/Publisher/Outlook/OneDrive For Business/Skype for Business) Bookings(预定系统)	√	√			√	√	√	√
Power BI Pro(大数据分析平台,可以单独订购)							√	√
MyAnalytics(个人工作行为分析平台)							√	√
Word/Excel/PowerPoint/OneNote Online (在线版Office, 需要联网, 功能较少)	√	√	√	√	√	√	√	√
Exchange Online (邮件系统)			√	√	√	√	√	√
Skype for Business Online(聊天, 远程会议系统)			√	√	√	√	√	√
Microsoft Teams(基于聊天的团队协作平台)			√	√	√	√	√	√
Yammer(社交平台)			√	√	√	√	√	√
Sharepoint Online(学校门户/学校内网/OA平台)			√	√	√	√	√	√
Forms(表单/测验平台)			√	√	√	√	√	√
OneDrive For Business(个人网盘)	√	√	√	√	√	√	√	√
Sway(数字故事分享)			√	√	√	√	√	√
Video(视频库)			√	√	√	√	√	√
Streams(新版视频存储分享平台)			√	√	√	√	√	√
Flow(流程化工具)			√	√	√	√	√	√
PowerApp			√	√	√	√	√	√
学校数据同步			√	√	√	√	√	√
OneNote ClassNote Book(课堂笔记本)	√	√	√	√	√	√	√	√
Microsoft To Do(任务列表)			√	√	√	√	√	√