

香港科技大学（广州）
账号激活与 Office 365 使用指南
HKUST(GZ)
Guide to Account Activation and Office 365

目录 Content

一、账号激活指引.....	3
二、Office 应用程序安装及激活.....	5
三、 如何使用 Outlook 登录校园邮箱.....	9
Activating your campus account or resetting password	12
Installing and Activating Office (Microsoft 365).....	13
How to log in to campus email using Outlook.....	18

一、账号激活指引

激活/修改密码地址

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

香港科技大学 (广州)
THE HONG KONG UNIVERSITY OF SCIENCE
AND TECHNOLOGY (GUANGZHOU)

New password setting

* Account

xgaokao014

Next

在此处输入账号，不需要邮箱后缀
Enter the account here, no email suffix required

点击下一步
Click Next

香港科技大学 (广州)
THE HONG KONG UNIVERSITY OF SCIENCE
AND TECHNOLOGY (GUANGZHOU)

New password setting

* Account

xgaokao014

Please select contact type to accept verify-code:

Personal Email: n*****n@hkust-gz.edu.cn

Personal Phone Number: 159****2668

Confirm Email

n*****n@hkust-gz.edu.cn

Back to Prev

Send verify code

在此设置密保验证邮箱，用于接收验证码
Set up a security verification email here to receive verification codes

再次输入密保邮箱二次确认
Enter the security email again for secondary confirmation

点击发送验证码到密保邮箱
Click to send verification code to secure email

New password setting

* Account
xgaokao014

Please select contact type to accept verify code: **在此设置验证密保手机号码，用于接收验证码**

Personal Email: n*****n@hkust-gz.edu.cn **Set the verification security phone number here to receive the verification code**

Personal Phone Number: 159****2668

Confirm Phone **再次输入密保手机号码二次确认**
159****2668 **Enter the security phone number again for secondary confirmation**

Back to Prev

Send verify code **点击发送验证码到密保手机**
Click to send the verification code to the security phone

New password setting

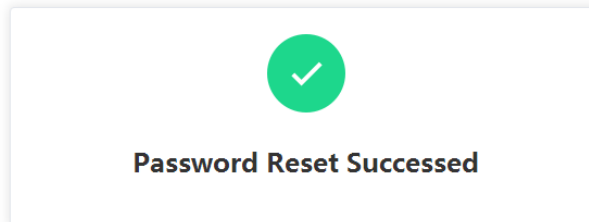
* Account
xgaokao014

* Password **在此输入要设置的新密码**
..... **Enter the new password you want to set here**

* Password confirmation **再次确认要设置的新密码**
..... **Reconfirm the new password to be set**

* Verification code **在此输入验证码**
482659 **Enter the verification code here**

Reset My Password **点击重置我的密码**
Click to reset my password



密码重置成功后，关闭该页面，重新进入学校网站或系统使用新密码登录
After successfully resetting the password, close this page and re-enter the school website or system to log in with the new password

重置密码后即可使用账号登录校园邮箱查收邮件，登录指引请参考【三、如何使用 Outlook 登录校园邮箱】。

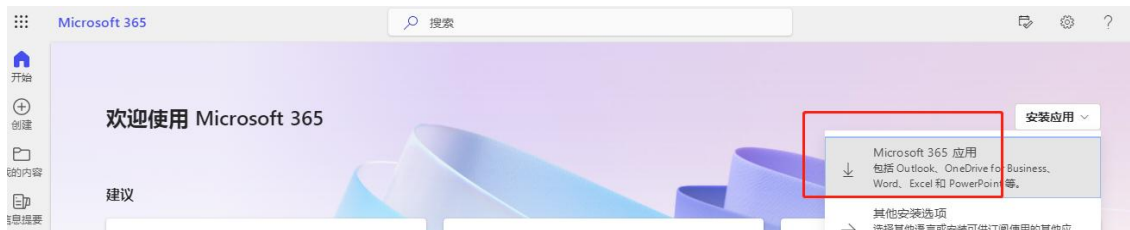
二、Office 应用程序安装及激活

学校账号分配的 office 授权可以使用 Word、Excel、PowerPoint、OneNote、Access、Publisher、OneDrive、Teams。

2.1 Windows 客户端 office 安装及激活

1、使用学校分配的邮箱登录网站：www.Office.com

2、登录后点击页面右上角“安装应用”，选择“Microsoft 365 应用”，下载安装程序 OfficeSetup.exe。



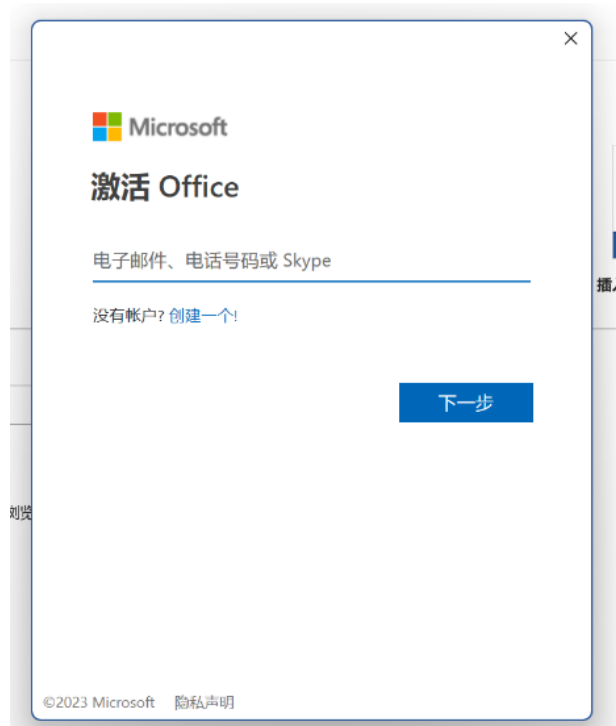
3、打开下载的安装程序 OfficeSetup.exe，它会自动完成 Office 安装。



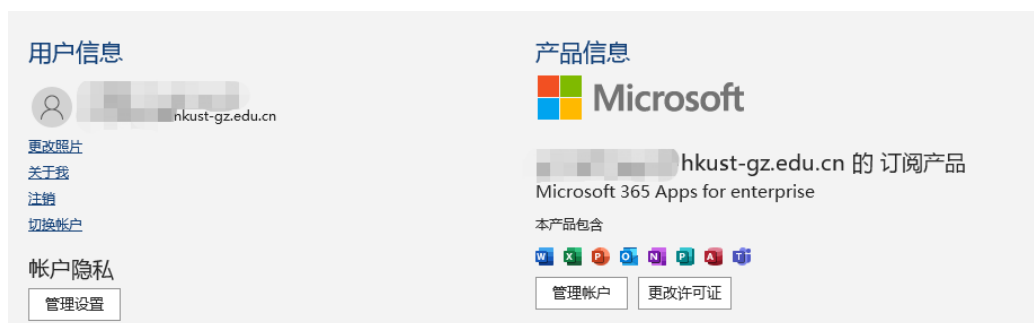
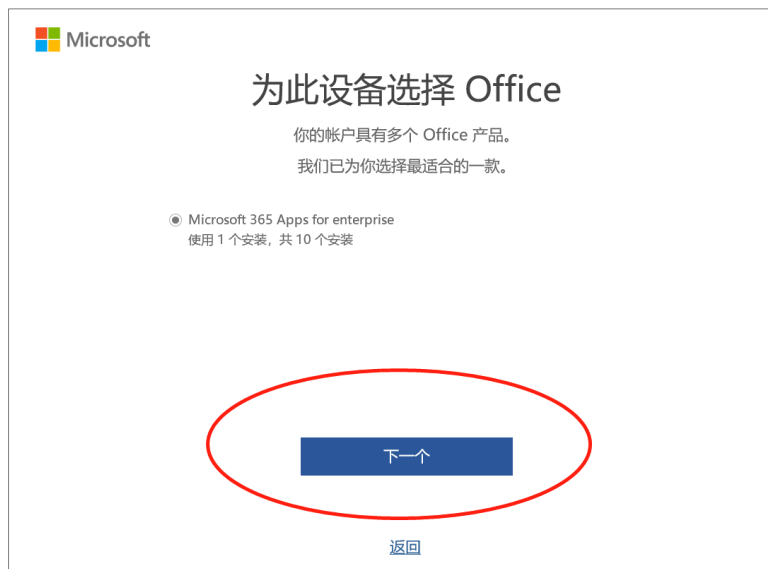
4、安装完后，初次打开 Word（或 Excel，PowerPoint），会弹出登录 office 界面，点击“登录”。



5、跳转界面中输入学校分配的邮箱账户，并点击“下一步”验证密码。

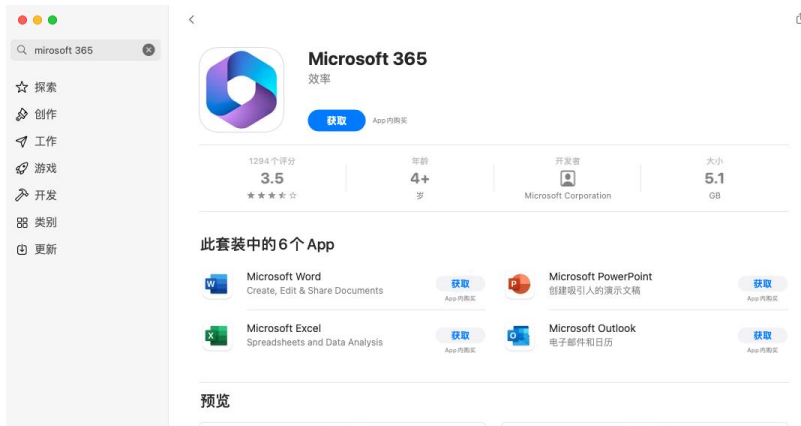


6、继续点击“下一个”，直到显示属于邮箱账号的产品订阅后，Microsoft 365 激活完成。

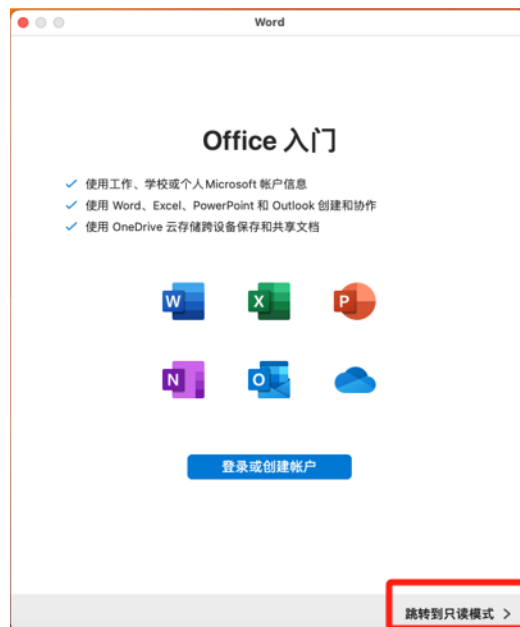


2.2 Mac 客户端 office 安装及激活

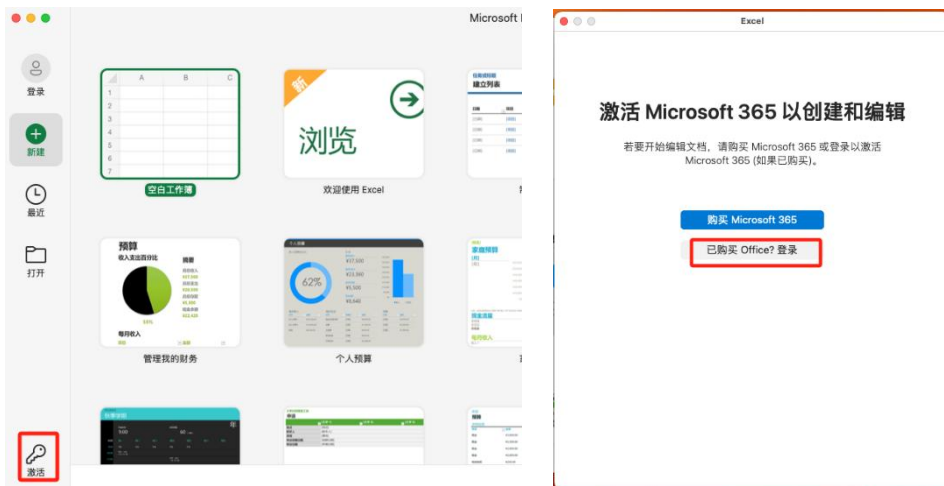
1、打开 App store, 搜索 Microsoft 365, 点击获取, 安装 Microsoft 365。



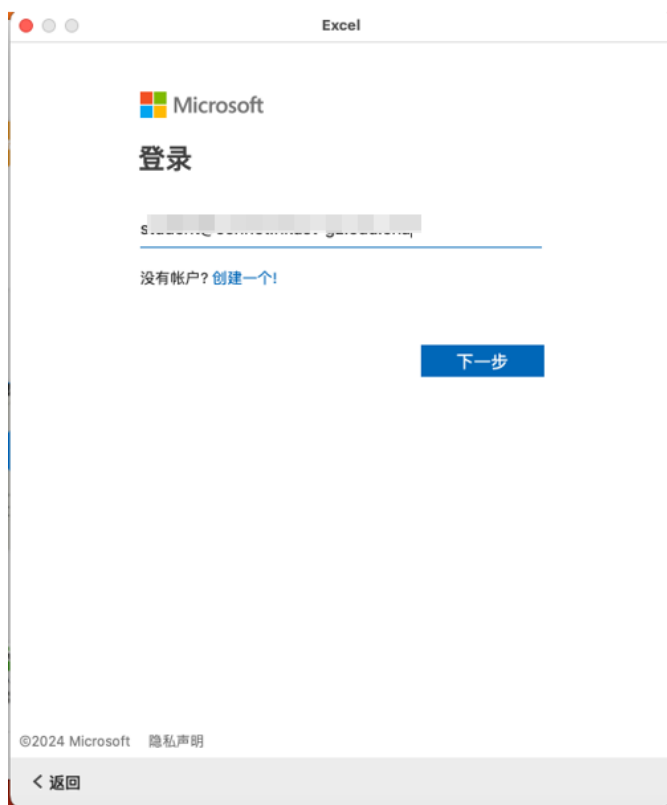
2、安装完后, 初次打开 Word (或 Excel, PowerPoint), 点击“跳转到只读模式”, 进入应用界面。



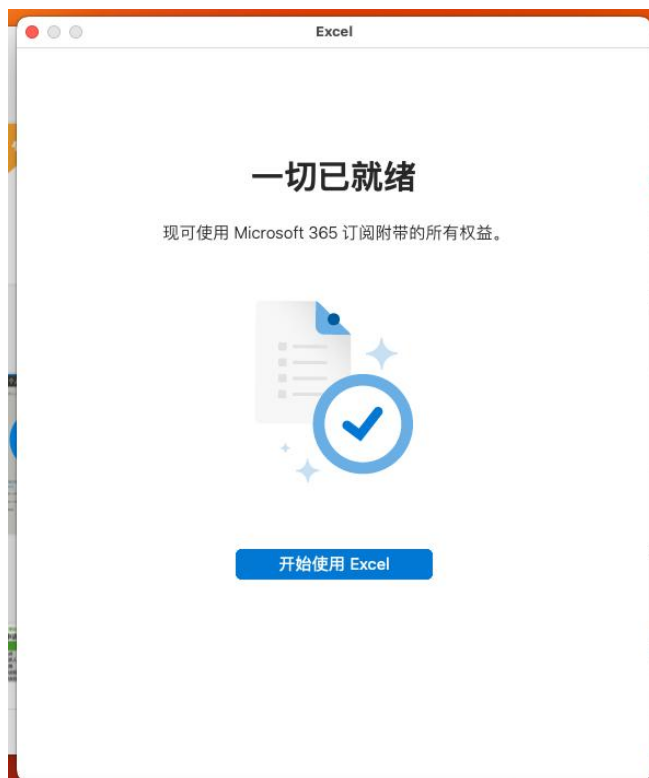
3、点击左下角的“激活”, 然后点击“已购买 office? 登录”。



4、跳转界面中输入学校分配的邮箱账户，并点击“下一步”验证密码。



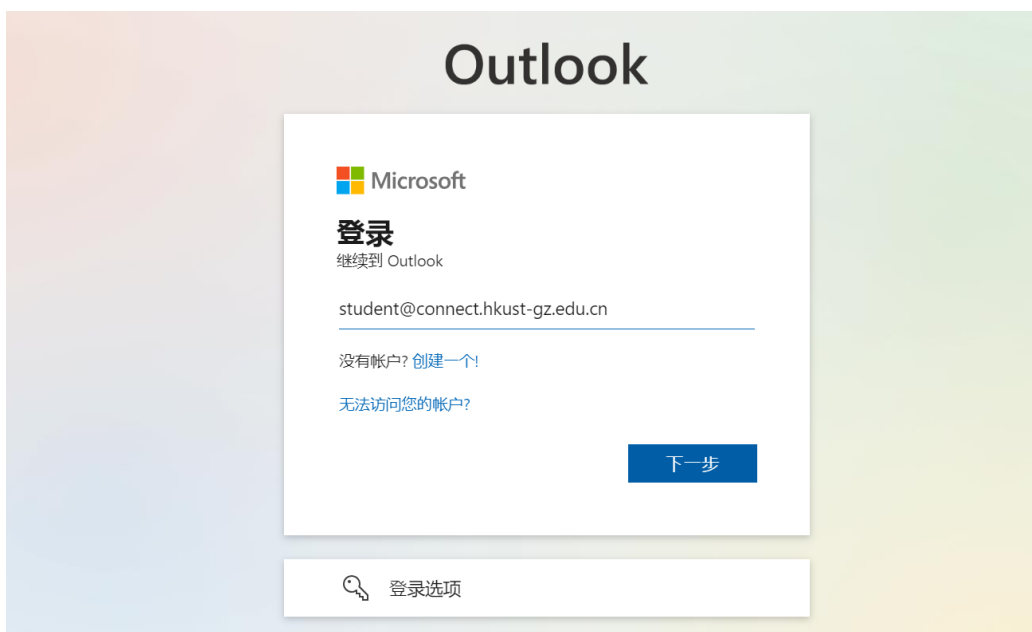
5、直到显示一切已就绪，现可使用 Microsoft 365 订阅附带的所有权益，即完成 Microsoft 365 激活。



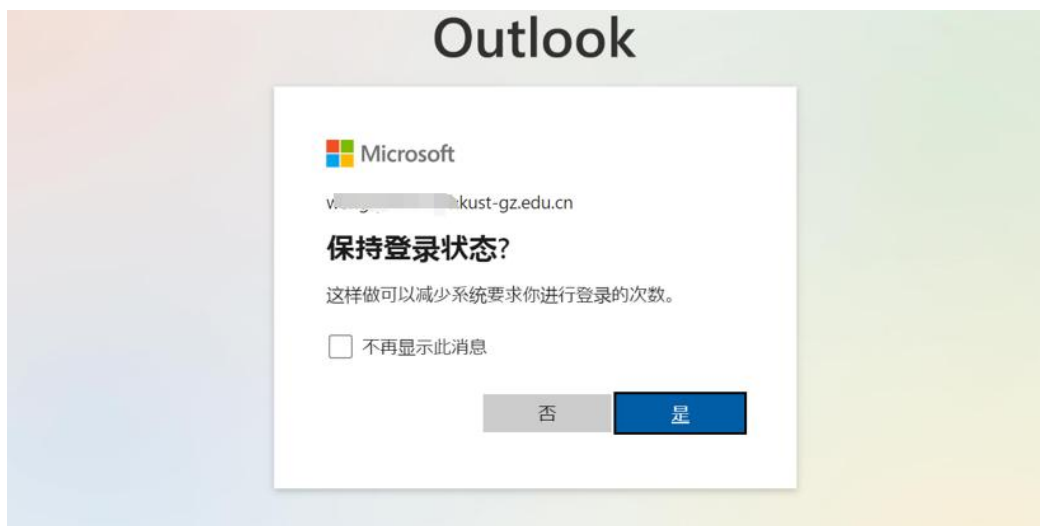
三、如何使用 Outlook 登录校园邮箱

3.1 网页端 Outlook 使用

1、登录网站 <https://outlook.office.com/>，输入学校分配的邮箱账号，点击下一步，输入密码。

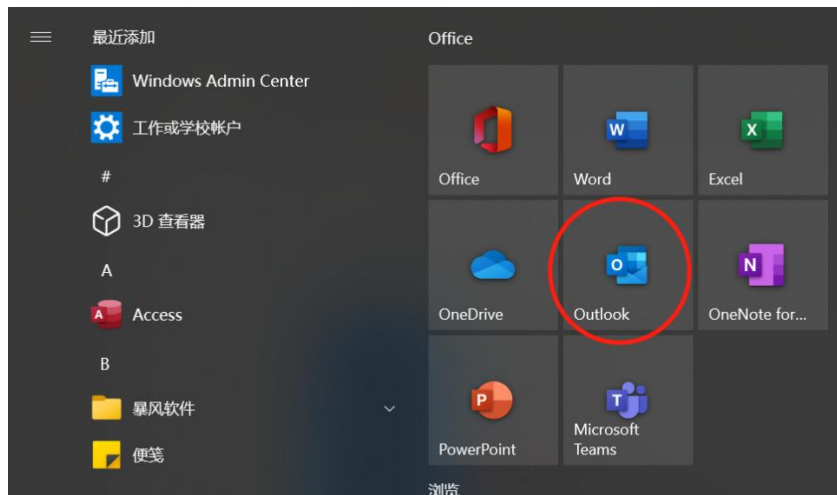


2、弹出保持登录状态，选择“是”，即可登录成功。



3.2 Windows 客户端 Outlook 使用

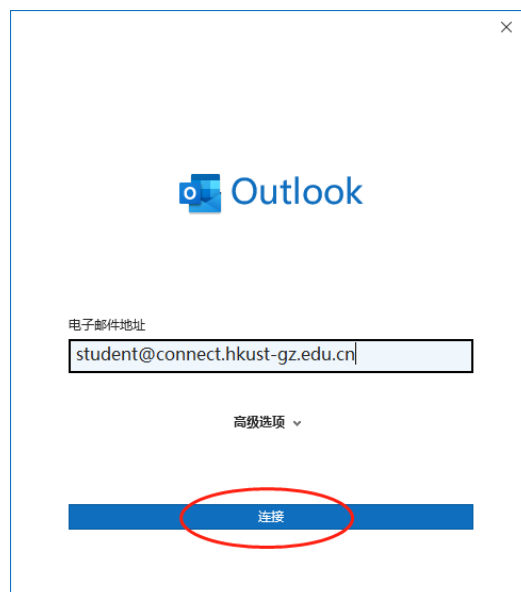
1、在 Windows 菜单中，选择“Outlook”。



2、选择“文件”菜单项，点击右侧产品信息中的“添加账户”。



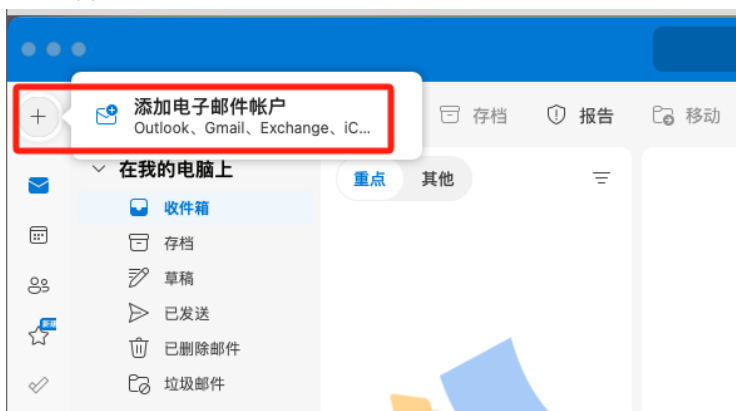
3、输入广州校园邮箱账户名（如：student@connect.hkust-gz.edu.cn），点击“连接”。



4、连接成功后，在“帐户信息”窗口中可见校园邮箱信息。

3.3 Mac 客户端 Outlook 使用

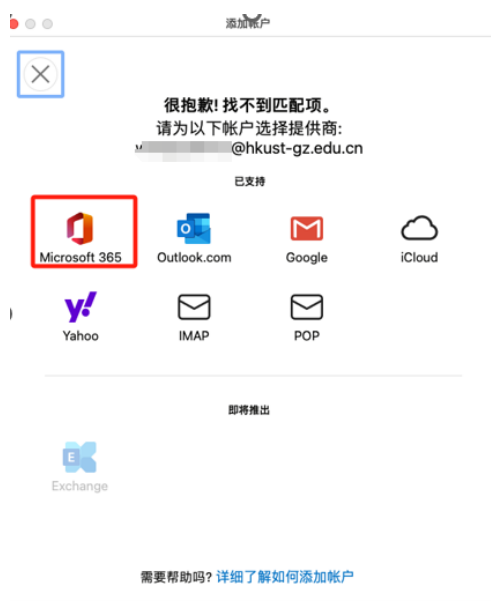
- 1、在 Launchpad 打开 Microsoft Outlook 应用，进入应用。
- 2、点击左上角的添加符号，添加邮箱账号。



- 3、输入邮箱地址，点击下一步



- 4、跳转界面，选择“Microsoft 365”选项，输入密码，即可完成 Outlook 账号添加。



其它更多帮助请查看网站：<https://itd.hkust-gz.edu.cn/cn/ITServices-Microsoft365>

Activating your campus account or resetting password

1. Click the link <https://myaccount.hkust-gz.edu.cn/resetpwd> and enter your **Account**. Your account is the string that goes before “@connect.hkust-gz.edu.cn”

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New password setting

* Account
xgaokao014

Next

在此处输入账号，不需要邮箱后缀
Enter the account here, no email suffix required

点击下一步
Click Next

Click **Next**.

2. You can verify your identity through **Personal Email** or **Personal Phone**.
 Select **Personal Email**, and enter your full email address under **Confirm Email**.
 Select **Personal Phone**, and enter your phone number under **Confirm Phone**.

香港科技大学 (广州)
THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY (GUANGZHOU)

New password setting

* Account
xgaokao014

Please select contact type to accept verify code:
 Personal Email: n*****n@hkust-gz.edu.cn
 Personal Phone Number: 159****2668

Confirm Email
n*****n@hkust-gz.edu.cn

Back to Prev

Send verify code

在此设置密保验证邮箱，用于接收验证码
Set up a security verification email here to receive verification codes

再次输入密保邮箱二次确认
Enter the security email again for secondary confirmation

点击发送验证码到密保邮箱
Click to send verification code to secure email

香港科技大学 (广州)
THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY (GUANGZHOU)

New password setting

* Account
xgaokao014

Please select contact type to accept verify code:
 Personal Email: n*****n@hkust-gz.edu.cn
 Personal Phone Number: 159****2668

Confirm Phone
159****2668

Back to Prev

Send verify code

在此设置验证密保手机号码，用于接收验证码
Set the verification security phone number here to receive the verification code

再次输入密保手机号码二次确认
Enter the security phone number again for secondary confirmation

点击发送验证码到密保手机
Click to send the verification code to the security phone

Click **Send Verification Code**.

3. Enter your password twice under **Password** and **Password Confirmation**.
4. After receiving the code in email or phone message, please enter the code you

received in **Verification Code**.
Click **Reset My Password**.

香港科技大学 (广州)
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AND TECHNOLOGY (GUANGZHOU)

New password setting

* Account
xgaokao014

* Password
Enter the new password you want to set here

* Password confirmation
Reconfirm the new password to be set

* Verification code
Enter the verification code here

482659

Reset My Password

点击重置我的密码
Click to reset my password

5. If you can see this message, it means that your account has been successfully activated or your password has been successfully reset.



密码重置成功后，关闭该页面，重新进入学校网站或系统使用新密码登录
After successfully resetting the password, close this page and re-enter the school website or system to log in with the new password

Close this page and now you are ready to log into the school websites or systems.

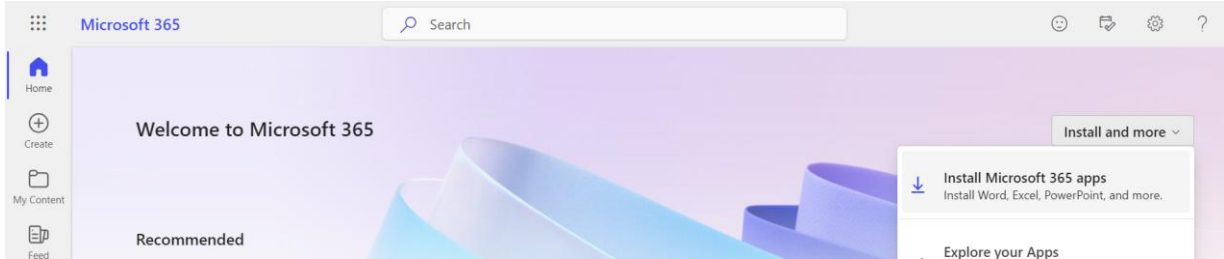
After resetting your password, you can use your account to log in to the campus email and check your messages. For login instructions please refer to How to log in to campus email using Outlook.

Installing and Activating Office (Microsoft 365)

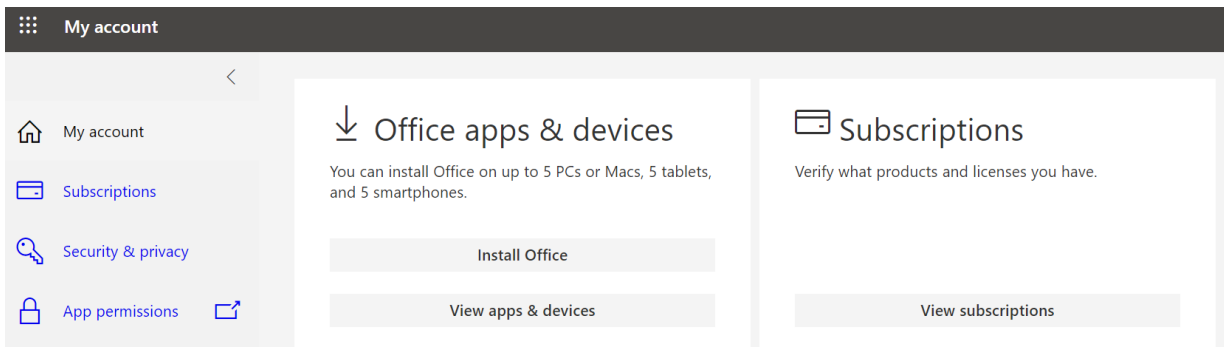
Note that the university subscription includes the following apps: **Word, Excel, PowerPoint, Outlook, OneNote, Publisher, Access, Teams.**

If you are a Windows user

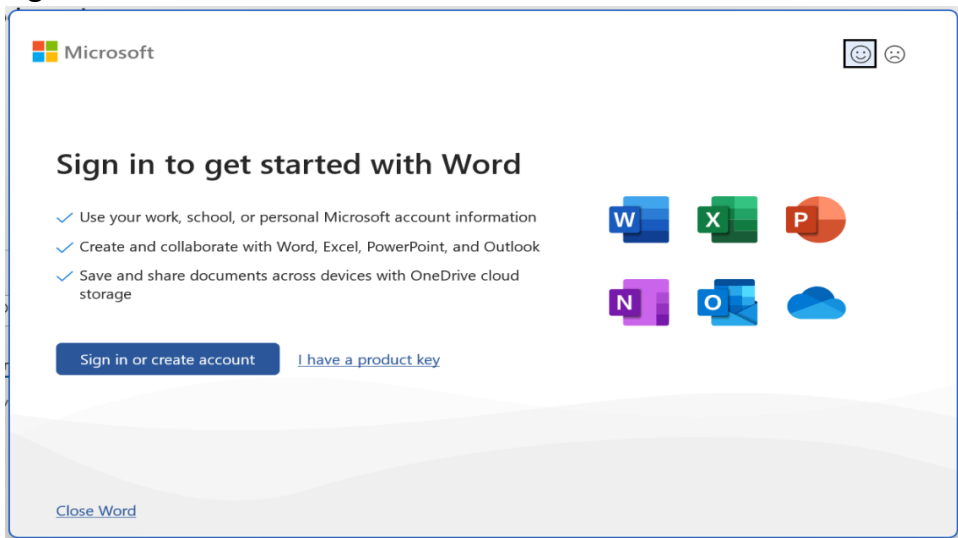
1. Go to www.office.com and **Sign in** with your activated campus account (with “@connect.hkust-gz.edu.cn”) and password.
2. Click on **Install and more** at the top right corner. Choose **Install Microsoft 365 apps**.



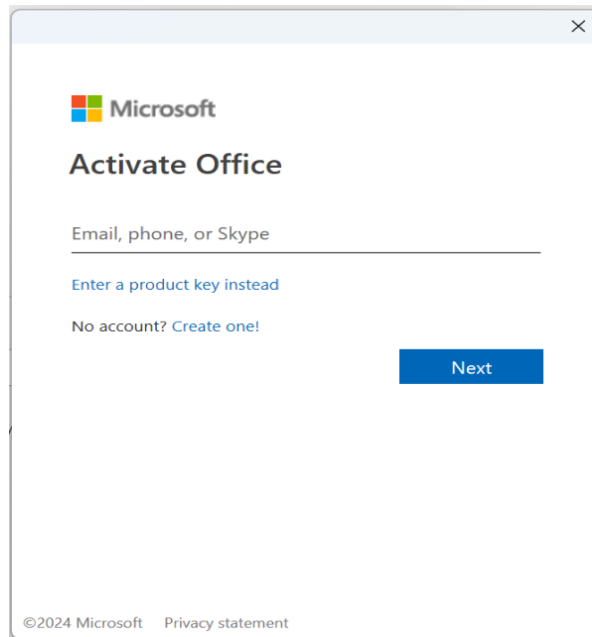
On the next page, click on **Install Office**. A file **OfficeSetup.exe** will be downloaded.



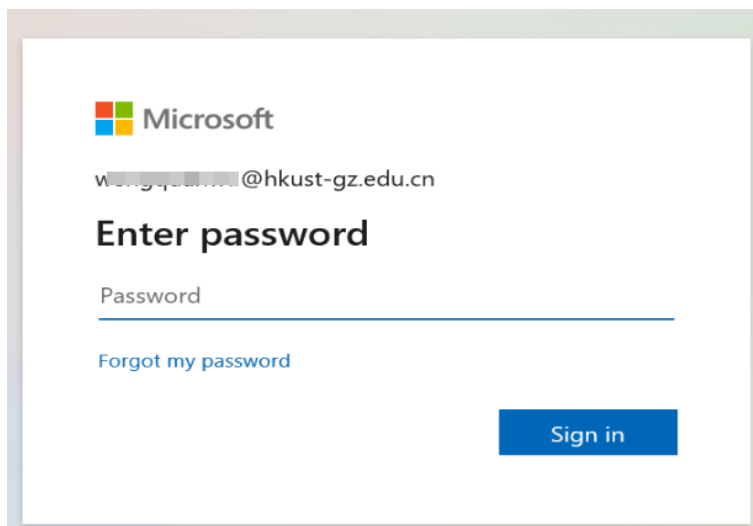
3. Run the installation executable **OfficeSetup.exe** and the installation will be completed automatically.
4. You will be prompted to Sign in when you open an Office app for the first time. Click on **Sign in**.



5. Enter your campus email address and click on **Next**.

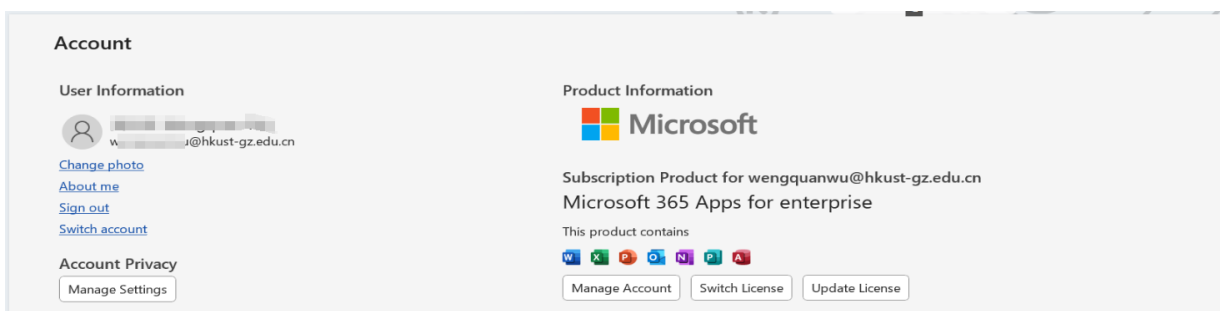


Enter your password and click on **Next**.



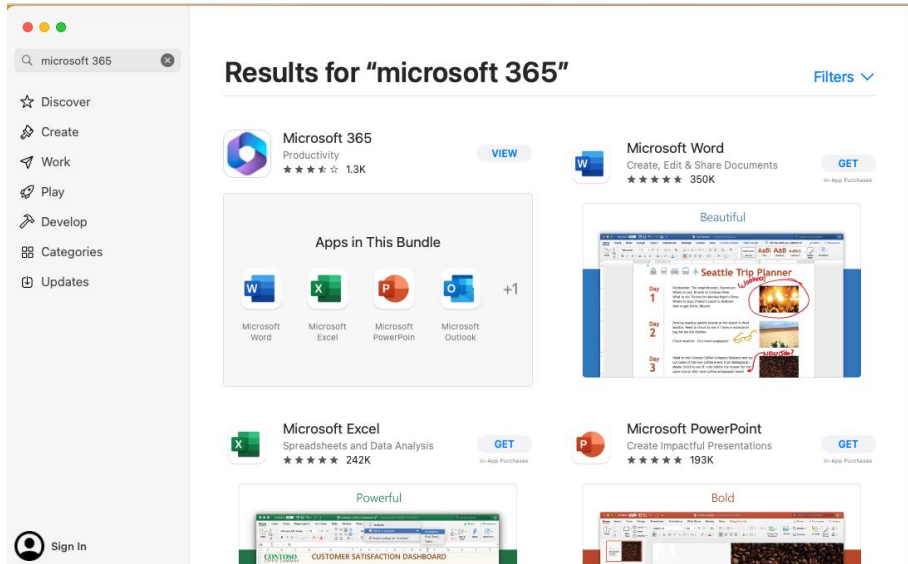
6. Microsoft 365 Apps for enterprise will be selected automatically as it is the only option.

You should see a final page where your account info and the subscribed apps are displayed. It means that your Microsoft 365 activation is complete.

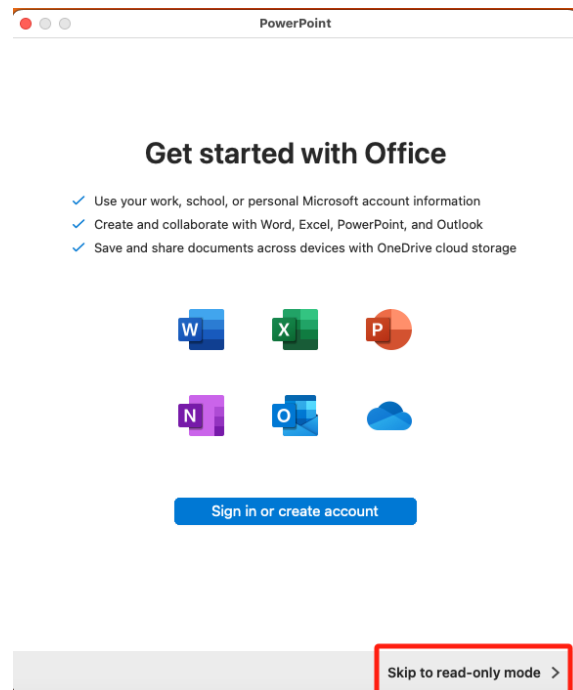


If you are a Mac user

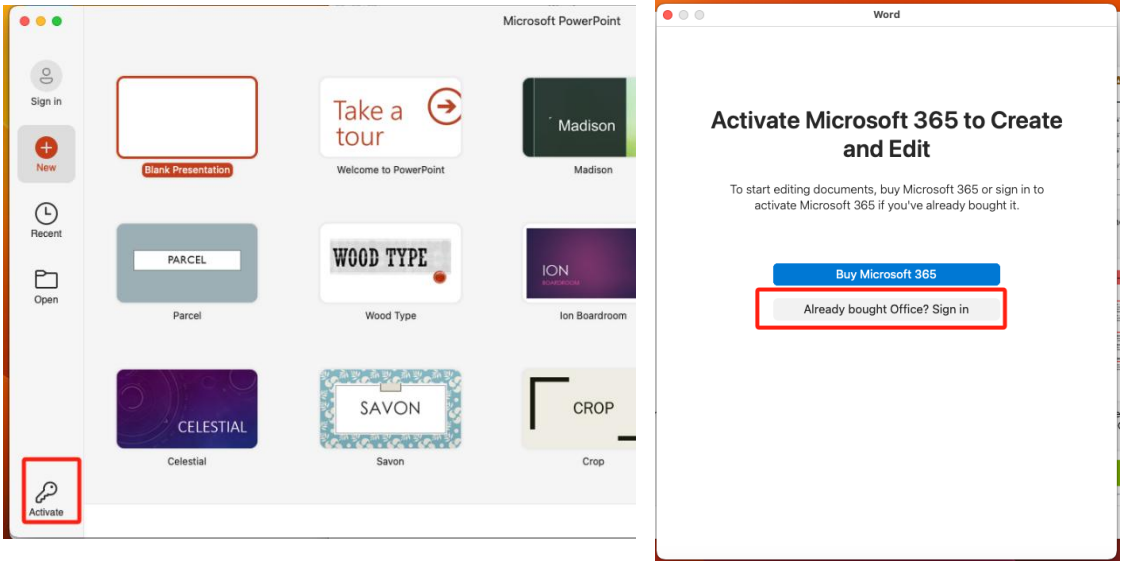
1. Search for **Microsoft 365** in your App store, Click on GET and the installation will complete automatically.



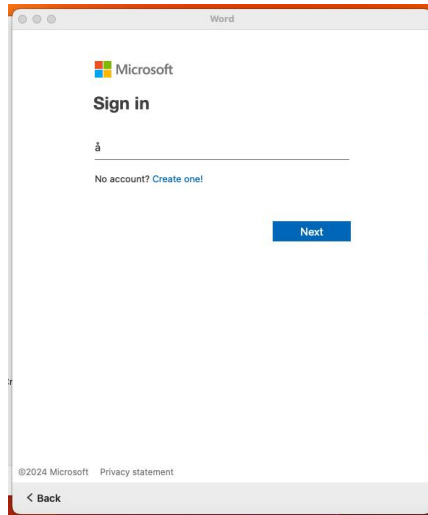
2. You will be prompted to Sign in when you open an Office app for the first time. You need to **Skip to read-only mode** to enter the app.



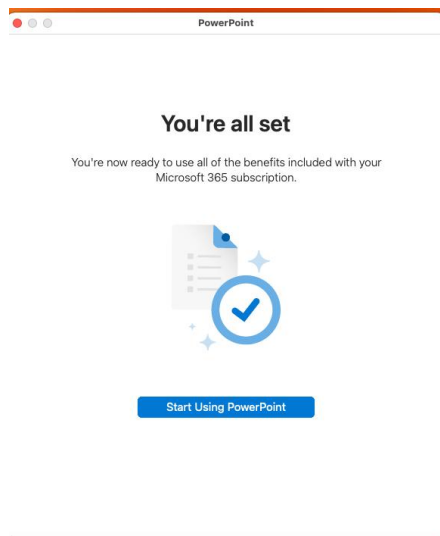
3. Click on the key icon on the bottom left corner to **Activate**. And then choose **Already bought Office? Sign in**.



4、 Enter your campus email and click on **Next**. Then enter your password.



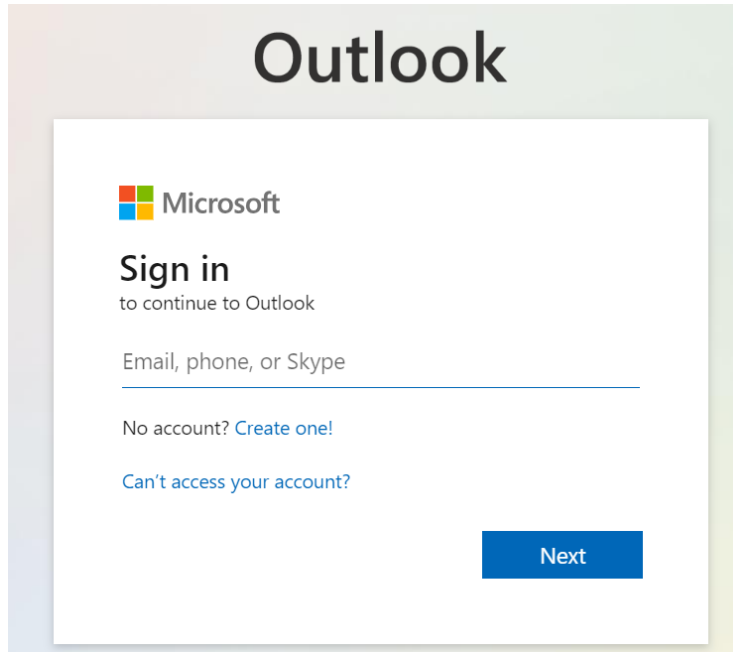
5、 If you see the screen below, you have completed the activation of Microsoft 365 subscription.



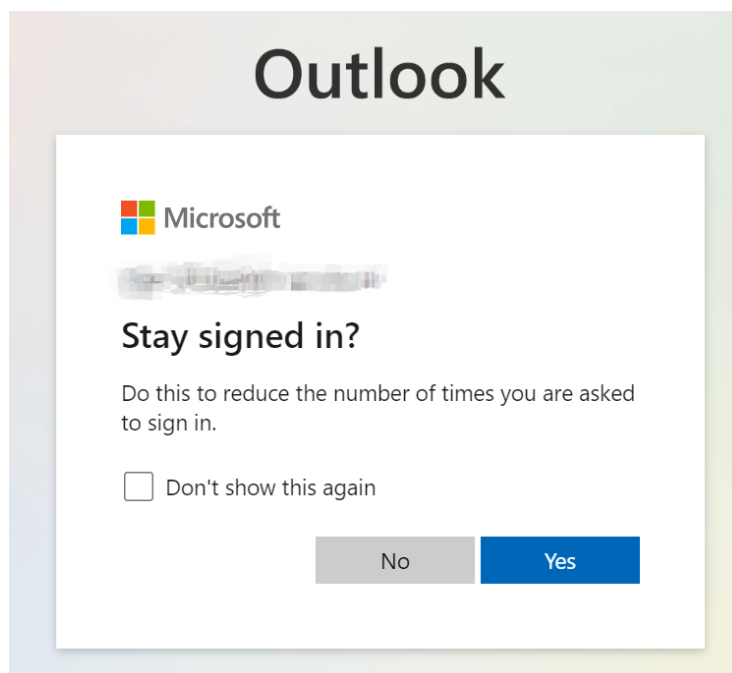
How to log in to campus email using Outlook

Outlook on the web

1. Sign in to <https://outlook.office.com/> with your campus email address and password.



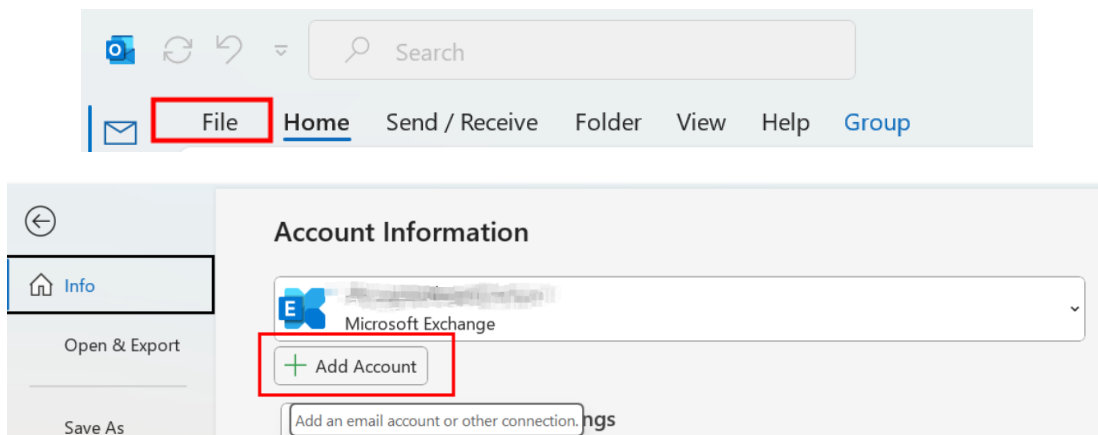
2. You may choose Yes to reduce the number of times you are asked to sign in.



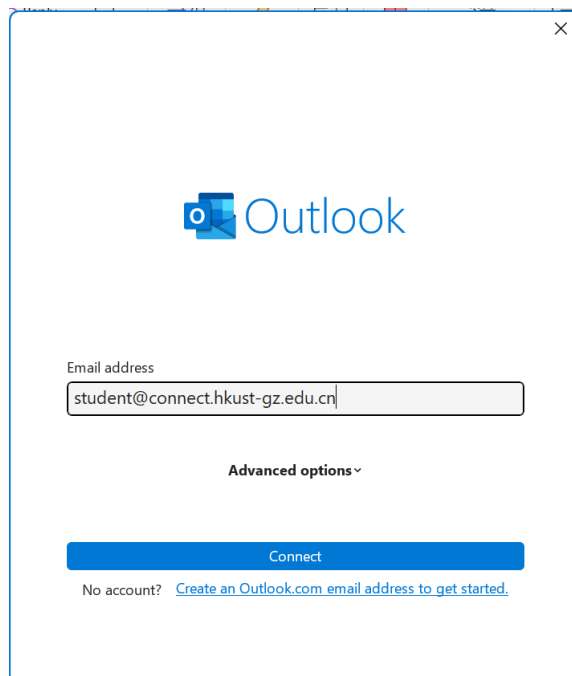
Outlook client

If you are a Windows user

1. Open the **Outlook** app from the menu.
2. Choose the **File** Tab on the top left and click on the **+ Add Account** button.



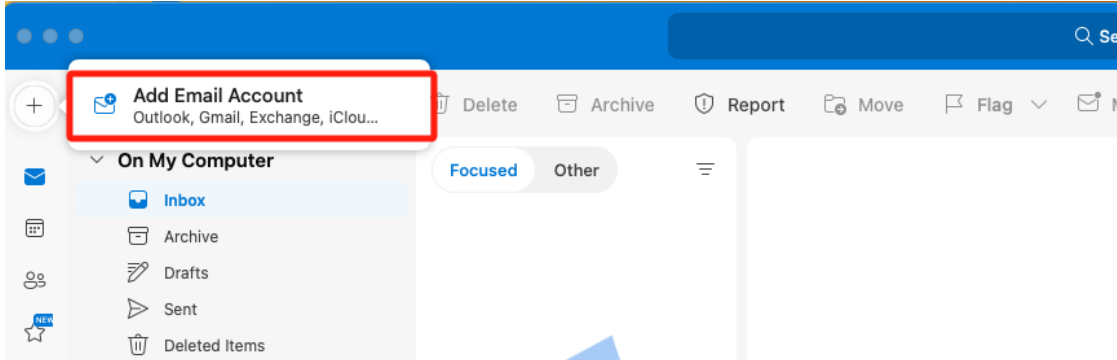
3. Enter your full campus email address (with “@connect.hkust-gz.edu.cn”) and click **Connect**.



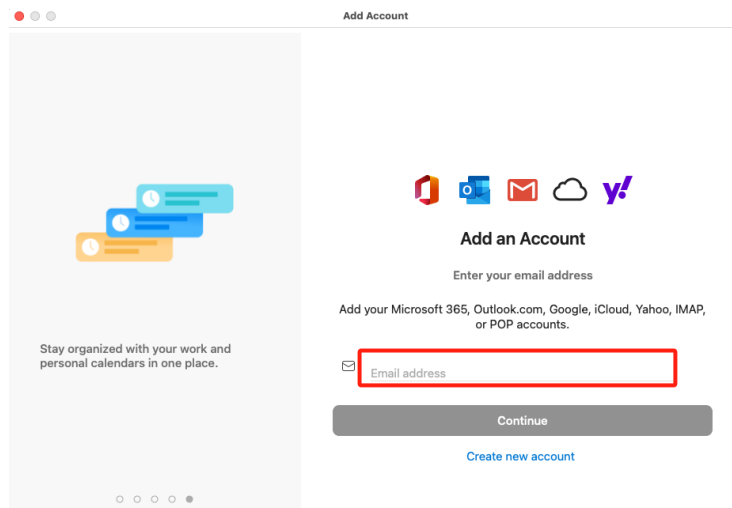
4. Once successfully connected, your account will display under the **Account Information**.

If you are a Mac user

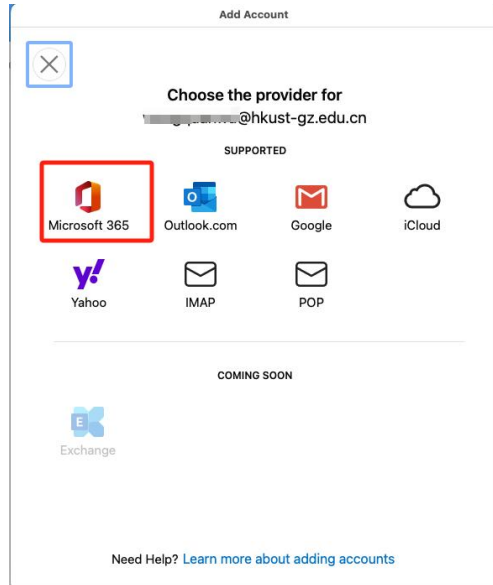
1. Open your Outlook app from the Launch pad.
2. Click on the "+" sign of the top left to **Add Email Account**.



3. Enter your campus email address and click on **Continue**.



4. In the next page you'll be asked to choose the provider, click on **Microsoft 365**. And you are all set



For more information, please visit <https://itd.hkust-gz.edu.cn/en/ITServices-Microsoft365>