# 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

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一、账号激活指引

#### 激活/修改密码地址

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









密码重置成功后,关闭逐页面,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

## 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"。

Micro	osoft			•
	登录	录以激活 Off	ice	
	8			
	使用你的常用电子邮件地址	获取免费的云存储空间	使用你的帐户在其他设备上 安装 Office	
	使用工作	学校或个人 Microsoft 副 登录 改为输入产品型组 什么是 Microsoft 统产?	仲登录	

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。

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mirosoft 365	8	Micro	soft 365				
7 探索		文率					
》创作		まね (秋取)	App内购买				
工作			<b>.</b>				
,游戏		1294个评分	年龄		开发客	大小	
开发		3.5 ****	4+ ÿ	Mic	rosoft Corporation	5.1 GB	
3 类别							
更新	此重	囊装中的6个App					
	w	Microsoft Word Create, Edit & Share Docu	iments 获取 App内购买		Microsoft PowerPoint 创建吸引人的演示文稿		<b>获取</b> App内的其
	×	Microsoft Excel Spreadsheets and Data A	nalysis 获取 App 内别采	•	Microsoft Outlook 电子邮件和日历		<b>获取</b> App内和实
	予页出	÷.					

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"。

•••			Microsoft	©      Excel
○ 登录 ● 新雄	A         B         C           1         -         -           2         -         -           3         -         -           4         -         -           5         -         -           6         -         -           7         -         -	沙览     Xägen Excel	100000 10.0590 10.0000 10.00000 10.0000 10.0000 10.00000 10.000000 10.00000 10.00000 10.00000 10.00000000	<b>激活 Microsoft 365 以创建和编辑</b> <sup>若要开始编辑文档。 调购买 Microsoft 365 或登录以激活 Microsoft 365 (如果已购买)。</sup>
最近				购买 Microsoft 365
р. 1177	TADE B.A.S.E.RTHE B.C.			已购灭 Office? 登录
	管理我的财务	个人预算	1	
₽ ₩:5	100 00 00 00 00 00 00 00 00 00 00 00 00	And a set of the set o	10 10 10 10 10 10 10 10 10 10 10 10 10 1	

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。

• • •	Excel
	Microsoft
	登录
	S
	没有帐户? 创建一个!
	下一步
00000	An 21 Han 10
©2024 Microsoft	隠私声明
く返回	

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 <u>https://outlook.office.com/</u>,输入学校分配的邮箱账号,点击下一步,输入 密码。

Outlook	
Microsoft 登录	
继续到 Outlook student@connect.hkust-gz.edu.cn	
没有帐户?创建一个! 无法访问您的帐户?	
🔾 登录选项	

2、弹出保持登录状态,选择"是",即可登录成功。

Microsoft	
vkust-gz.edu.cn	
保持登录状态?	
这样做可以减少系统要求你进行登录的次数。	
□ 不再显示此消息	
<b>不</b> 見	

## 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"。

e	帐户信息
俞 信息	
打开和导出	
月存为	使数 使数
保存附件	■ 获取 iOS 或 Android 版 Outlook 应用_
打印	更改

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"账户信息"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。

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	~ 在我的电脑上	重点	其他		Ŧ	
-	🖬 收件箱					
	〒 存档					
89	▶ 草稿					
	▶ 已发送					
돠	前 已删除邮件					
$\swarrow$	Co 垃圾邮件					

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: <u>https://itd.hkust-gz.edu.cn/cn/ITServices-Microsoft365</u>

## Activating your campus account or resetting password

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



Click Next.

You can verify your identity through Personal Email or Personal Phone.
 Select Personal Email, and enter your full Select Personal Phone, a

email address under **Confirm Email**.

Select **Personal Phone**, and enter your phone number under **Confirm Phone**.

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New password setting	New password setting
*Account 在此设置密保验证邮箱,用于	* Account xgaokao014
xgaokao014 接收验证码 Please select contact type to accept verb code: verb code: verb code: verb code: verb code	Please select contact type to accept verify code 于接收验证码 Personal Email: n************************************
Personal Email: n********n@hkust-gz.edu.cn	Personal Phone Number: 159***2668     phone number here to     receive the verification code
<ul> <li>Personal Phone Number: 159****2668</li> <li>西次输入密保邮箱二次确认 Enter the security email again for-secondary-confirmation</li> </ul>	Confirm Phone 再次输入密保手机号码二次确认 Enter the security phone number again for secondary confirmation
n=in@hkust-gz.edu.cn	Back to Prev
Back to Prev	Send venty code
Send venty code 点击发送验证码到密保邮箱 Click to conducto cocuro ampil	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**.



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



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

## 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 <u>www.office.com</u> 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.

:::	Microsoft 365	♀ Search			<u>.</u>	D	(3)	?
Home								
(+) Create	Welcome to Microsoft 365				Inst	tall and	more ~	
My Content			Ŧ	Install Microsoft Install Word, Excel, F	<b>365 a</b> PowerPo	<b>pps</b> oint, and	more.	
Feed	Recommended			Explore your App	os			

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.

Microsoft	
w@hkust-gz.edu	.cn
Enter password	
Password	
Forgot my password	
	Sign in

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.

Account	
User Information	Product Information
A w J@hkust-gz.edu.cn	Microsoft
Change photo About me Sign out	Subscription Product for wengquanwu@hkust-gz.edu.cn Microsoft 365 Apps for enterprise
Switch account	This product contains
Account Privacy Manage Settings	🚾 🕺 🤒 💁 🔃 🤕 Manage Account Switch License Update License

## If you are a Mac user

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

र microsoft 365	Results for "microsoft 365"	Filters V
Z Discover		
Create	Microsoft 365	
7 Work	Productivity ★★★★☆ 1.3K VIEW MICrosoft Word Create, Edit & Share Documents	GET
9 Play	***** 350K	In-App Purchases
Develop	Beautiful	
8 Categories	Apps in This Bundle	B
) Updates	With the second methods     Image: Second methods       Microsoft Moresoft Perspering     Microsoft Moresoft       Word Excell Perspering     Microsoft Moresoft	er
	By a start	
	Microsoft Excel Spreadsheets and Data Analysis ***** 242K  Create Impactful Presentations ****** 193K	GET In-App Purchases
	Powerful Bold	
		B. 1

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.

• • •	PowerPoint
	Get started with Office
νι	Jse your work, school, or personal Microsoft account information
🗸 C	Create and collaborate with Word, Excel, PowerPoint, and Outlook
🗸 S	ave and share documents across devices with OneDrive cloud storage
	N C
	Sign in or create account
	Skip to read-only mode >

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

•••			Microsoft PowerPoint	• • • Word
O Sign in New	(Bank Presentation)	Take a tour	<sup>*</sup> Madison Madison	Activate Microsoft 365 to Create and Edit To start editing documents, buy Microsoft 365 or sign in to activate Microsoft 365 if you've already bought it.
Recent	Parcel	WOOD TYPE	ION Ion Boardroom	Buy Microsoft 365 Already bought Office? Sign in
Activate	Celestial	Savon	Скор	

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

000		Word	
	Microsoft		
	Sign in		
	å		
	No account? Create one!		
		Next	
			3
©2024 Micros	oft Privacy statement		
< Back			

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

• • •	PowerPoint
	You're all set
	Tou te all set
	You're now ready to use all of the benefits included with your Microsoft 365 subscription.
	Start Using PowerPoint

## How to log in to campus email using Outlook

### Outlook on the web

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

Out	look
Microsoft	
Sign in	
to continue to Outlook	
No account? Create one!	
Can't access your account?	
	Next

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 Lauch 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