



Instalar o Office 365 Pro Plus no seu PC.

Entrar no site <u>http://portal.office.com</u>.

Entrar com as credencias de acesso à instituição, mais concretamente o endereço de email institucional.

Exemplo:

Docentes/ funcionários: plopes@estgl.ipv.pt e a vossa respetiva password.

Alunos: <u>estgl****@estgl.ipv.pt</u> e a vossa respetiva password. **Nota:** **** é o número de aluno.





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É efetuado o download do ficheiro de instalação, sendo necessário executado no final seguindo posteriormente todos os passos de instalação.



Serviços de Informática





Para aceder a outras versões do software para proceder à posterior instalação.

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Software	
Office	Office
Tools & add-ins	Install Office 365 ProPlus with the new 2016 apps (Recommended)
Skype for Business	This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business
Phone & tablet	
	Word Excel PowerPoint OneNote Access Publisher Outlook Skype for OneDrive
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	Don't see the language you want? Install one of the languages in the list above and then install a language accessory pack. Additional languages and language accessory packs don't
	count against your install limit.
	Review system requirements
	Install
	▲ Install Office 365 ProPlus with the 2013 apps Why would I install Office 2013?
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Quando o processo de instalação acabar ao abrir o Office quando for solicitado o endereço de email para ativação do produto, colocar o endereço de email utilizado no processo de entrada no site portal office.

