Steps to register for Office 365-UNIGE

Introduction

There are many good reasons to sign up for Office 365-UNIGE, let's see the most important ones:

- Install Office 365 on own pc and mobile device for free;
- You can take advantage of personal one-time storage on OneDrive;
- Ability to offer and/or receive remote assistance from/on your Windows 10 PC through the simplified "Easy Connect" feature;
- Ability to take advantage of the "Teams" feature for participation/creation of events, courses, video conferences up to a maximum of 250 participants;
- The possibility of improving the forms of work collaboration between UNIGE users, by sharing common resources (files, etc.), chatting, without necessarily switching from e-mail.

Now that we've got an idea of what benefits we might gain from registering, we can move on to the procedures we can follow to do so.

What to do

First you need to go to the web page: https://cedia.unige.it/office365 and click with the mouse the hyperlink "CLICCARE QUI PER REGISTRARSI A OFFICE365-UNIGE":

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Office 365

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Office 365

Per accedere ad Office365-UniGe è necessario essere in possesso delle **credenziali UniGePASS**, avere un **indirizzo email UniGe** e registrarsi a Office365-UniGe.

CLICCARE QUI PER REGISTRARSI A OFFICE365-UNIGE

Se hai dei problemi nella registrazione qui trovi le **istruzioni dettagliate**

Dopo la registrazione ti verrà inviata una mail di conferma con il nome utente e la password per accedere a Office365-UniGe. Nota: la password di accesso non è la stessa di UniGePASS

Se hai competato la procedura di registrazione a Office365-UniGe qui sopra, puoi

CLICCARE QUI PER ACCEDERE A OFFICE365-UNIGE

You will be redirected to a new web page where you will need to verify your identity by entering your UNIGE-Pass credentials:


The request will be taken over and response times should not exceed 15 minutes. When you are finished, you will have your login and a temporary password. Login is typically name.surname@unige.it, or employee edu.unige.it, student id@studenti.unige.it, nome.cognome@ext.unige.it for externally enabled staff.

When the confirmation email arrives, you will need to go to the www.office.com page and click "Signin".
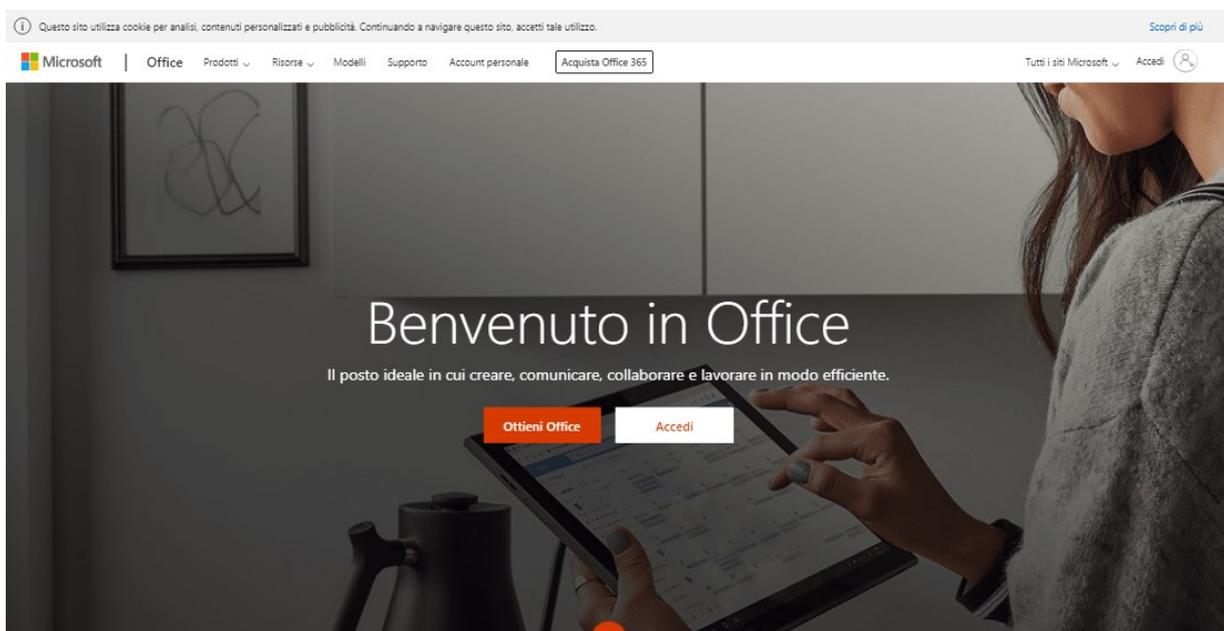
To log in you will need to enter your UNIGE e-mail address which will be one of the shapes seen above, then proceed by clicking on the"Next"button.
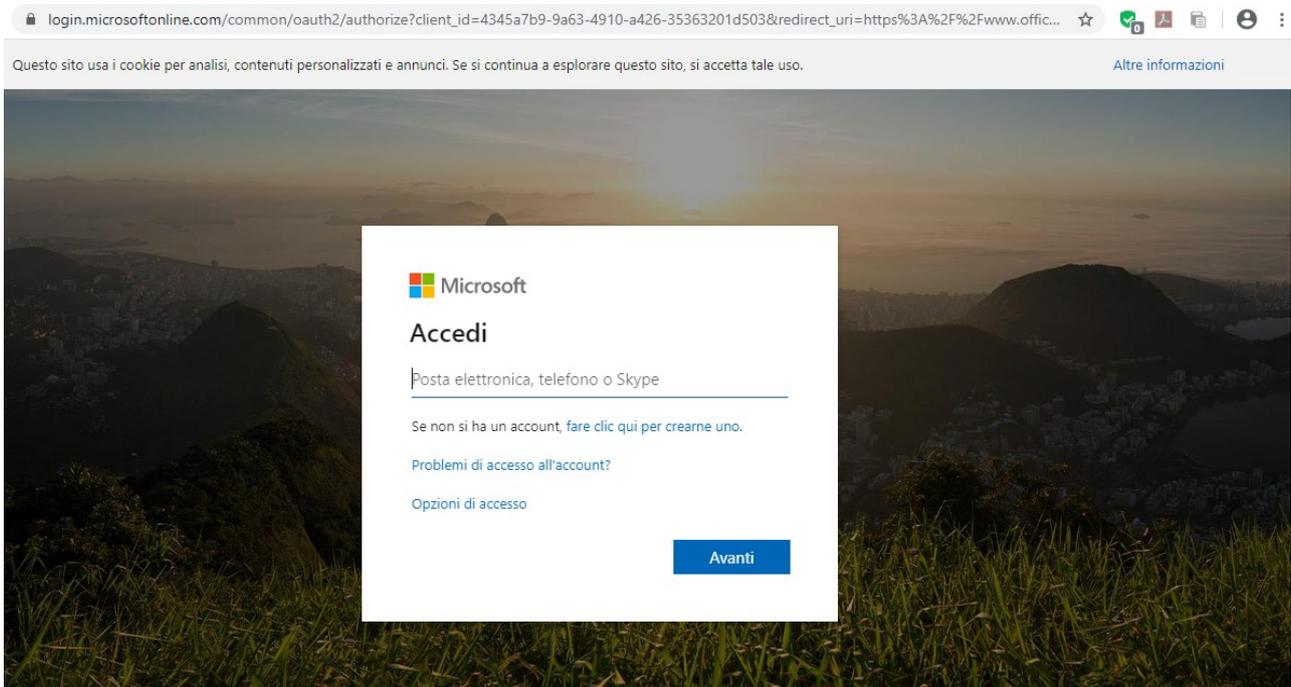

You will be asked to enter the temporary password shown in the confirmation email received before and once entered, this being the first login, you will be prompted to change the temporary password, received in the confirmation email, with a new valid password. NOTE: Write down your new password somewhere, because you'll need it for every future installation of the Office 365 apps you'll do on the various devices.

You will also be asked for a mobile phone number and/or a private email, which will be used exclusively for the purposes of password reset, in case of a forgotten password. This information will not be used for any other purpose.
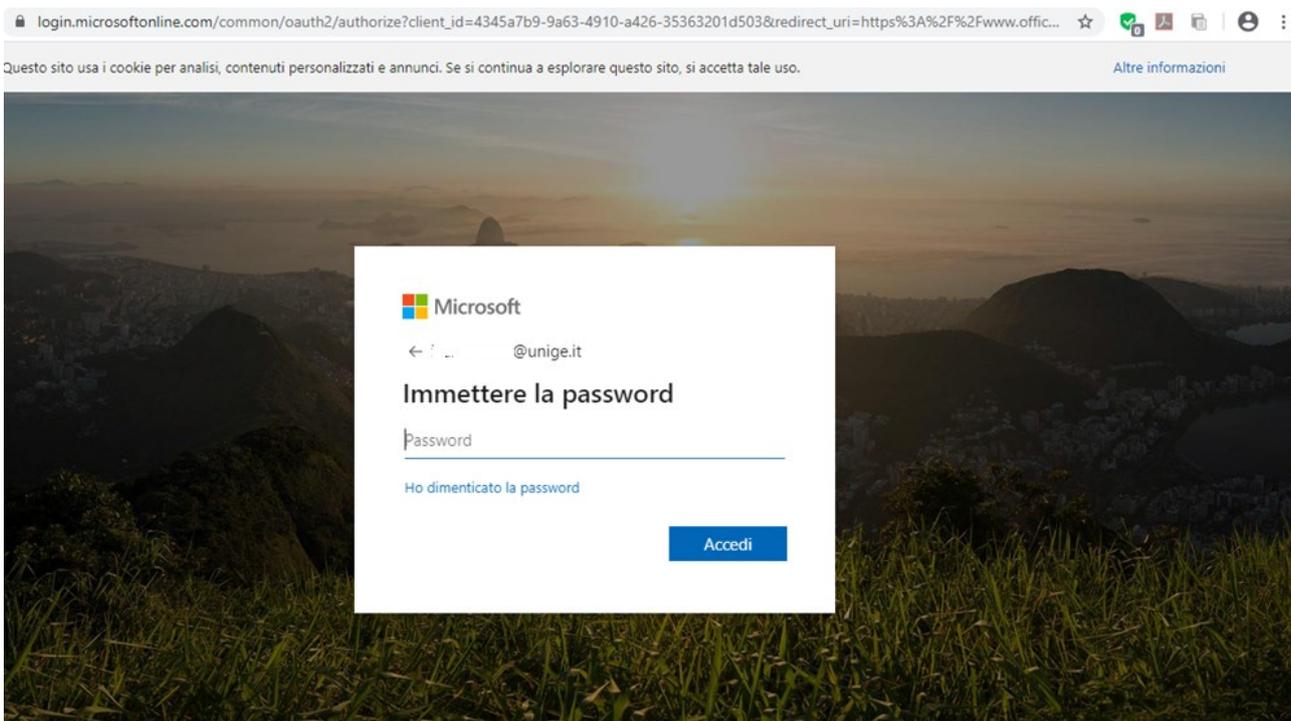
Before the procedure is complete, you will see a message asking whether or not to stay connected: if you answer yes, your password will be stored in the system and you will no longer be asked the times you will sign in to the Office365 portal again, in case you will have to re-enter the password you created before.

I advise you <u>not</u> to put the check mark on the item "Don't see this message again", as you may change your mind in thefuture, so it's best that you re-enact that question, and finally confirm your choice to continue.
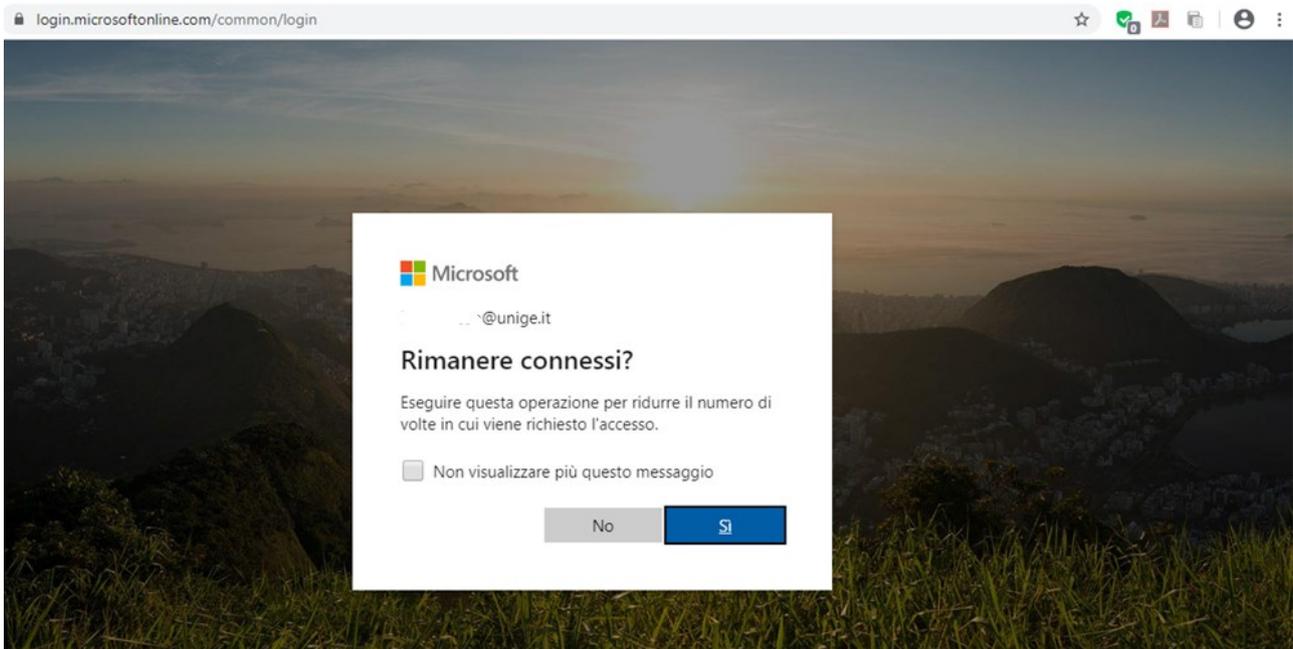

When you're done, you'll be logged in to the homepage of the Office 365 service.
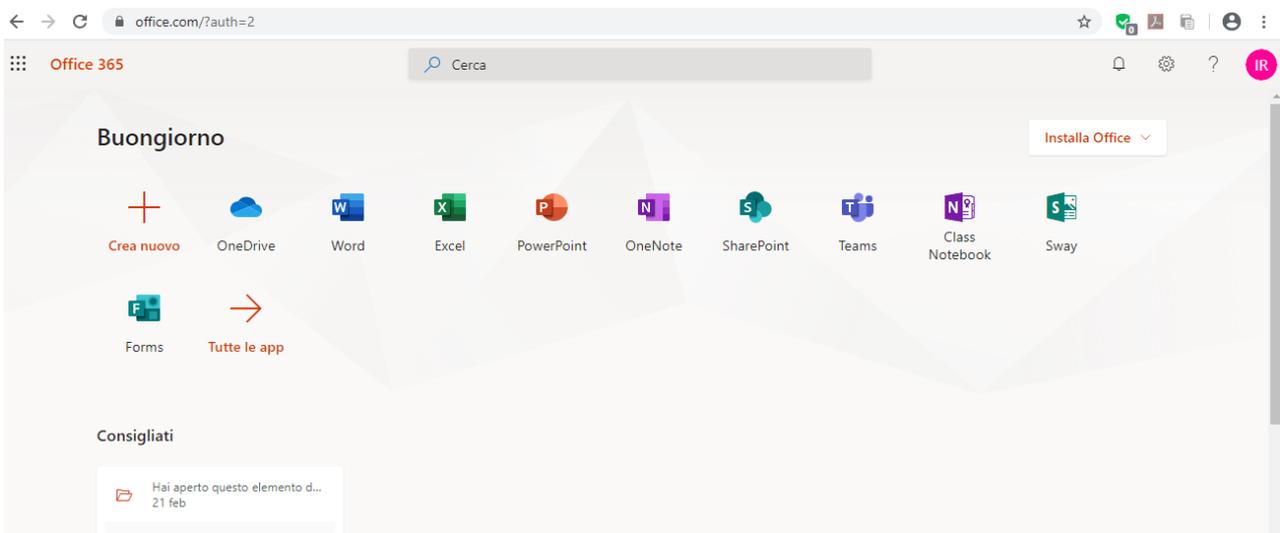
From this page you can proceed with the installation of Office 365, simply by clicking with the mouse the drop-down on the right"Install Office", and then select the first option between the two available: "Office365 app", which is the one thatinstalls the entire Office package with typical applications.

You will be prompted to save the installation file:
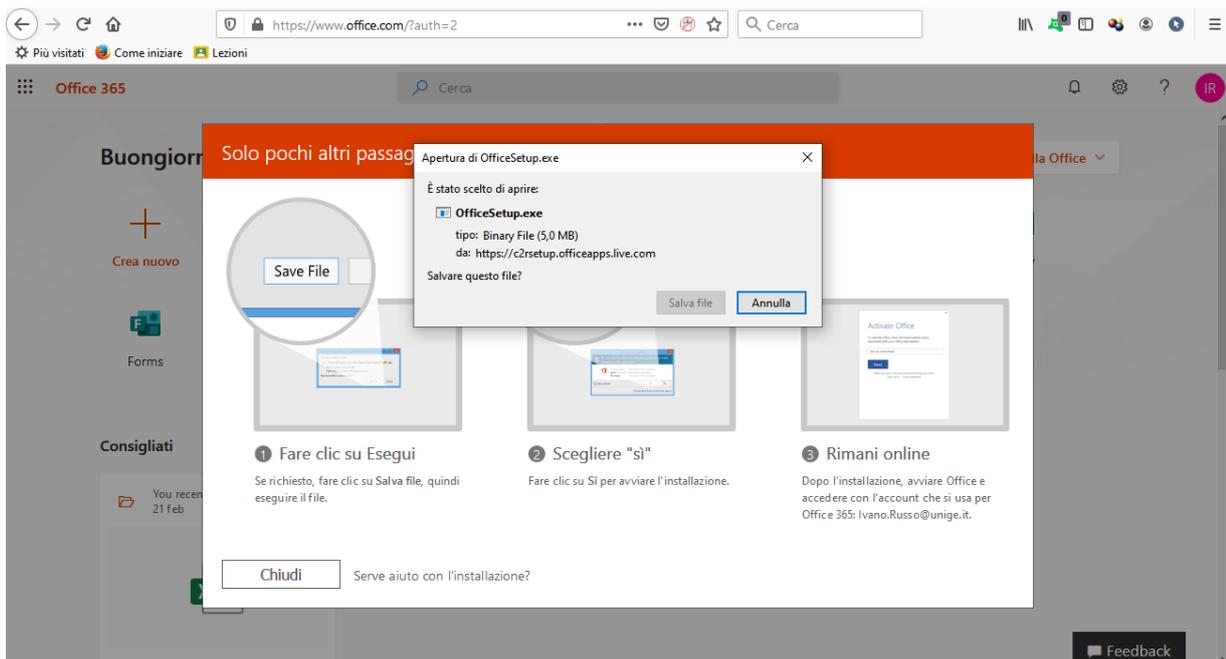
Proceed with the rescue. The setup file is about 5MB in size because it does not contain all the components to be installed, and for that reason you install on your desktop or mobile devices, <u>only</u> if you have a fast, <u>non-metered</u> Internet connection.

The first time you start the Office suite, you will be asked to enter your credentials to associate the installed product with your UNIGE identity.

<u>NOTE:</u> If you only need the Teams application and are not interested in installing Office 365 right away, as it <u>requires</u> <u>the complete</u> removal of any other version of Office - including 2016 - previously installed on your computer, so you can proceed directly with downloading only the application in question.

Go to the https://products.office.com/it-it/microsoft-teams/download-app page
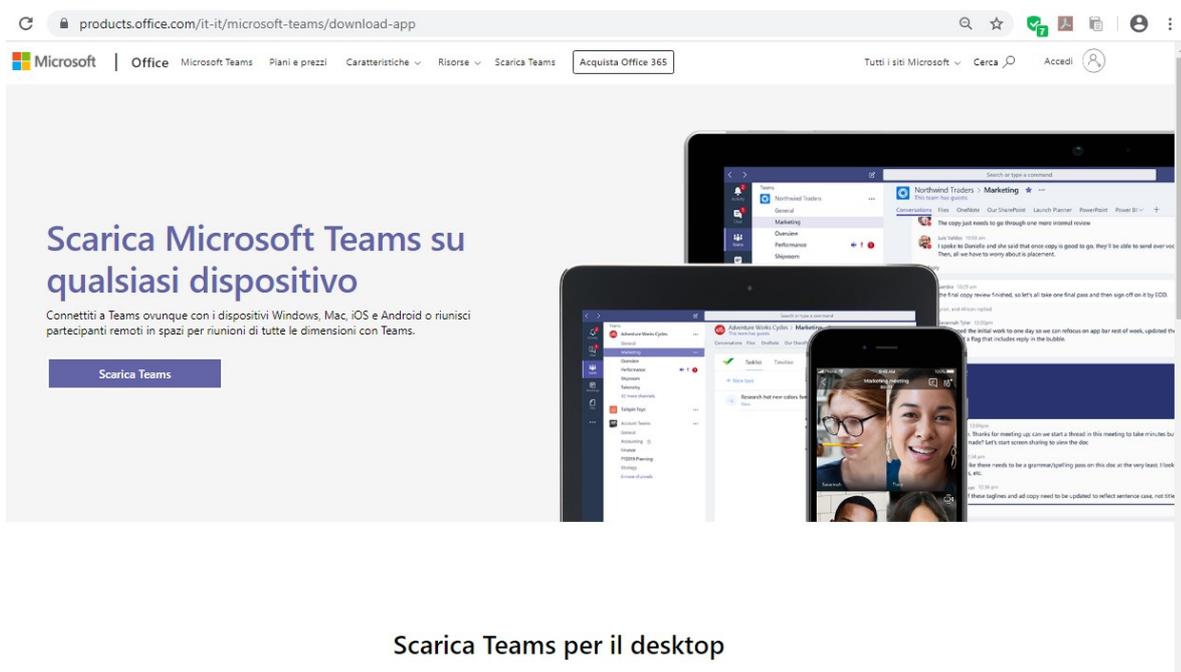
Click with your mouse on the "Download Teams" button and you will be redirected to a new web page, click again on the "Download Teams" button in the middle of the screen and proceed with saving the file to your computer.
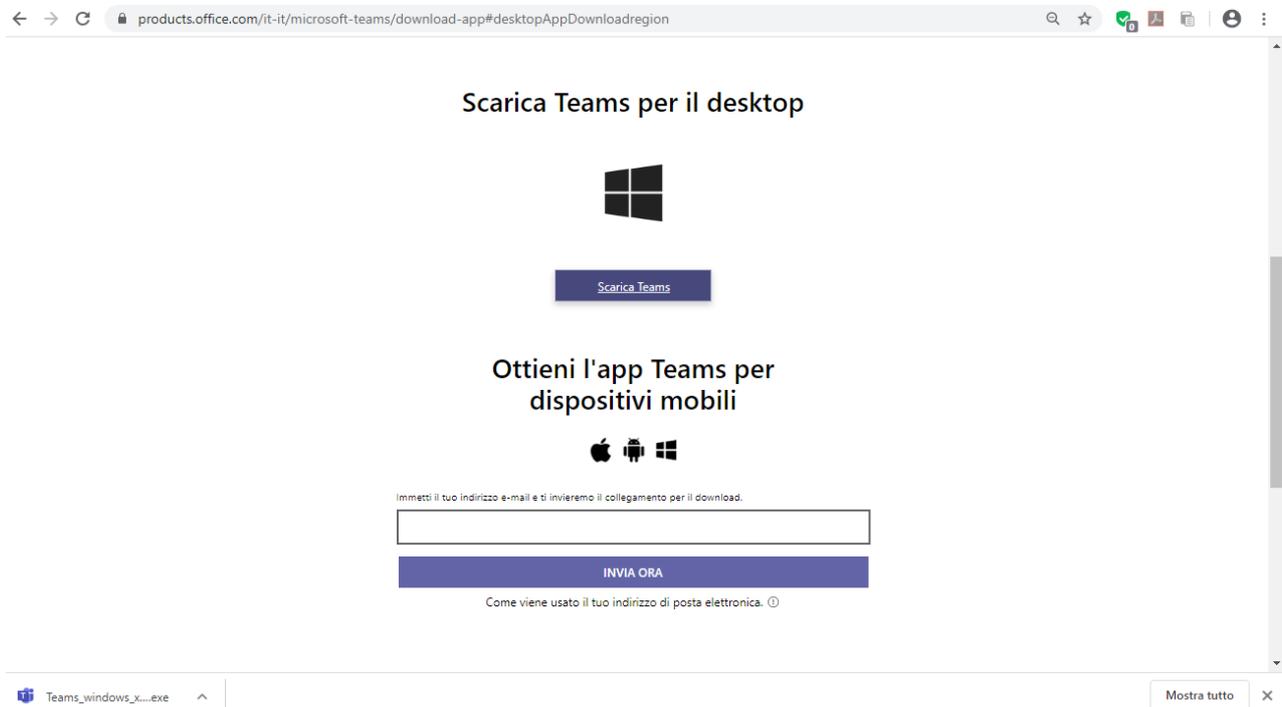
Once the file has been downloaded, click on the file to install it and once you will be asked to enter your credentials to associate the installed product with your UNIGE identity. When the setup is complete, Teams will open in its home screen ready to be used.

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