

1

Sign In

Hong Kong Shue Yan University
Webmail System

Type your user name and password.

User name: 999999
Password:

2 Sign In

- [Forget Password or User Name](#)
- [Change Password](#)
- [Webmail User Guide](#)

For new student, please enter your student number as the login ID and the last 3 digits before the left parenthesis "(" of your Identity card number, plus the day of your birthday transposed as your login password. You are advised to change your password regularly for security purpose.
E.g.: The HKID card number of Student "987654" is A123456(0) and his birthday is on 17/06/1982; then his Login ID will be 987654 and his password will be 45671.

For current student, please enter your student number as the login ID and the password is the same as your **Veriguide's** password.

2

Mail - 999999 CHAN, TAI x

https://outlook.office365.com/owa/?realm=hksyu.edu

Office 365 Outlook

Search Mail and People

New

4 Office 365 settings

- 郵件 settings
- Refresh
- Automatic replies
- Display settings
- Manage add-ins
- Offline settings
- Change theme
- Options

Select an item to read.
Click here to always select the first item in the list

3

My account

Office 365 My account

Settings

- Theme: Choose your favorite theme. Default theme
- Start page: Change where you land when you sign in. Set your start page
- Notifications: Decide which notifications you need. On
- 5 Software: Install software**
- Password: Change your password.
- Contact preferences: Manage how and why you are contacted. Off

4

Office 365

Software

- Office
- Tools & add-ins
- Skype for Business
- Phone & tablet

Office

Install Office 365 ProPlus with the new 2016 apps (Recommended)

Note: Your admin has enabled First Release, so you get early access to the latest Office features. If you have feedback or problems, please contact your admin.

Word Excel PowerPoint OneNote Access Publisher Outlook Skype for Business OneDrive for Business

Language: English (United States) Version: 32-bit (Recommended) Advanced

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](#)
[Troubleshoot installation](#)

6

▼ Install Office 365 ProPlus with the 2013 apps [Why would I install Office 2013?](#)

5

The screenshot shows a web browser window with the URL <https://portal.office.com/OLS/MySoftware.aspx>. The page title is "Office 365". On the left, there is a navigation menu with "Software" selected, and sub-items: "Office", "Tools & add-ins", "Skype for Business", and "Phone & tablet". The main content area features a white box with an orange header that says "Just a few more steps...". Inside this box, there are three numbered steps: 1. "Click Run" with an image of a "Setup..." button; 2. "Say 'yes'" with an image of a "Yes" button; 3. "Stay online" with an image of the Office logo and a progress bar. Below the steps are "Close" and "Need help installing?" buttons. At the bottom of the browser window, a download bar shows a file named "Setup.X86.en-us_O3...exe" with a blue circle around it and a "7" next to it. A "Show all downloads..." link is also visible.

6

The screenshot shows the "Installing Office" progress window. At the top left is the Office logo, and at the top right is a close button (X). In the center, there are icons for Word (W), Excel (X), PowerPoint (P), Outlook (O), and OneNote (N) in the first row, and PowerPoint (P), Skype (S), OneDrive (cloud), and Access (A) in the second row. Below the icons, the text "Installing Office" is displayed above a progress bar that is approximately one-third full. At the bottom, the text "We'll be done in just a moment." is shown.

 Office



You're all set! Office is installed now

Click Start > All Programs.

Close