

# Office 365 ProPlus: Chapter 1: Online Portal

Disediakan oleh: Saiful Nizam Jamaluddin



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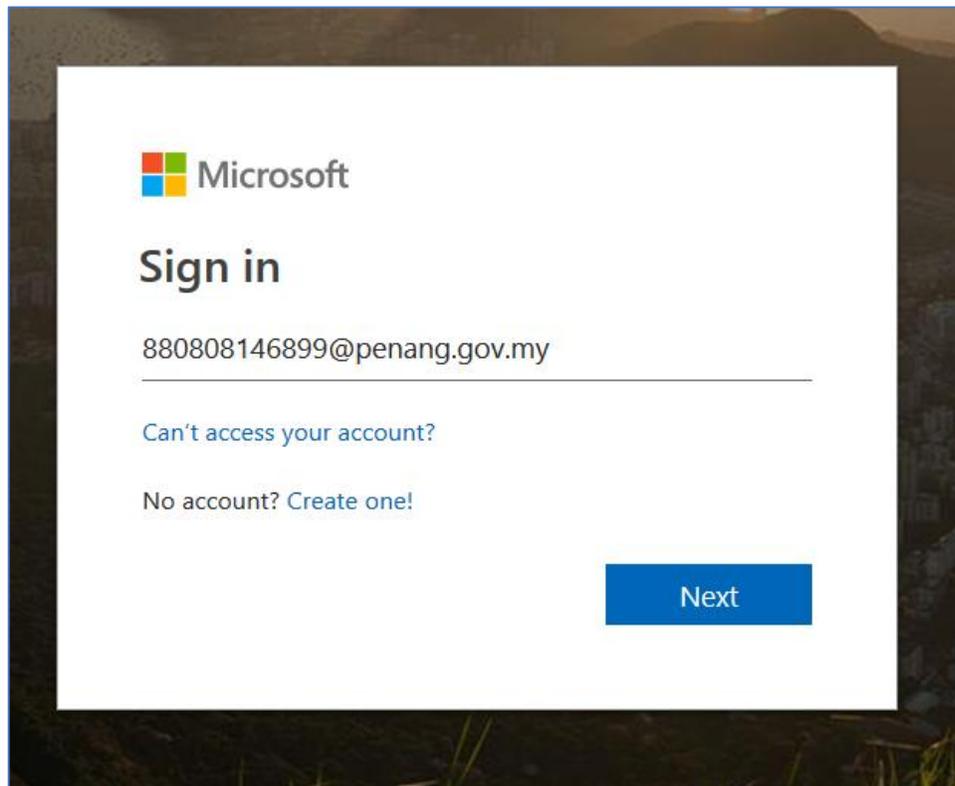
 Microsoft

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Partner



# 1. Login to: https://login.microsoftonline.com

- Type your username: <IC No>@penang.gov.my
- Click Next



Microsoft

## Sign in

880808146899@penang.gov.my

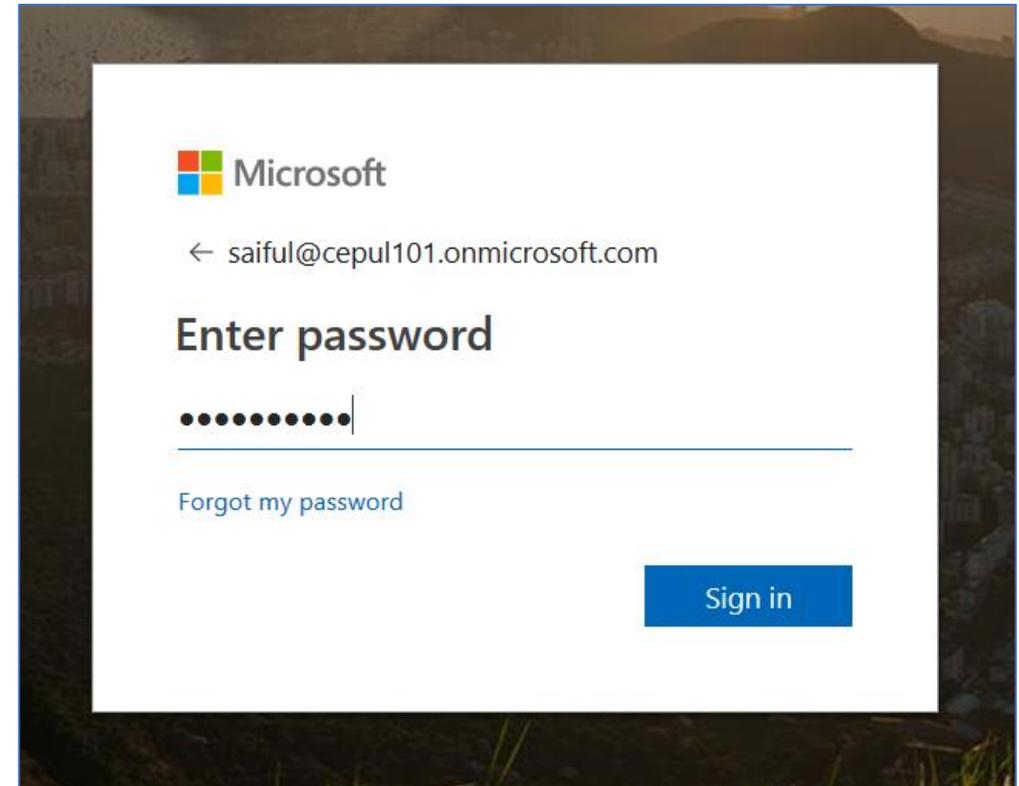
[Can't access your account?](#)

No account? [Create one!](#)

Next



- Type your password.
- Click Sign in



Microsoft

← saiful@cepul101.onmicrosoft.com

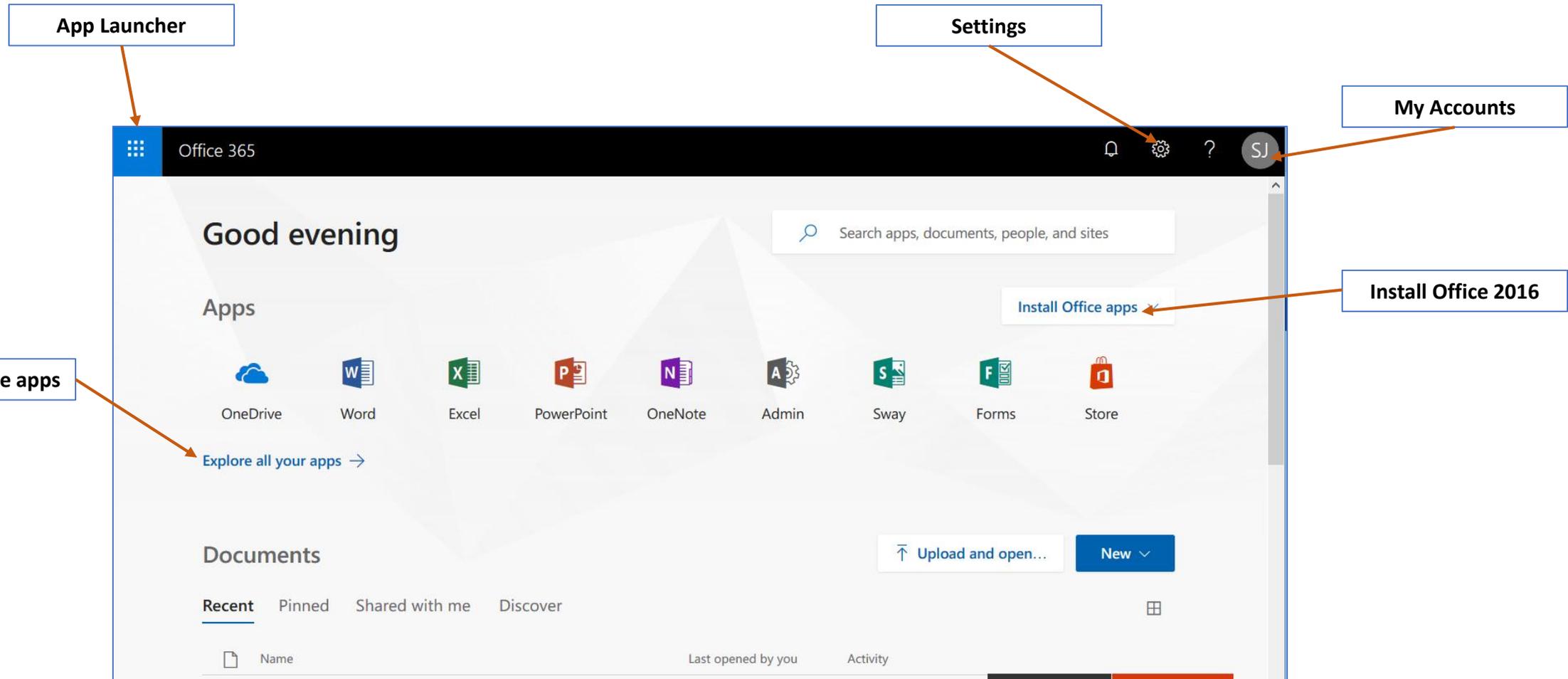
## Enter password

.....|

[Forgot my password](#)

Sign in

# 2. Main Page of Office 365 ProPlus Portal



# 3. My Accounts

The screenshot shows a mobile application interface. At the top, a black navigation bar contains icons for notifications, settings, help, and a profile icon labeled 'SJ'. Below this, a 'My accounts' modal is displayed. The modal title is 'My accounts' with a close button 'x'. The user's profile information is shown: a circular profile picture with 'SJ', the name 'Saiful Nizam Jamaluddin', and the email 'saiful@cepul101.onmicrosoft.com'. Below the profile information are two links: 'My account' and 'Sign out'. Two callout boxes are present: one labeled 'a. Click here to reveal My Accounts' with an arrow pointing to the 'SJ' icon in the navigation bar, and another labeled 'b. Always click Sign out each time you not using the Portal' with an arrow pointing to the 'Sign out' link.

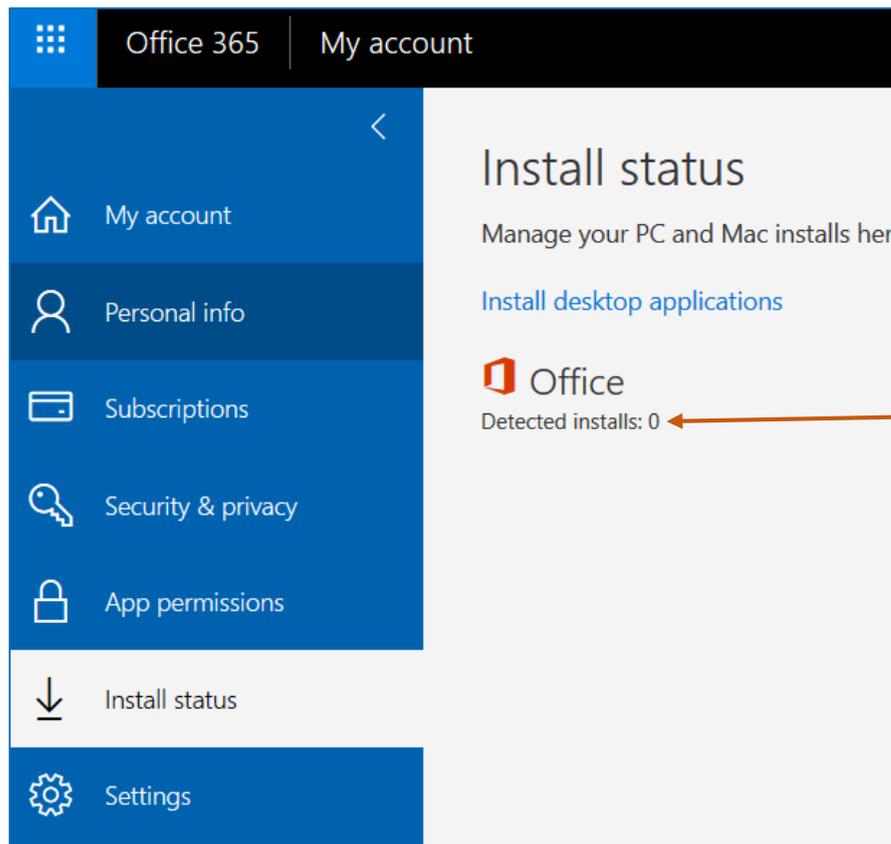
# 4. Settings

The image shows a screenshot of the Settings application interface. The settings are organized into sections: Theme, Start page, Password, Language, and Your app settings. Each section has a chevron icon on the right side. Six callout boxes with arrows point to specific elements:

- a. Click here to reveal Settings**: Points to the gear icon in the top navigation bar.
- b. Click here to select your preferred theme**: Points to the chevron icon next to the 'Default theme' option.
- c. Click here to select your Start page**: Points to the chevron icon next to the 'Set your start page' option.
- d. Click here to change your password**: Points to the 'Password' option.
- e. Click here to change Portal language**: Points to the chevron icon next to the 'English (Malaysia)' option.
- f. Click here to change your app settings**: Points to the 'Office 365' option under 'Your app settings'.

# 5. App Settings

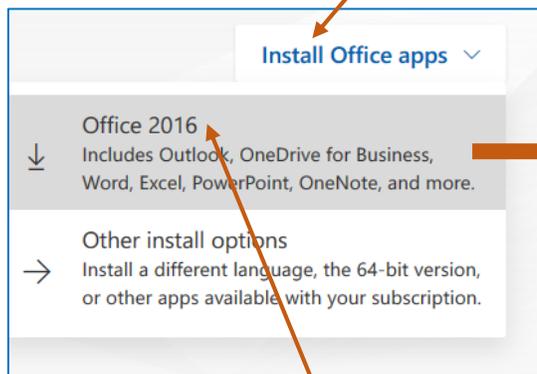
- This is App Settings option.
- Click Install status to view your Office 2016 installation count.



**c. Currently, no Office 2016 is installed on any PC or Mac**

# 6. Install Office 2016 (32 bit installation)

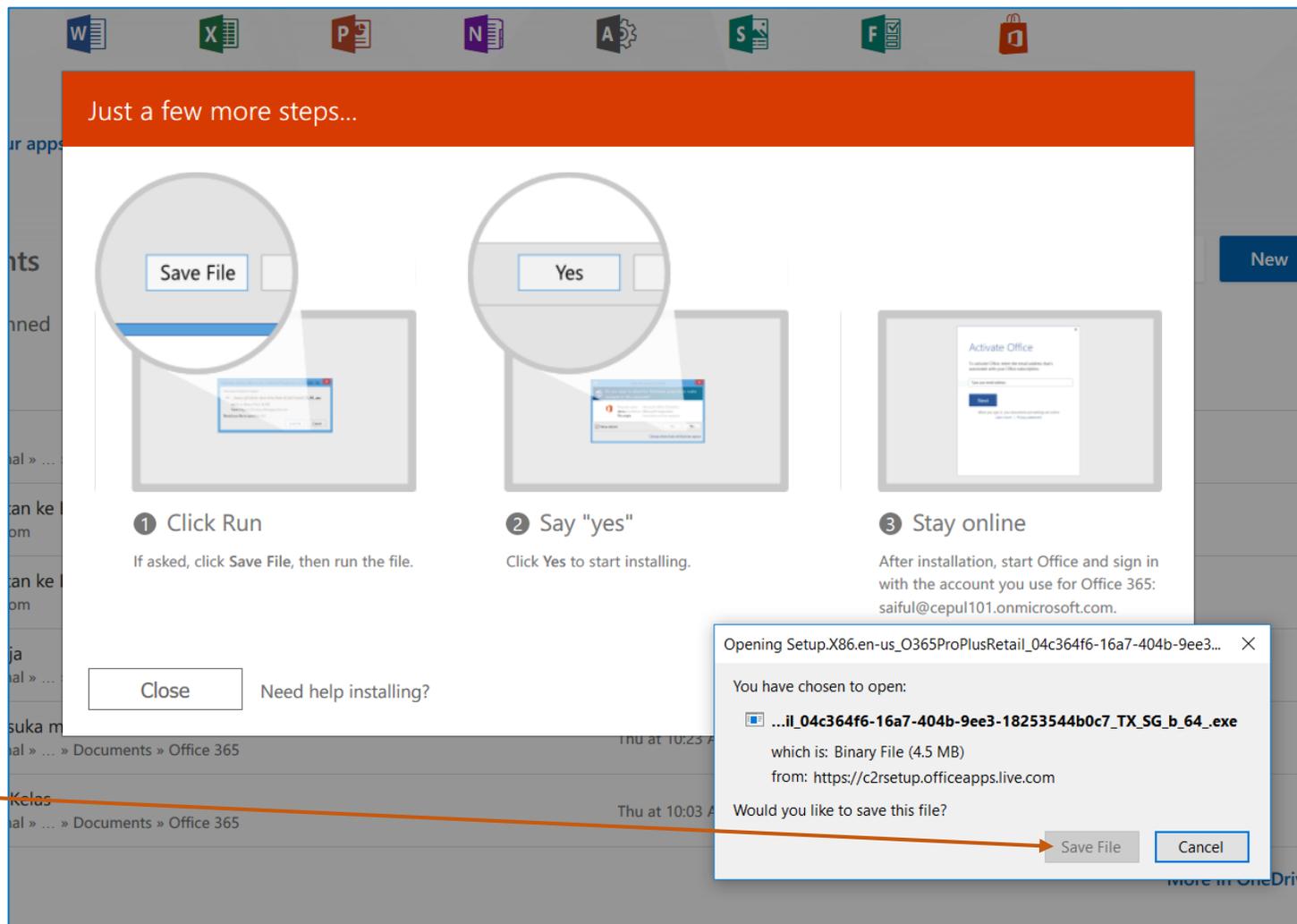
a. Click Install Office apps to reveal installation options



b. Select option: Office 2016

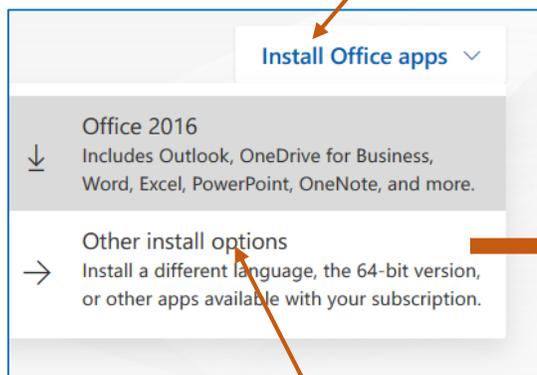
c. Click Save File

d. Run the file. Make sure you on WIFI network, not data plan

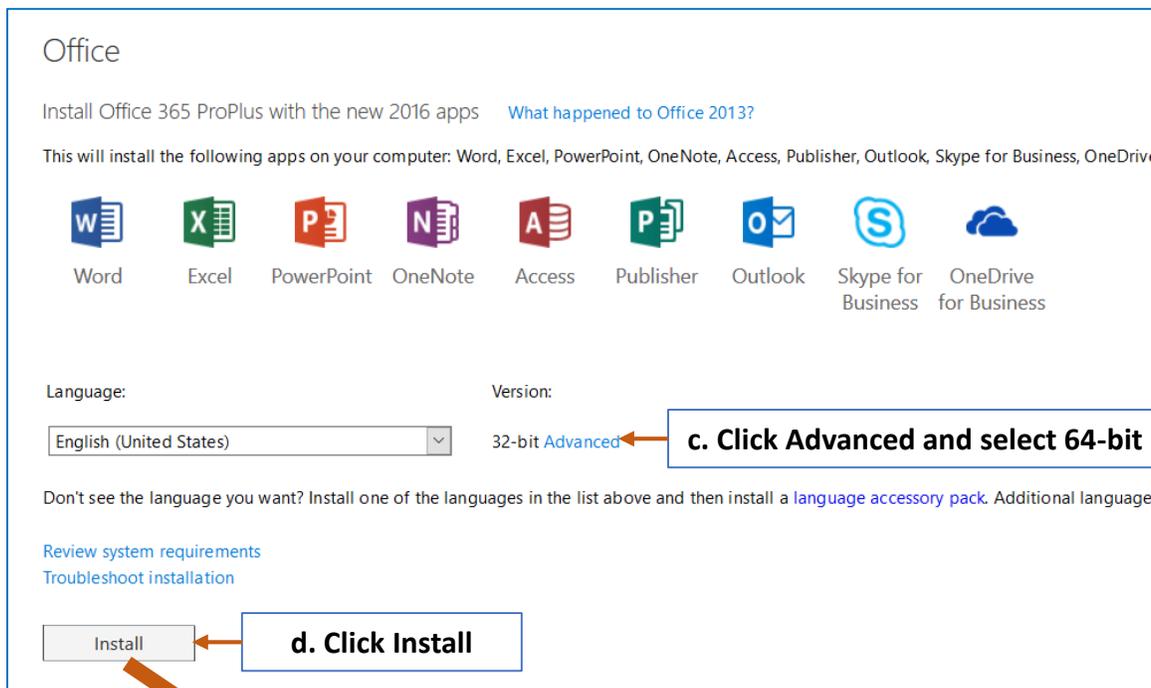


# 6. Install Office 2016 (64 bit installation)

a. Click Install Office apps to reveal installation options



b. Select option: Other install options

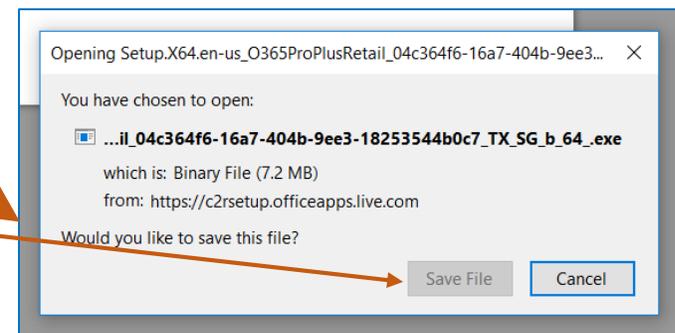


c. Click Advanced and select 64-bit

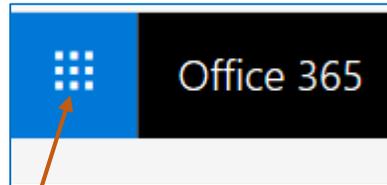
d. Click Install

e. Click Save File

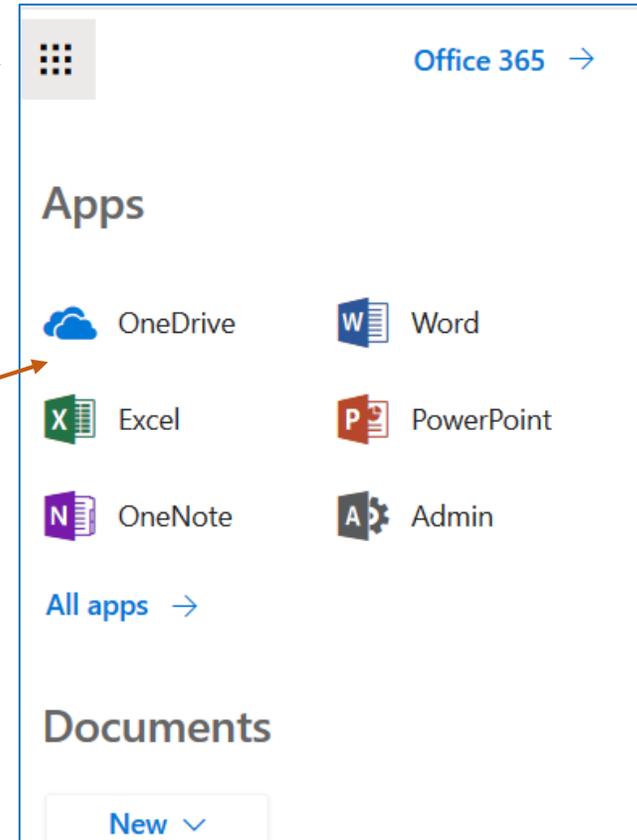
f. Run the file. Make sure you on WIFI network, not data plan



# 7. App Launcher

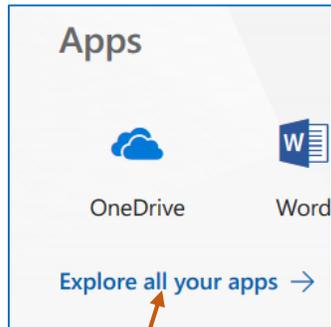


a. Click App Launcher to reveal more option

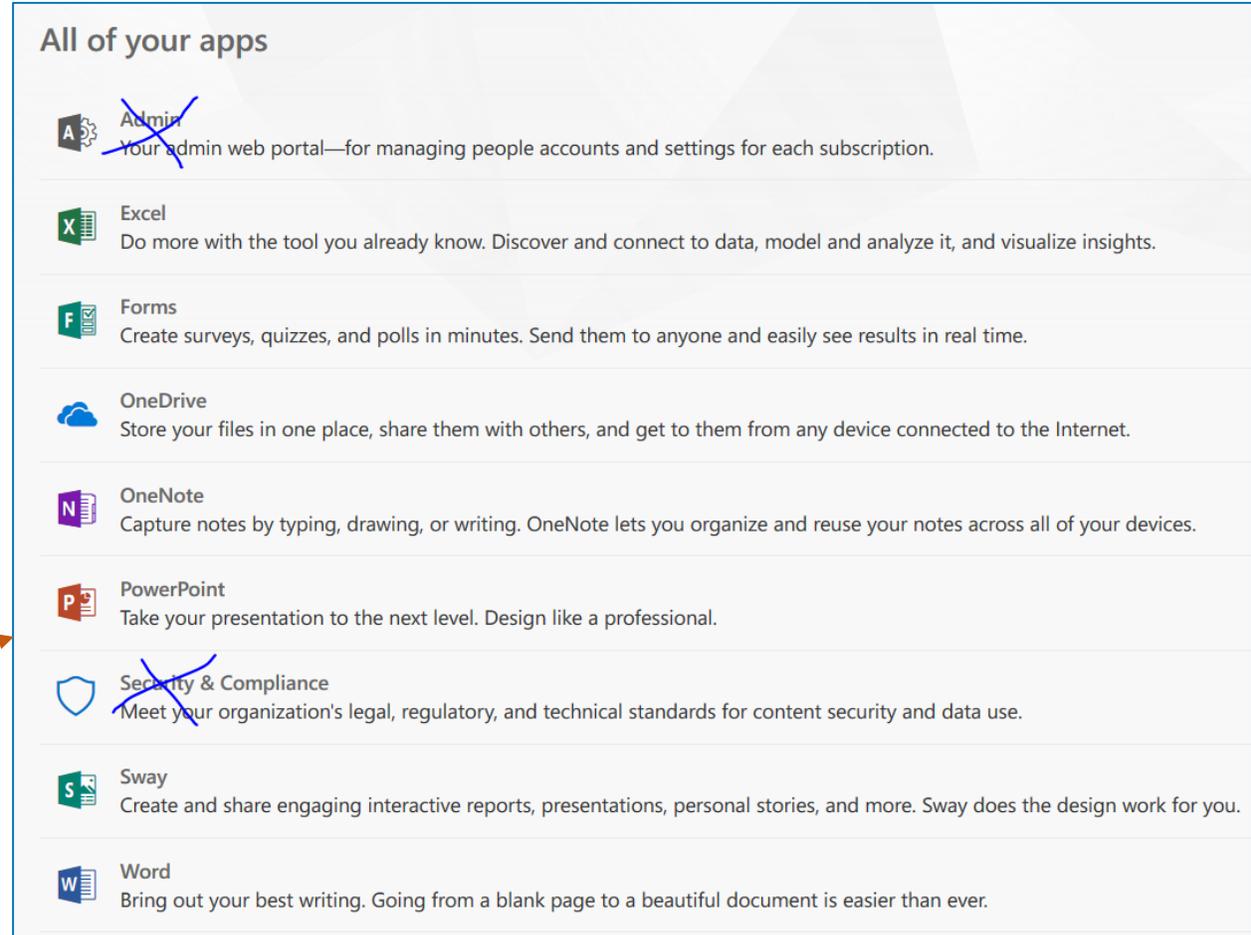


b. It will list down the shortcut to you Online Apps

# 8. View All Available Apps



**a. Click Explore all your apps to reveal more option**



**b. It will list down All of your online Apps**

# Tamat Terima kasih

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Youtube:



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