

安裝 M365-Office 說明

※若使用者在原電腦內已有安裝 Office 軟體，請務必將現有版本移除乾淨並重開機後，再安裝新的 M365-Office；移除步驟請參考：[自動卸載 Office - Microsoft 支援服務\(請按我\)](#)。

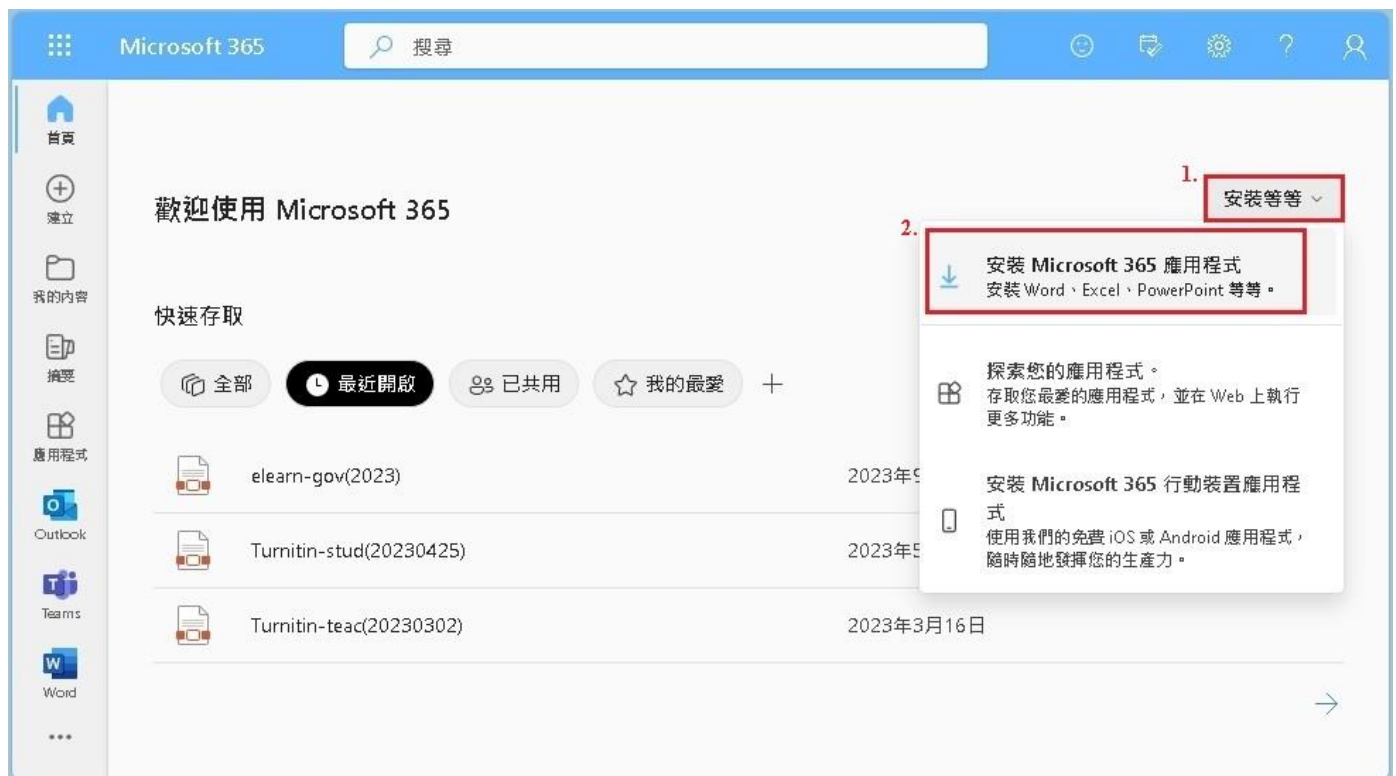
一、登入 Microsoft 365 (M365)：

網址列輸入：<https://o365.tnu.edu.tw/> 後，請輸入完整的 E-Mail 帳號及密碼→【登入】→再點選【工作或學校帳戶】登入即可，如下圖：

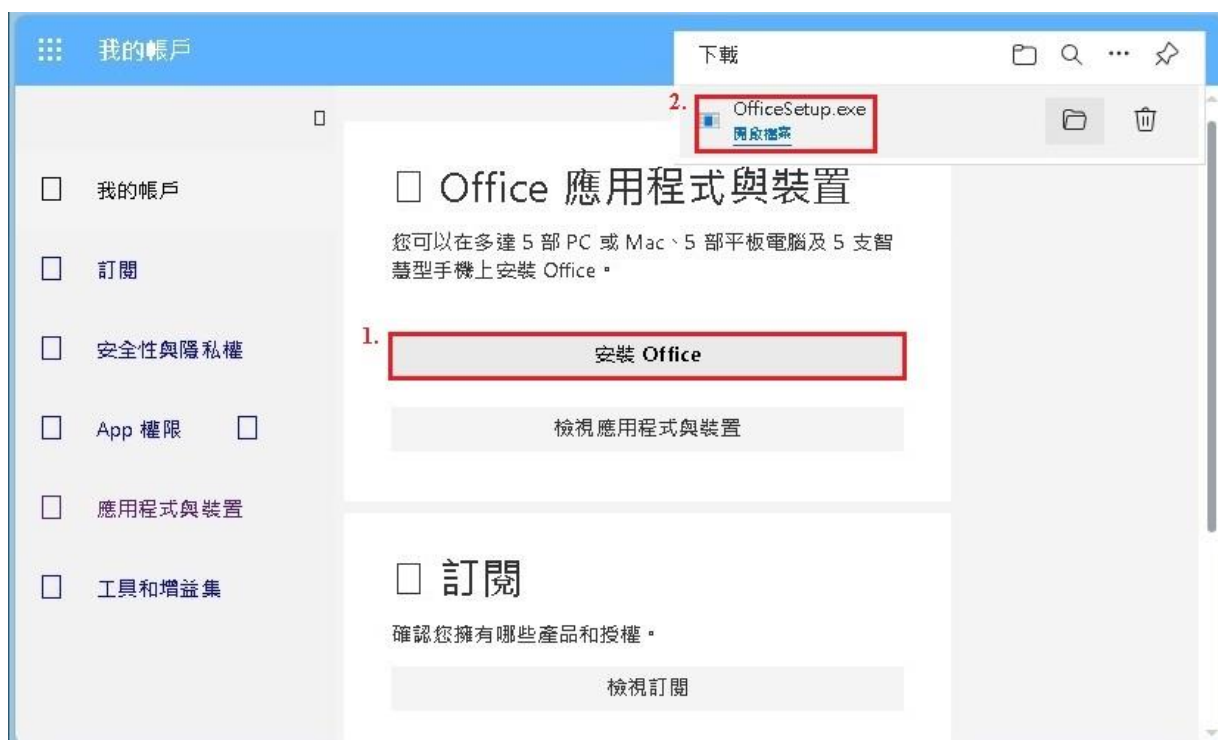


二、下載 M365 安裝檔：

(一) 在 M365【首頁】點選【安裝等等】→【安裝 Microsoft365 應用程式】，如下圖：



(二) 點選【安裝 Office】後→右上角下載視窗點選【開啟檔案】會自動進行安裝，如下圖：

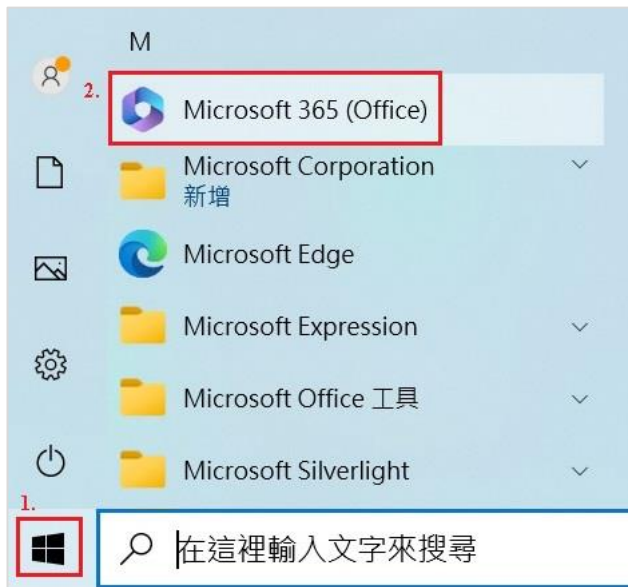


※安裝作業需要一點時間，請耐心等待！



三、開始使用 M365-Office：

(一) 在左下角【開始】裡面→點選【Microsoft 365 (Office)】，如下圖：



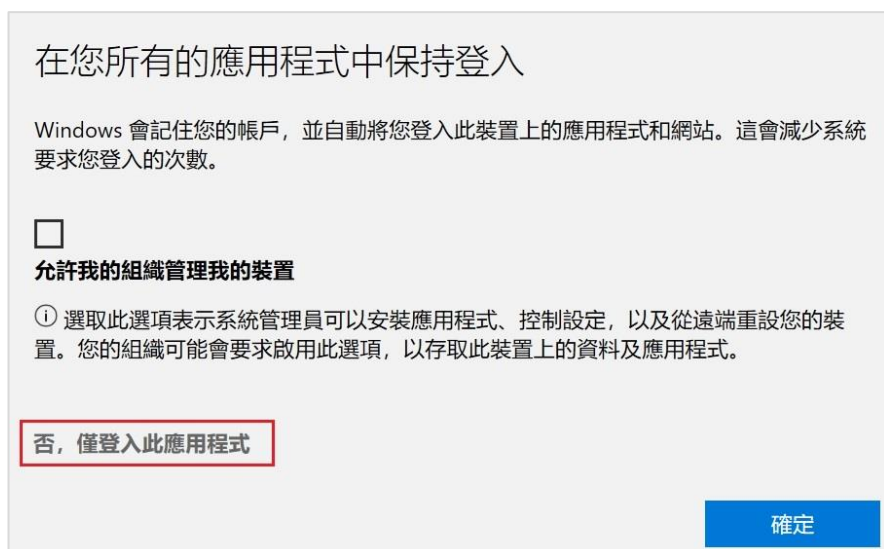
(二) 點選【登入】→【公司或學校帳戶】→【繼續】，如下圖：



(三) 再次輸入【E-Mail 帳號】及【密碼】→【登入】→點選【否，僅登入此應用程式】，如下圖：

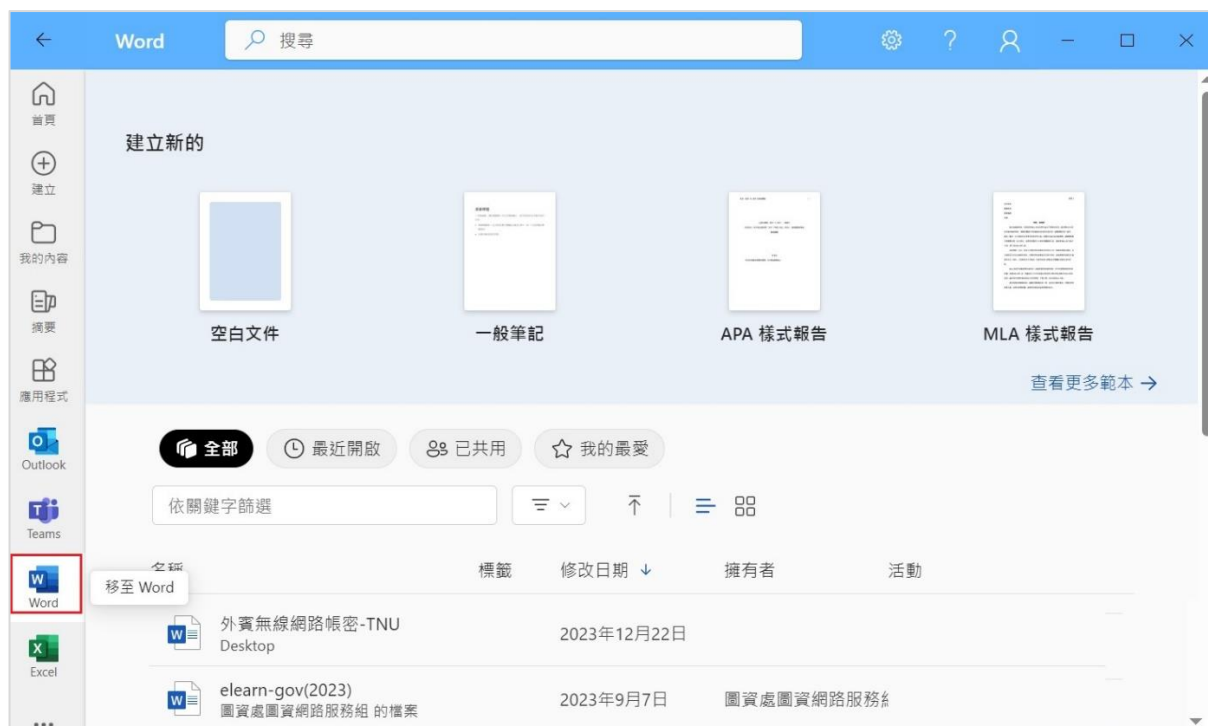


The image shows the login page of Tungnan University. At the top is the university's logo and name in Chinese (東南科技大學) and English (Tungnan University). Below this is a login form. The email field is pre-filled with '4@mail2u.tnu.edu.tw'. The password field is labeled '輸入密碼' (Enter Password) and contains a series of dots. Below the password field is a link for '忘記密碼' (Forgot Password). At the bottom right of the form is a blue button labeled '登入' (Login).

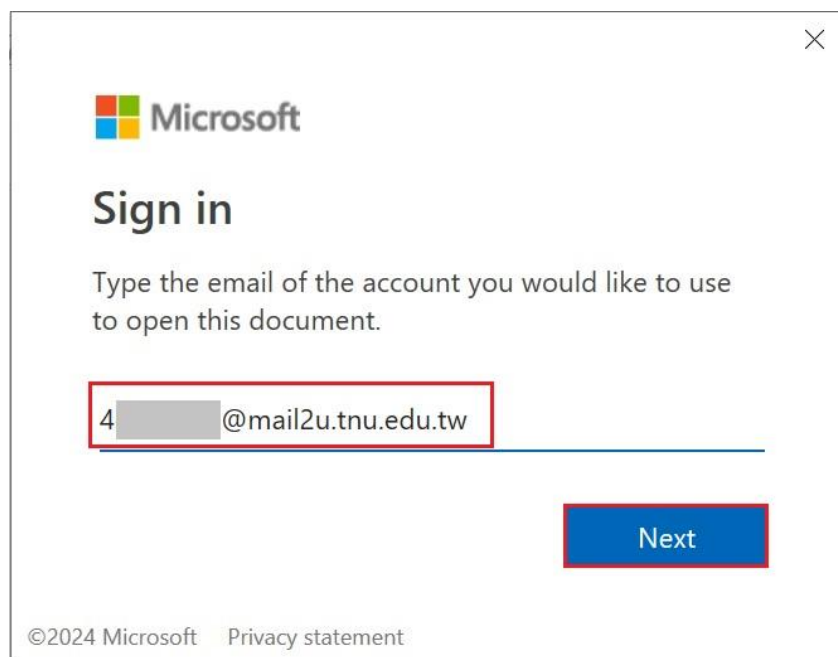


The image shows a Windows dialog box titled '在您所有的應用程式中保持登入' (Keep you signed in across all your apps). It explains that Windows will remember the user's account and automatically sign them into apps and websites on the device, reducing the need to log in repeatedly. There is a checkbox labeled '允許我的組織管理我的裝置' (Allow my organization to manage my device). Below this is a note: '選擇此選項表示系統管理員可以安裝應用程式、控制設定，以及從遠端重設您的裝置。您的組織可能會要求啟用此選項，以存取此裝置上的資料及應用程式。' (Selecting this option indicates that system administrators can install apps, control settings, and remotely reset your device. Your organization may require this option to be enabled to access data and apps on this device). At the bottom left, the option '否，僅登入此應用程式' (No, just sign in to this app) is highlighted with a red box. At the bottom right is a blue button labeled '確定' (OK).

(四) 點選【Word】→【空白文件】開始使用，如下圖：



(五) 再輸入一次【E-Mail 帳號】及【密碼】並點選【Next】，如下圖：

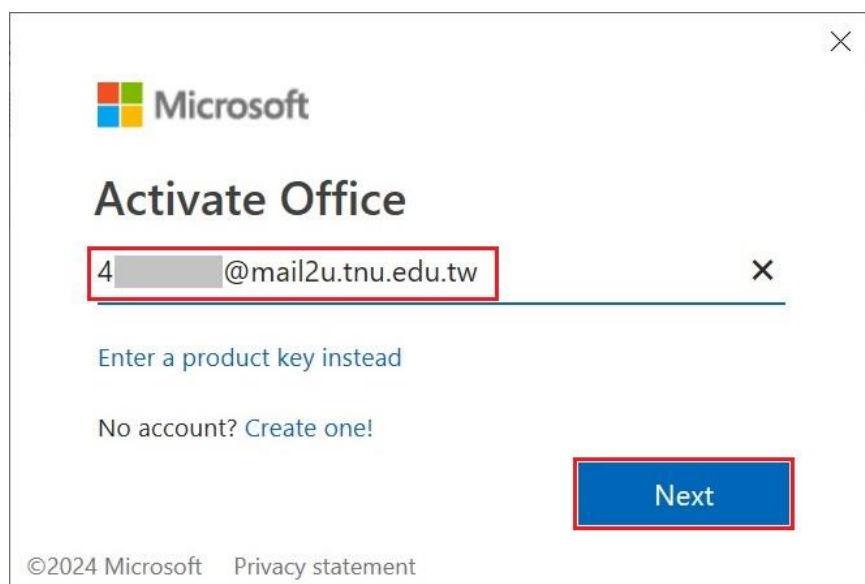


A Microsoft Sign in dialog box. At the top is the Microsoft logo. Below it is the text "Sign in". Underneath, it says "Type the email of the account you would like to use to open this document." There is a text input field containing "4 [redacted]@mail2u.tnu.edu.tw". To the right of the input field is a blue button labeled "Next". At the bottom left, it says "©2024 Microsoft" and "Privacy statement".

(六) 點選【登入或建立帳戶】→再次輸入【E-Mail 帳號】以啟動 Office 軟體，如下圖：



A Microsoft Word login screen. At the top left is the Microsoft logo. At the top right are two icons: a smiley face and a frowny face. The main heading is "登入以開始使用 Word". Below it are three bullet points with checkmarks: "✓使用您的工作、學校或個人Microsoft 帳戶資訊", "✓使用 Word、Excel、PowerPoint 和 Outlook 建立及共同作業", and "✓使用 OneDrive 雲端儲存空間跨裝置儲存並共用文件". To the right of these points are icons for Word (W), Excel (X), PowerPoint (P), OneNote (N), Outlook (O), and OneDrive (cloud). At the bottom left is a blue button labeled "登入或建立帳戶". To its right is a link "我有產品金鑰".



A Microsoft Activate Office dialog box. At the top is the Microsoft logo. Below it is the text "Activate Office". There is a text input field containing "4 [redacted]@mail2u.tnu.edu.tw". Below the input field is a blue button labeled "Next". At the bottom left, it says "©2024 Microsoft" and "Privacy statement".

(七) 出現【Word 視窗】即可開始進行編輯作業，如下圖：

