HKT x Office 365

Getting Started Guide

Version: 1.0

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a **PCCW** Group member

1. Introduction

HKT x Office 365 is a productivity tool that integrates Microsoft Office 365 Business with HKT's Advanced Email and Cloud Storage services. This document will guide you through the setting-up procedures for assigning Microsoft Office 365 Business licenses and installing Microsoft Office 365 on a PC, Mac or mobile device.

2. Get ready with your Microsoft Office 365 admin account

Once you have subscribed to HKT x Office 365, you will receive a welcome letter from HKT containing service details and account settings. Please get ready with your Microsoft Office 365 Administration login account to continue the setting-up procedure.

3. Assigning licenses to Microsoft Office 365 users

In order to use Microsoft Office 365, customers must create user accounts to which to assign licenses, so please follow the simple steps below:

1. Visit https://portal.office.com. Then sign into the Office 365 portal using your Office 365 admin account (in the welcome letter).
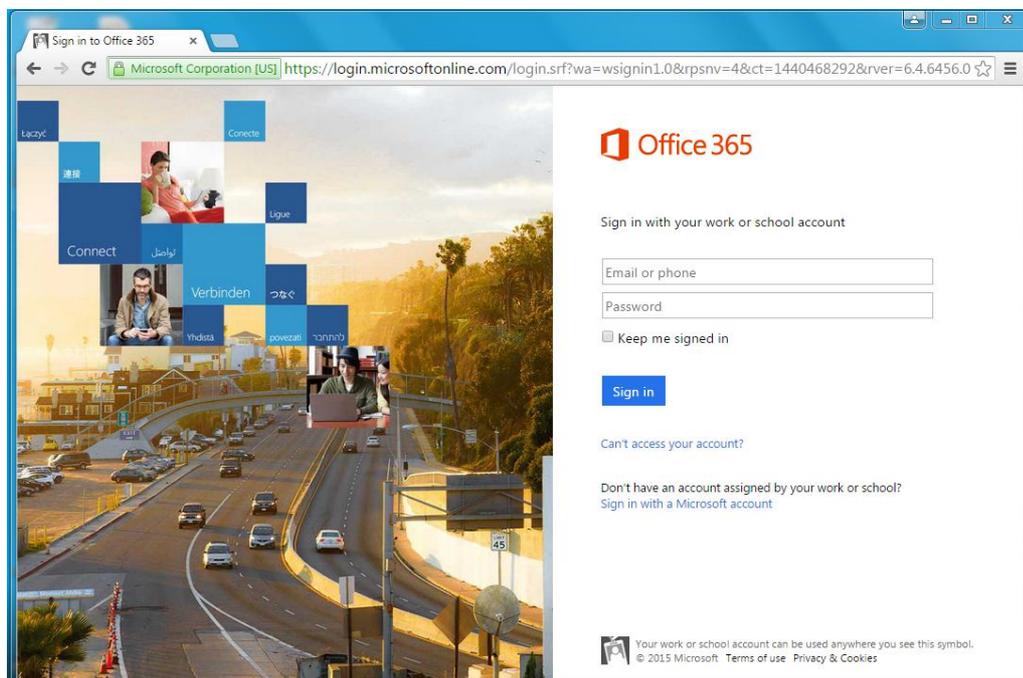
2. At the Office 365 admin center, choose **Users > Active Users**. Then choose **+** as shown in the following figure.
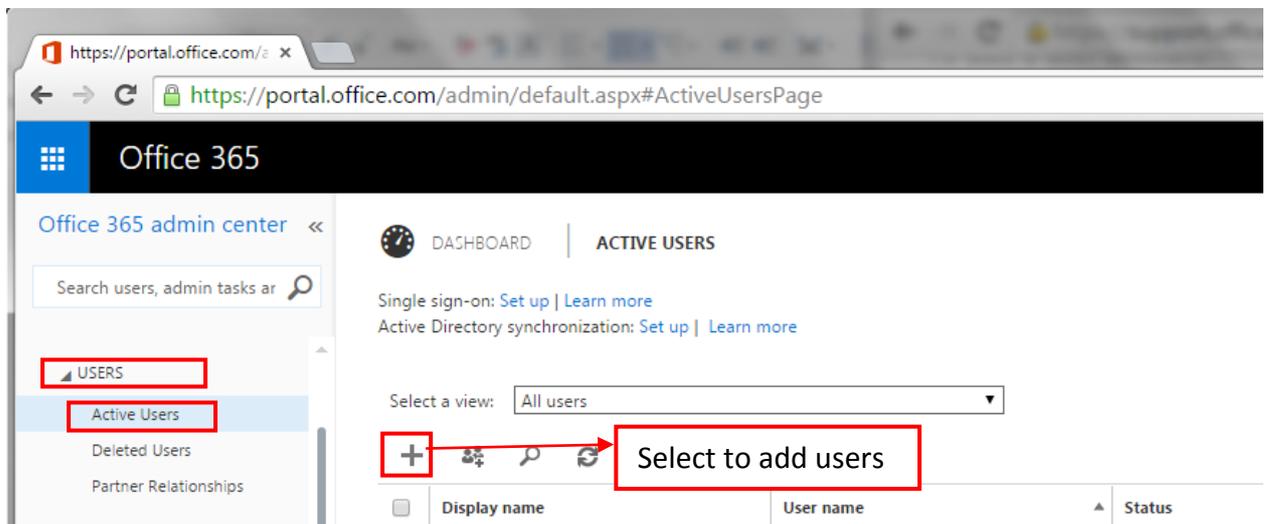
3. A **Create a new user account** page is displayed, as shown in the following figure.

4. On the **Create new user account** page, enter display name and user name. The user name will be used when signing into Office 365.

5. Select **Password setting** for the user account. Office 365 will auto-generate a temporary password by default. However, if you wish to create a different initial password for the user, choose **Type password,** then enter a password.

Tick the box to request that the user changes his/her password when signing in for the first time.

6. In the **Email password to the following recipients** box, enter email addresses for the people who need a copy of this person's account information. You can enter up to 5 email addresses separated by semi-colons, as shown in the following figure.

Note:

- *Be sure to enter an valid email address.*

7. Choose **Create** to create the account. At this point, an email from the Microsoft Online Service Team is sent to the email address you specified. The content of the email will look similar to that shown in the following figure.

8. Now the user account has been created, users can prepare to install Office 365 on their computers.

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Note:

- *Each user account can install Office 365 on up to 5 PCs or Macs, 5 tablets and 5 mobile phones.*
- *If you want to add multiple users at the same time, please visit* *https://support.office.com/en-MY/article/Add-several-users-at-the-same-time-1f5767ed-e717-4f24-969c-6ea9d412ca88*
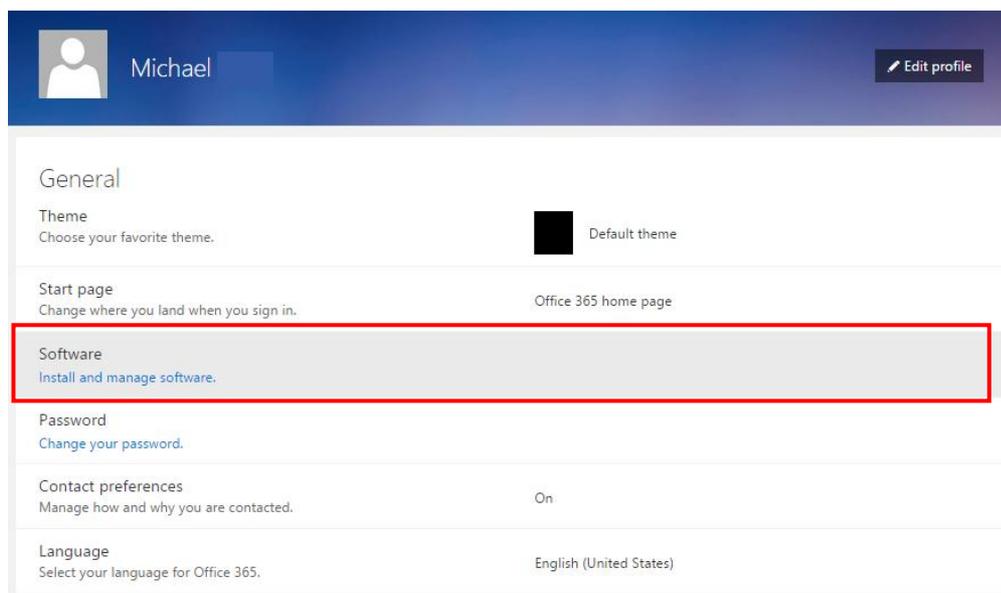
4. Installing Office 365 for Windows

After your user account has been created by your office administrator, you can download and install Office by following the simple steps below:
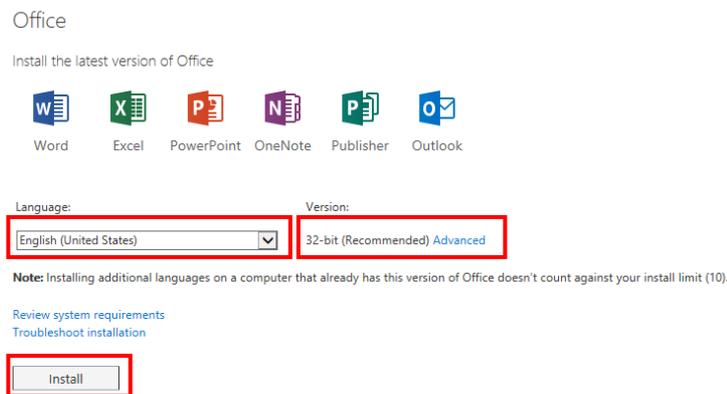
1. Sign in to the Office 365 portal. Choose top right, then choose **Office 365 settings** to go to the **Settings page**.
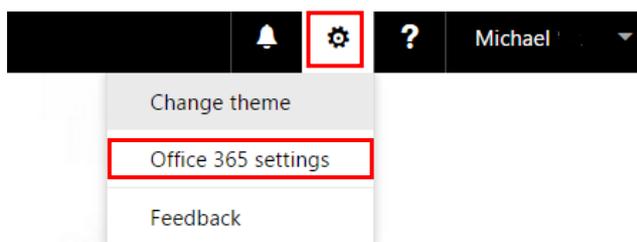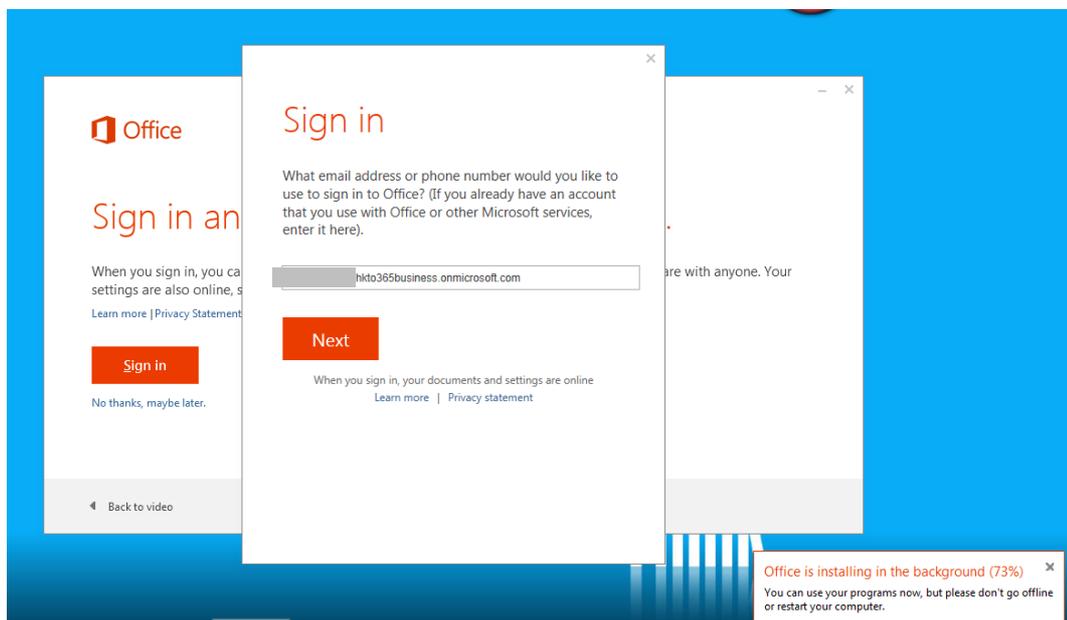

2. On the **Settings page**, select **Install and manage software.**

3. On the **Office page**, select a language and version (32-bit/64-bit). Choose **Install** to download the installation file.

4. Run the installation file, follow the prompts and accept the license agreement. During installation, you are required to sign into your Office 365 user account (created by the administrator).

5. When you see **You're good to go**, select **All done.** Now you can start using Word, Excel and other Office applications.

Note:

- *Each user account can install Office 365 on up to 5 PCs or Macs, 5 tablets and 5 mobile phones.*
- *Please visit https://support.office.com/en-my/article/Download-and-install-Office-using-Office-365-for-business-on-your-PC-72977511-dfd1-4d8b-856f-405cfb76839c?ui=en-US&rs=en-MY&ad=MY for detailed setting-up procedures and support.*
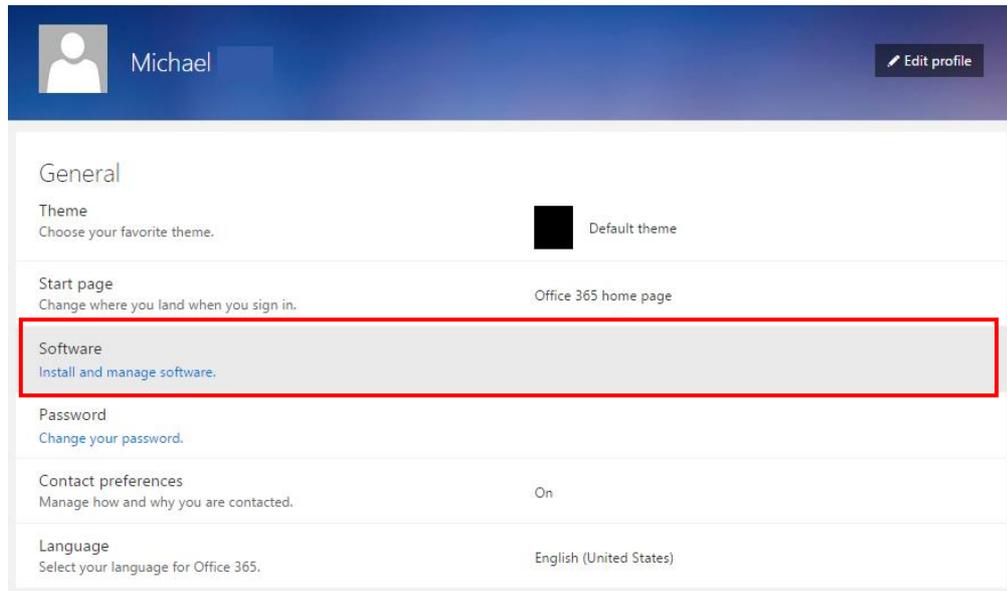
5. Installing Office 365 for Mac users

Please follow the steps below to install Office 2016 (latest Office version for Mac) on your Mac device:

1. Sign into the Office 365 portal, choose ⚙ top-right, then choose **Office 365 settings** to go to the **Settings page**.
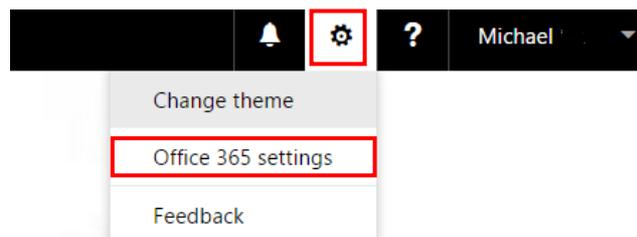

2. On the **Settings page**, select **Install and manage software.**

3. On the **Software** page under **Install Office for Mac**, select **Install** to begin downloading the installer package.

4. Once download is complete, open the **Finder**, go to **Downloads** and double-click **Microsoft_Office_2016_Installer.pkg**
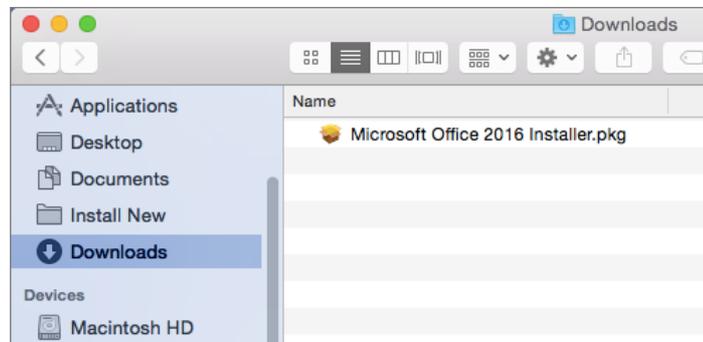
5. On the first installation screen, select **Continue** to begin the installation process.
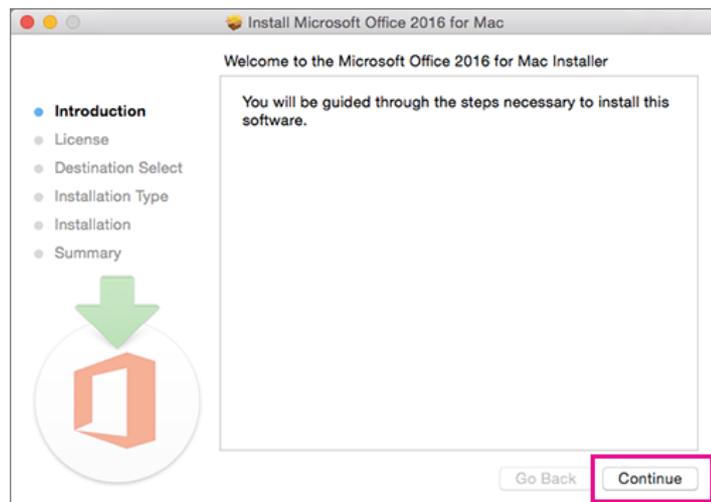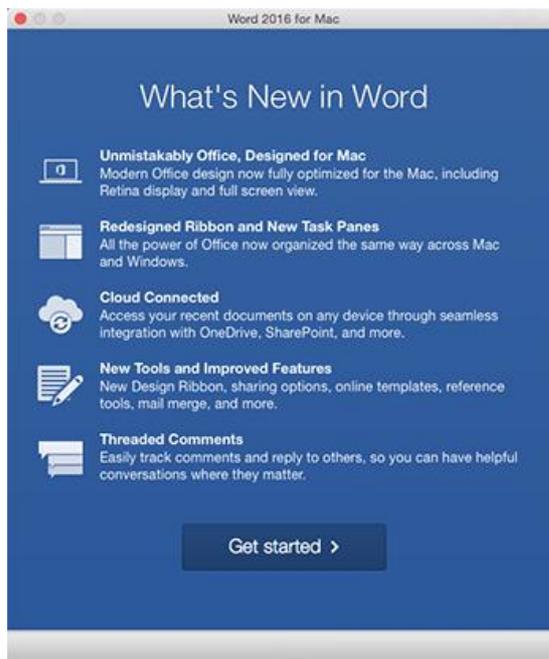
6. Enter your Mac login password to complete installation.
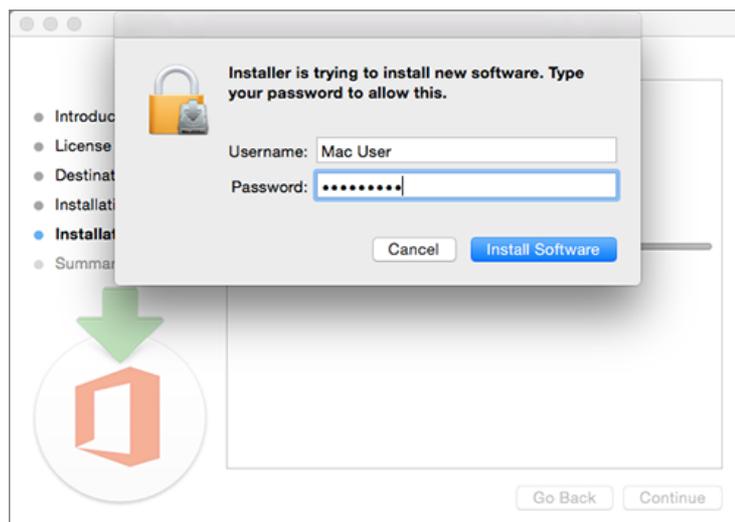
7. After Office 2016 for Mac is installed, open any Office software so you can activate Office and confirm your subscription. Let's use Word 2016 as an example.

   a. Review the **What's new** Screen and select **Get started**.

b. On the **Sign in to activate Office** screen, select **Sign in** and enter your Office 365 user account.

c. After you sign in, you might see an alert asking for permission to access the Microsoft identity stored in your keychain. Select **Allow** or **Always allow** to continue.

d. On the next screen, choose an appearance for your Office Installation, select **Continue**, then select the **Start using Word** button to open the app and complete Office for Mac activation.
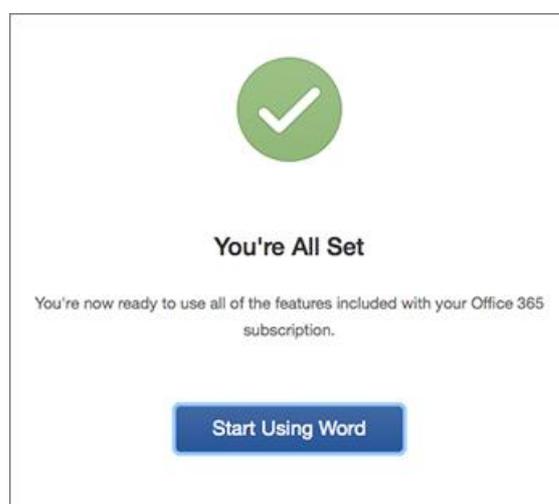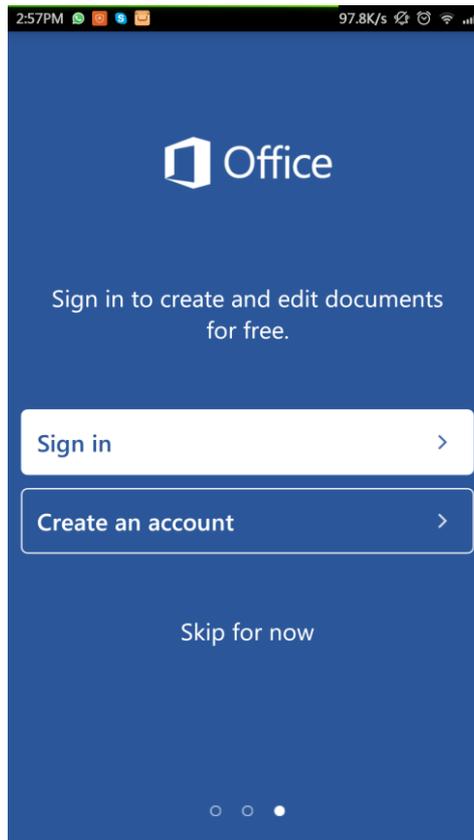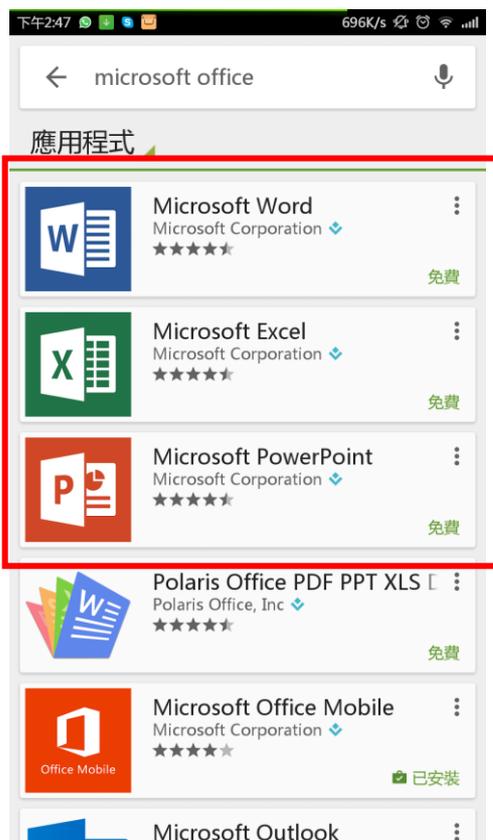
Note:
- *Each User account can install Office 365 on up to 5 PCs or Macs, 5 tablets and 5 mobile phones.*
- *Please visit the Microsoft Office Support website for detailed information:*
  https://support.office.com/en-us/article/Download-and-install-Office-2016-for-Mac-using-Office-365-for-business-2eb5e0ad-eb5f-418c-a476-81be30e6fe4e

6. Installing Office 365 on mobile devices

Office 365 can also be installed on phones or tablets. Please follow the simple steps below to install Office 365 on your mobile device:

1. Search for **Microsoft Office** at Google Play. Select and download the official app.
   (for iPhone/iPad users, search for **Microsoft Office** at the App Store. Installation steps are the same for Android and iOS)

2. After download and installation, tap any Office app to open it. Swipe through the introduction and tap **Sign in.** Then sign in using your Office 365 user account to access the full features of the **Office for mobile** app.

3. Now you can create and edit documents on your Android device.

Note:
- *Each Office 365 user account can install Office 365 on up to 5 PCs or Macs, 5 tablets and 5 mobile phones.*

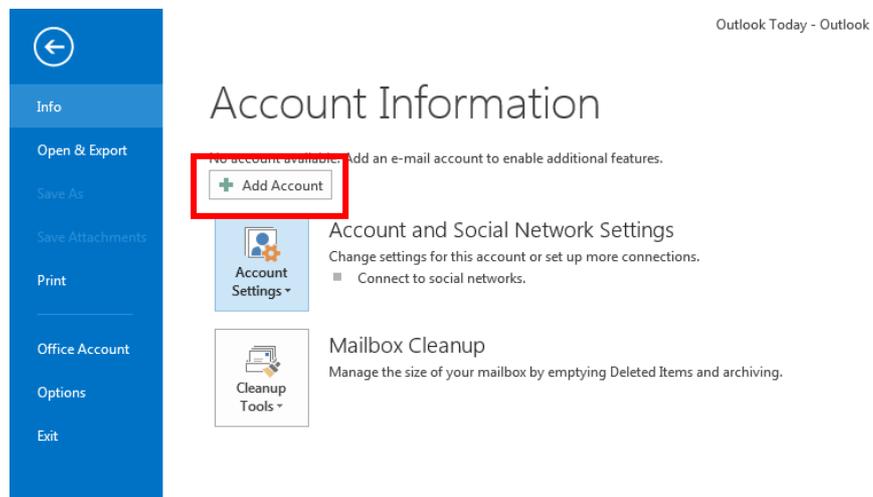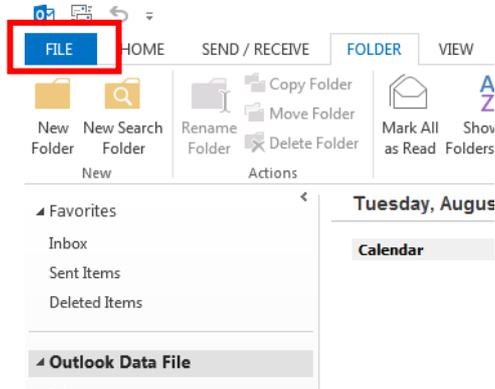## 7. Using Outlook for your HKT Advanced Email account

Advanced Email service included in HKTx Office 365 supports the Microsoft Outlook 2013 email client. Two email protocols are supported by Advanced Email service. One is **IMAP,** the other is **POP3.** Please visit http://biznetvigator.com/advemail/help/setupguide.html/ for an explanation and recommendations on choosing email protocols.

Setting up IMAP email protocol:

Please follow the steps below for setting up your Microsoft Outlook 2013 in IMAP email protocol:

1. Run the Outlook 2013 application, click **File**, then click **Add account**.

(if this is your first time running the Outlook 2013 application, follow the Setup Wizard until you see a figure as shown in step 2)

2. Choose **Manual setup or additional server types** > **Next**

3. Choose **POP or IMAP** > **Next**

4. Enter information as follows.

- Your name: Your designated display name
- Email address: Your Advance Email address
- Account type: IMAP
- Incoming mail server: corpimap.netvigator.com
- Outgoing mail server (SMTP):   smtpbiz.netvigator.com
- User name: Your Advance Email address
- Password: Your Advance Email password
- Remember password   Tick to avoid having to enter password every time

Click **More settings…** when you have entered the above-mentioned information.

5. Click **Outgoing server**, tick **My outgoing server (SMTP) requires authentication**, select **Use same settings as my incoming mail server**.
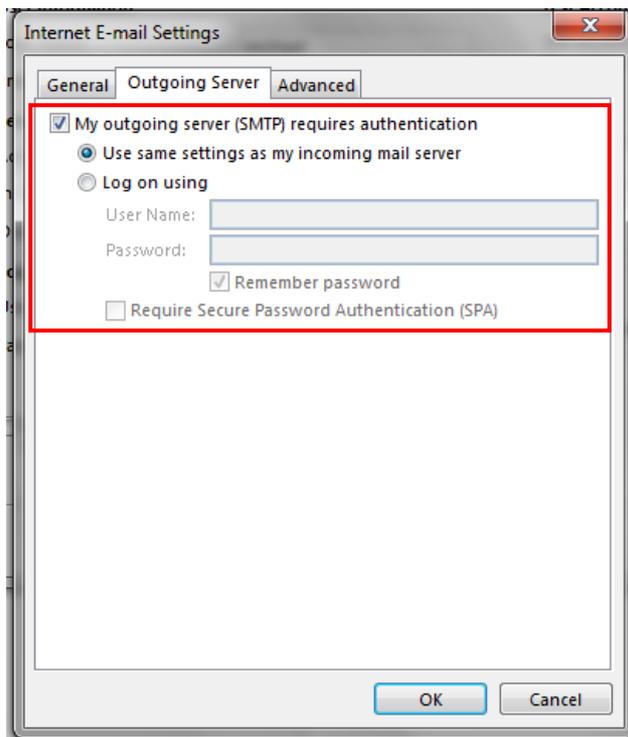
6. Click **Advanced** tab, cross check **SMTP port equals 465** and **IMAP port equals 143**. Select **SSL encrypted connection for SMTP server**.
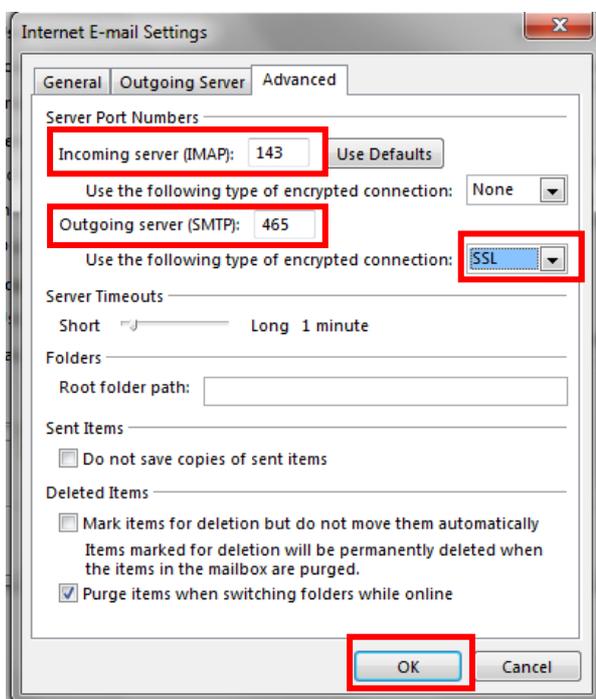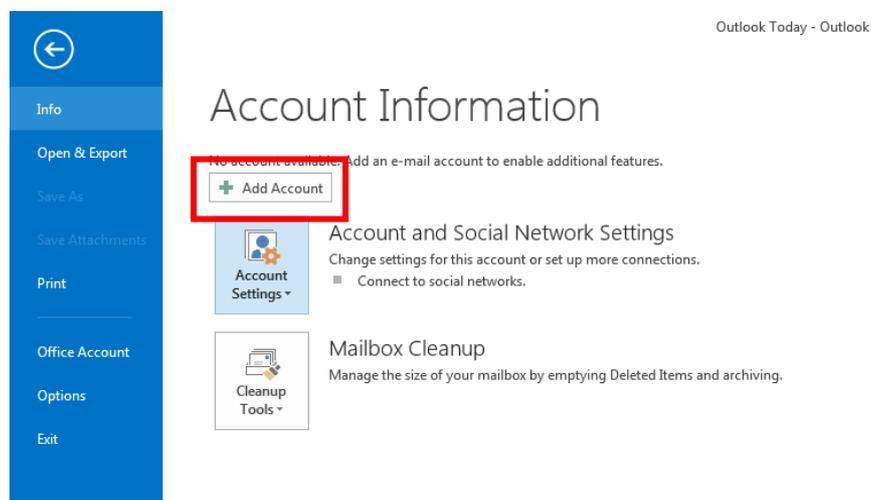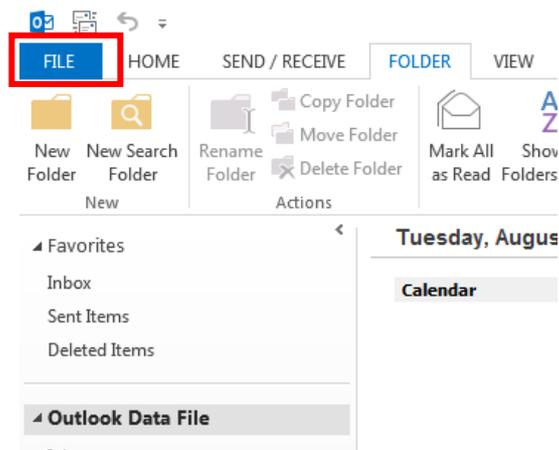

Click **OK** to save the settings.

7. Click **Next >** to start testing connection to the email server. Once testing is complete, click **Close** to activate your account. Emails will be downloaded automatically. Now you can use Advanced Email service via Outlook 2013.
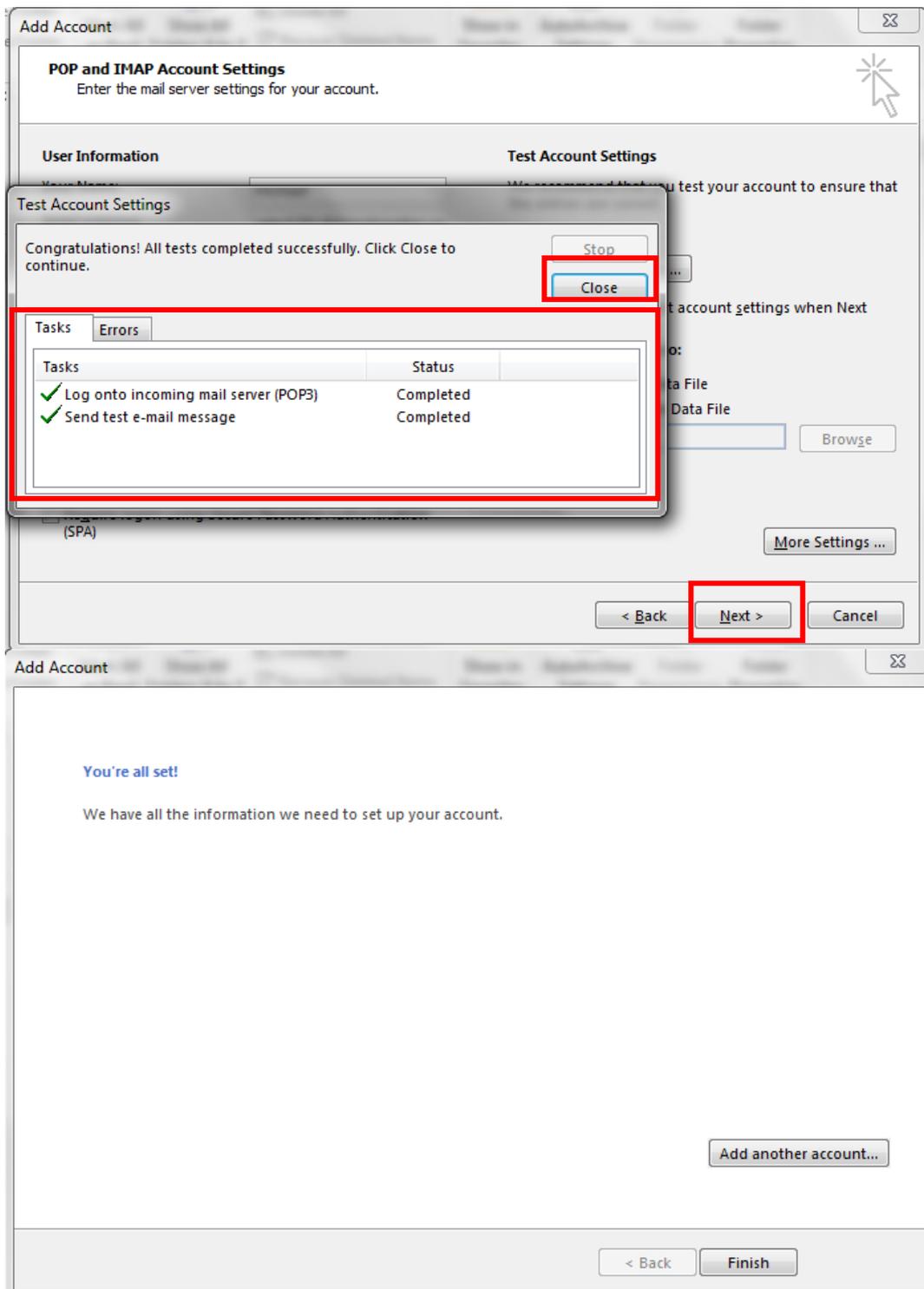
Setting up POP3 email protocol:

Please follow the steps below to set up your Microsoft Outlook 2013 in POP3 email protocol:

1. Run the Outlook 2013 application, click **File**, then click **Add account**.
   (if this is your first time running Outlook 2013 application, follow the setup Wizard until you see a figure as shown in step 2)

2. Choose **Manual setup or additional server types** > **Next**

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3. Choose [POP or IMAP] > [Next]

4. Enter information as follows.

- Your name: Your designed display name
- Email address: Your Advance Email address
- Account type: POP3
- Incoming mail server: corppop.netvigator.com
- Outgoing mail server (SMTP): corpmail1.netvigator.com
- User name: Your Advance Email address
- Password: Your Advance Email password
- Remember password Tick to avoid having to enter password every time

Click **More settings…** when you have entered the above-mentioned information.

Click **Advanced** tab, cross check **SMTP port equals 25** and **POP3 port equals 110**. You could choose to leave mail on the server after download by ticking the **Leave a copy of message on server** check box. This will leave copies of downloaded email for 5 days. Click **OK** to save the settings.
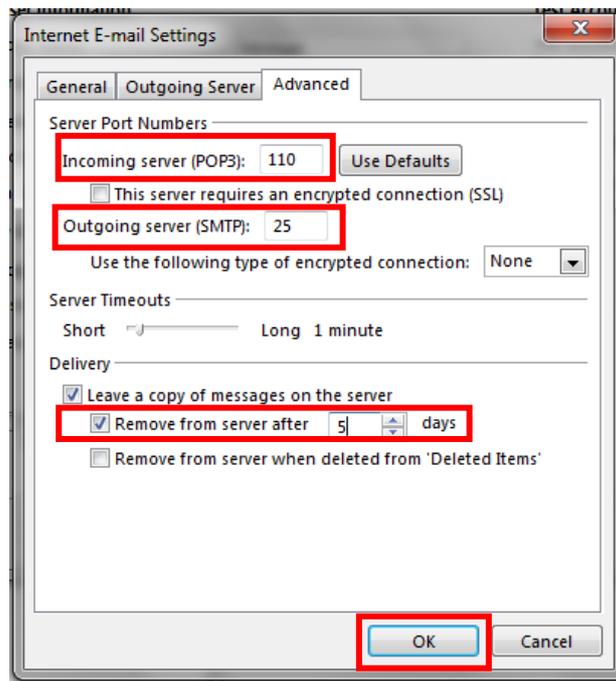
Click **Next >** to start testing the connection to the email server. Once testing is complete, click **Close** to activate your account. Email will be downloaded automatically. Now you can use Advanced Email service via Outlook 2013.