

Instruction of getting Office 365  
(Based on Windows 7 + Google Chrome Version 46)

1. Open an internet browser, copy the link below and paste it into the URL bar and press Enter. ◦

<https://portal.office.com/partner/partnersignup.aspx?type=Trial&id=92db7a8b-dfc2-4f04-b283-d88b110e3b0d&msppid=418650>



2. Click 「Yes」 to agree the statement and click 「Next」 to proceed.

## Office 365

### Trial invitation

This trial invitation has been customized for you by Trixis System. Sign in to take advantage of this invitation.

Office 365 Business Trial - 1 month term

25 users

### Delegated administration (optional)

- Yes, I have read and understand the [terms of delegated administration](#) and I am authorized to agree to these terms on behalf of my organization.
- NO

**WARNING:** If you choose to authorize a partner to be your delegated administrator, the partner will have full access to all your services, subscriptions, and for the delegated administrator. See the [terms of delegated administration](#) for more information, including risks and disabling partner access to your services.

next

3. Fill in the blanks with a 「 \* 」 sign which are required to finish the registration. In the email column, enter [support@mysystem.hk](mailto:support@mysystem.hk) if you wish to get our support on any Office 365 problems.

### set up your account

\* Country or region:  
Hong Kong SAR ▼  
Can't be changed after you sign up. [Why not?](#)

\* First name  
test

\* Last name  
test

\* Email:  
support@mysystem.hk  
We'll use this to send you important account information.

\* Address 1  
HK

Address 2  
[Empty field]

Address 3:  
[Empty field]

4. Fill in the **correct contact number** for further account management purpose. Create your own 「username」, 「usergroup name」, and 「password」 for the Office 365 account.

\* Phone:  
22622696

\* Organization name:  
testgroup

Type your company or school name, like *Fabrikam, Inc.*

create your new user ID

\* User ID:  
test @ testgroup261 .onmicrosoft.com

You'll use this to sign in to Office 365. [Can I remove the .onmicrosoft.com part?](#)

your user ID  
test@testgroup261.onmicrosoft.com

\* Password:  
.....

Password strength: strong

\* Confirm password:  
.....

5. In the phone verification section, enter your contact number and choose between 「SMS」 or 「voice call」 to get your verification code. Enter your verification code into the correct column when you get it.
- Please ensure that your contact number is capable and able to receive SMS.
  - Please be aware that you may need to pay additional charge to get the verification code through SMS or voice call according to the Terms & Conditions of your mobile phone service provider.

Verify your phone number [what is this?](#)

Text me  Call me

\* Phone number:  
(+852) 12345678 Call me

\* Verification code:  
12345678

6. Please **untick** all the boxes shown below if you do not want to receive any advertisements from Microsoft. Click 「Create My Account」 to finish the registration process.

Microsoft Online Services will be contacting you with tips and advice

Microsoft Online Services may contact me with information about the

Email

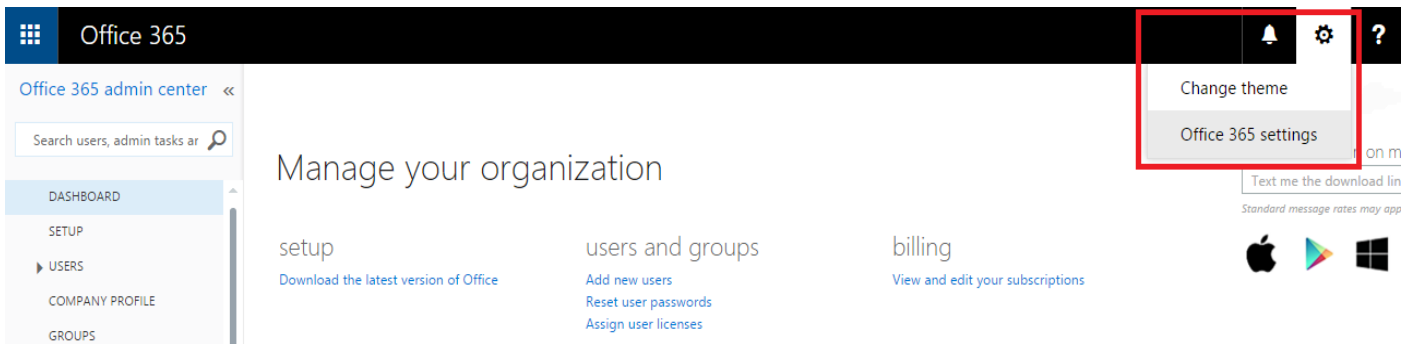
Phone

Microsoft Partners may contact me with information about their

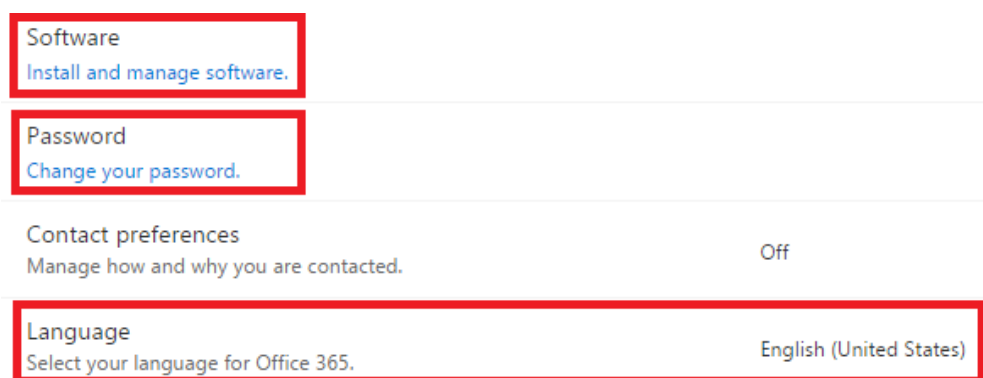
By clicking **Create my account**, I confirm that I have read and understand the Microsoft Online Services Terms of Use, Microsoft Online Services Privacy Statement, and Microsoft Online Services Customer Agreement and that Customer agrees to be bound by this agreement.

Create my account

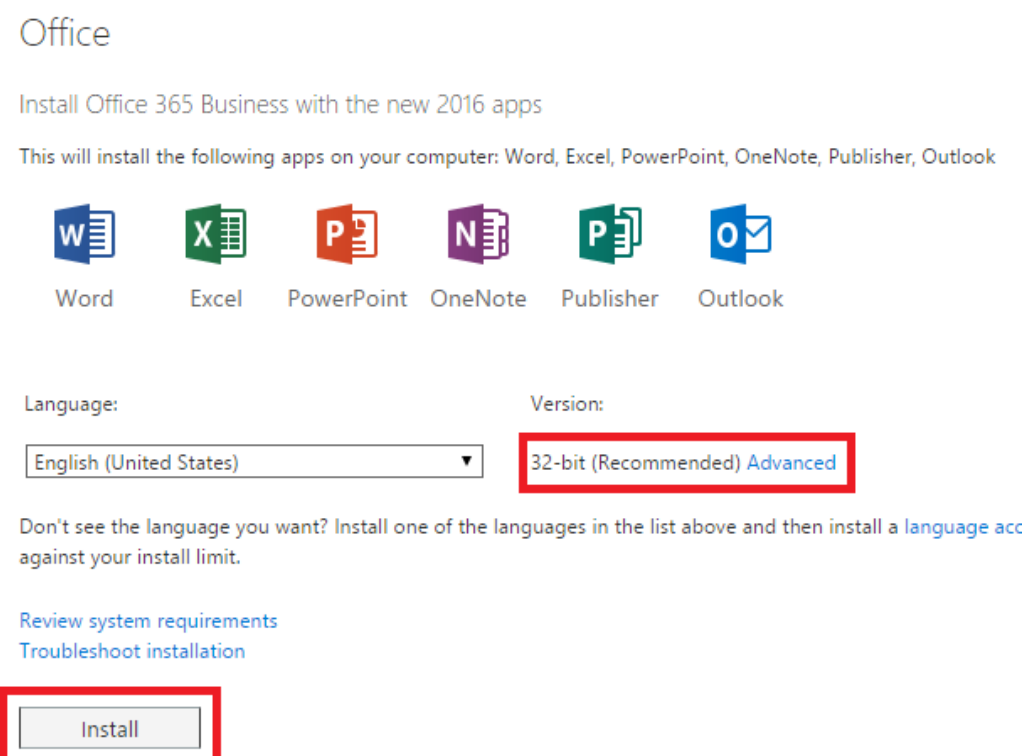
7. After registration, wait until the Office 365 admin page has been loaded. Inside this page, click the 「Setting icon」 on the upper-right corner, and choose 「Office 365 Settings」.



8. Inside the Settings page, you can Install and Manage Office 365, Change your password and Change the Office 365 Language.



9. Click the 「Install and Manage」 button, you will see the webpage below. Select the language you need and make sure **32 bit** is selected. Lastly, click the 「Install」 button and an installation file will be downloaded.
- You can choose 64 bit by clicking the Advance button if you fully understand your risks and needs.



10. Open the installation file and it will download the required data automatically. Make sure your computer can be **accessed into the internet during the process**. You can then use the newest Microsoft Office application provided by Office 365 when the installation finished.

