

Microsoft Office 365 diegimo instrukcija

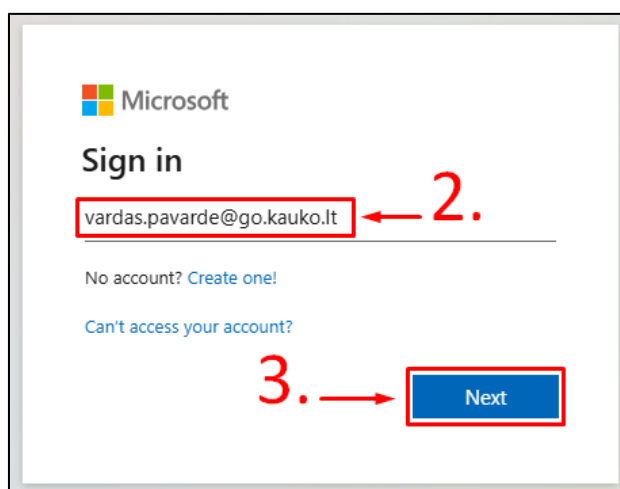
1. Norėdami gauti prieigą prie **Microsoft Office 365** programų paketo pateikite užklausą į **Kauno Kolegijos IT Pagalbą**. Tai galite padaryti parašydami iš savo **@go.kauko.lt** pašto laišką į itpagalba@go.kauko.lt.

Prisijungimas prie Microsoft Office 365 puslapio

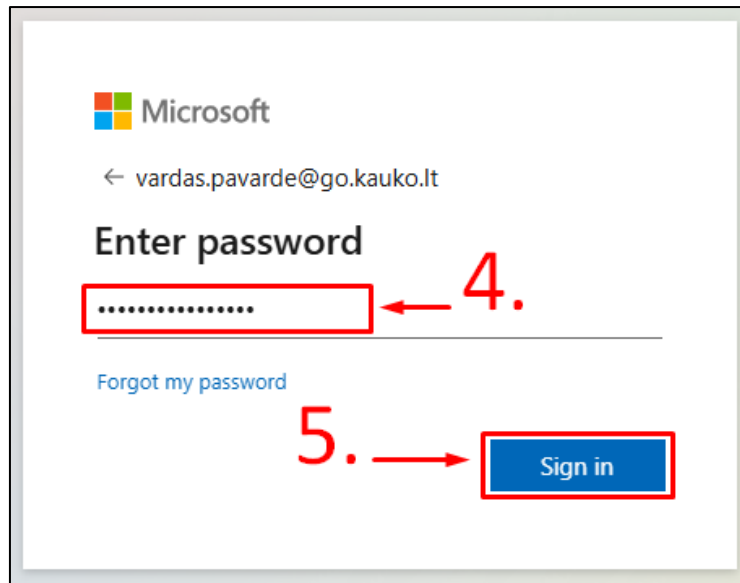
2. Gavę atsakymo laišką prisijunkite prie [Microsoft Office 365](#) puslapio ir spauskite **Sign in**.



3. Atsidariusiame lange įveskite savo prisijungimo vardą pagal pateiktą pavyzdį ir spauskite **Next**.



4. Toliau įveskite **laikiną slaptažodį**, kurį gavote atsakymo laiške ir spauskite **Sign in**.



Microsoft

← vardas.pavarde@go.kauko.lt

Enter password

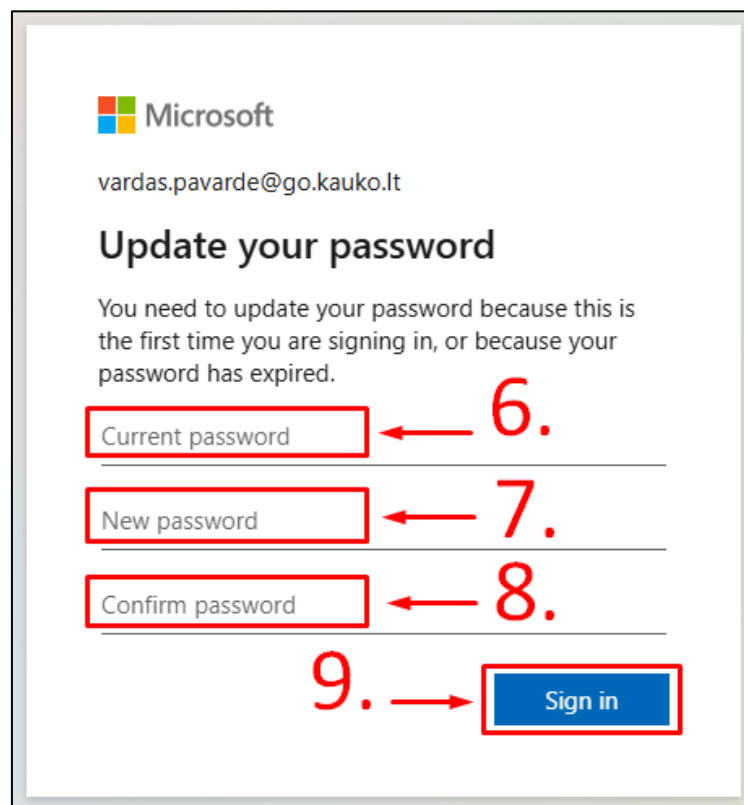
..... ← 4.

[Forgot my password](#)

5. → **Sign in**

This screenshot shows the Microsoft login interface. The Microsoft logo is at the top left. Below it is the email address 'vardas.pavarde@go.kauko.lt' with a back arrow. The main heading is 'Enter password'. There is a password input field with dots, highlighted by a red box and labeled '4.' with a red arrow. Below the field is a link 'Forgot my password'. At the bottom right is a blue 'Sign in' button, highlighted by a red box and labeled '5.' with a red arrow.

5. Atsidariusiame lange įveskite **laikiną slaptažodį** ir susikurkite **savo naują slaptažodį** ir spauskite **Sign in**.



Microsoft

vardas.pavarde@go.kauko.lt

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password ← 6.

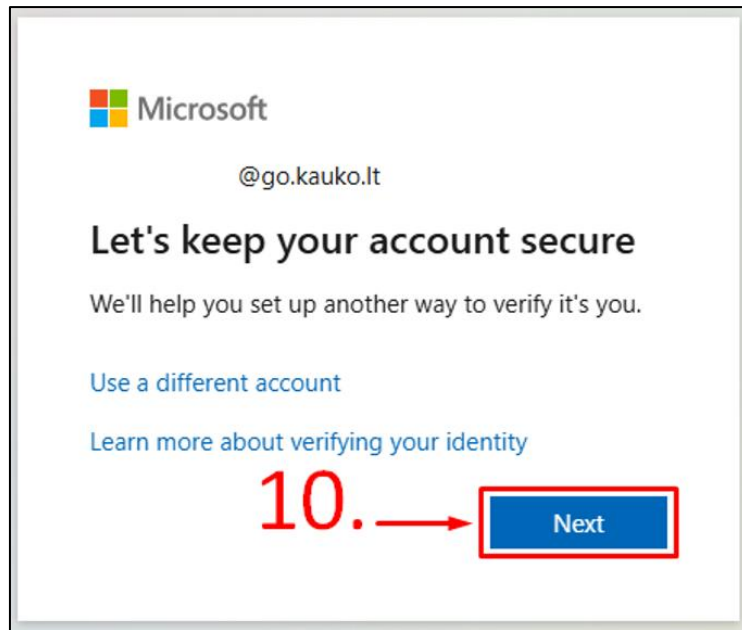
New password ← 7.

Confirm password ← 8.

9. → **Sign in**

This screenshot shows the Microsoft 'Update your password' page. The Microsoft logo is at the top left. Below it is the email address 'vardas.pavarde@go.kauko.lt'. The main heading is 'Update your password'. Below the heading is a message: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' There are three password input fields: 'Current password', 'New password', and 'Confirm password'. Each field is highlighted by a red box and labeled with a number and a red arrow: '6.' for 'Current password', '7.' for 'New password', and '8.' for 'Confirm password'. At the bottom right is a blue 'Sign in' button, highlighted by a red box and labeled '9.' with a red arrow.

6. Sekančiame lange gausite užklausą patvirtinti savo tapatybę, kad galėtumėte atkurti paskyrą jei pamiršite slaptažodį. Spauskite **Next**.



7. Sekančiame lange įveskite **savo telefono numerį** ir spauskite **Next**.

A screenshot of the 'Keep your account secure' phone verification screen. The title is 'Phone'. Below it, text explains that the user can prove their identity by answering a call or receiving a code. A question asks 'What phone number would you like to use?'. There are two input fields: 'Country code' with a dropdown menu showing 'Lithuania (+370)' and 'Phone number' with the text '12345678'. Both fields are outlined with red boxes and have red arrows pointing to them, with the number '11.' next to the country code field and '12.' next to the phone number field. Below these fields are two radio buttons for 'Choose how to verify': 'Receive a code' (selected) and 'Call me'. At the bottom, there is a disclaimer about message and data rates, and a note that choosing 'Next' means agreeing to the Terms of service and Privacy and cookies statement. A blue 'Next' button is at the bottom right, outlined with a red box and pointed to by a red arrow labeled '13.'. At the very bottom, there is a link 'I want to set up a different method' and a 'Skip setup' button.

8. Įveskite trumpąją SMS žinutę gautą **šešių skaitmenų kodą** ir spauskite **Next**, tada dar kartą **Next** ir mygtuką **Done**.

Keep your account secure

Phone

We just sent a 6 digit code to +370 12345678. Enter the code below.

123456

Resend code

14.

15.

Back Next

[I want to set up a different method](#) Skip setup

Keep your account secure

Phone

✓ Verification complete. Your phone has been registered.

16. → Next

Skip setup

Keep your account secure

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

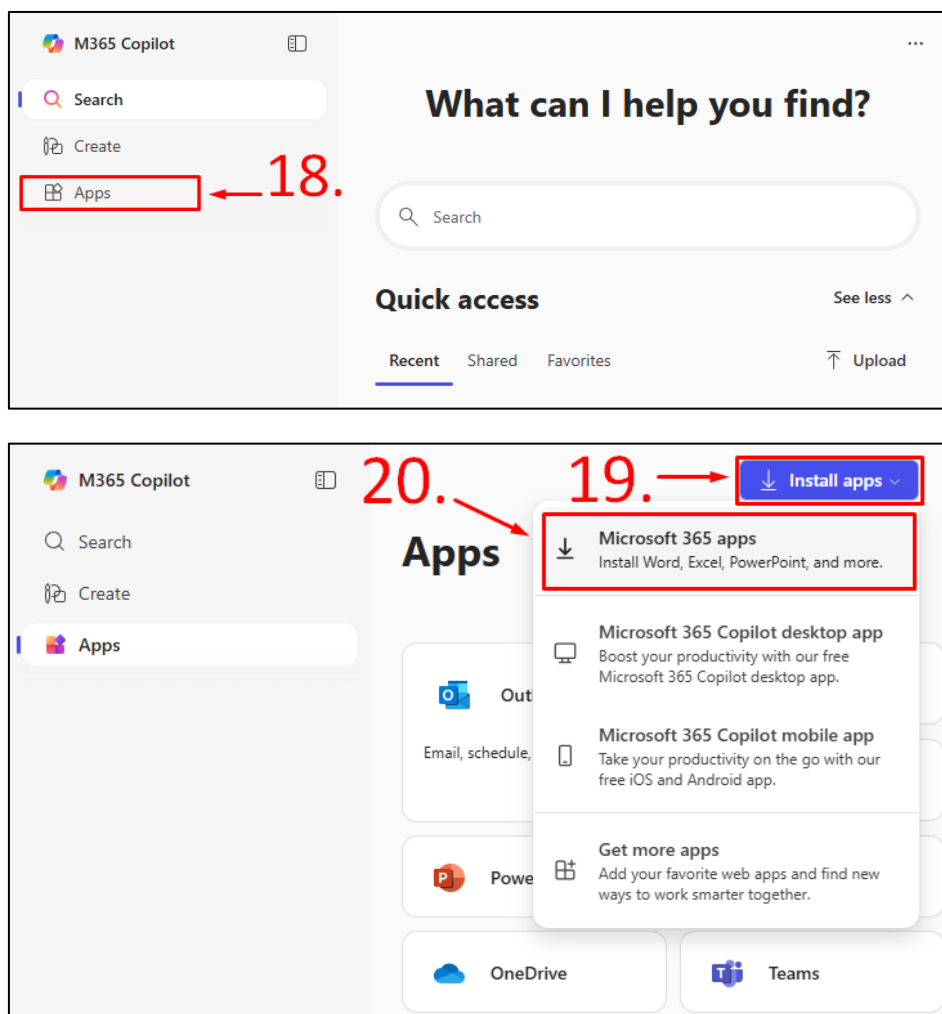
Phone
+370 12345678

17. → Done

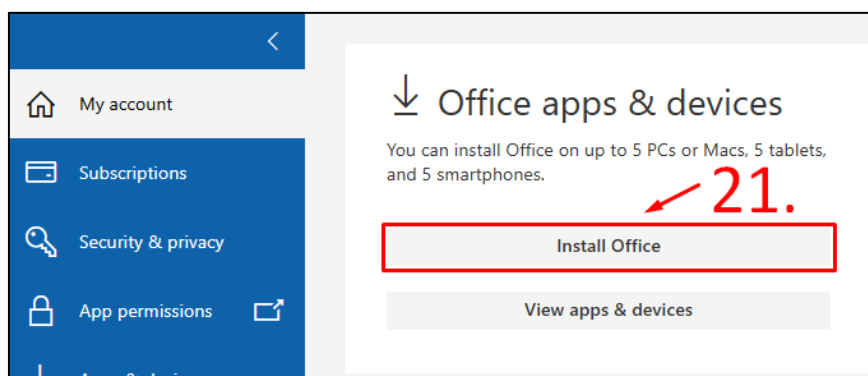
9. Tolimesniame lange atsivers jūsų **Office 365 paskyra**. Galite iš karto naudoti norimą produktą savo įrenginio naršyklėje (pvz., Word, Excel, PowerPoint).

Microsoft Office 365 paketo diegimas kompiuteriuose

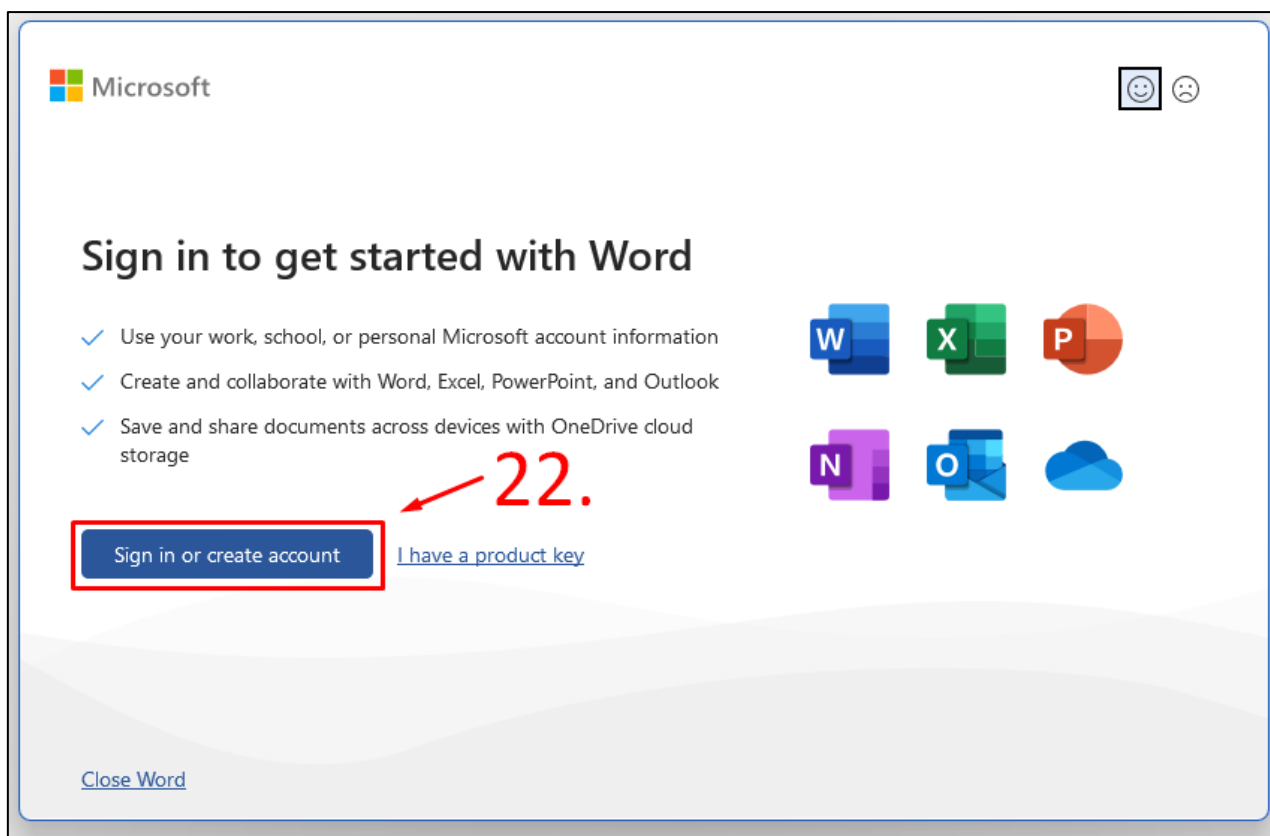
10. Jeigu norite įdiegti Office produktus į savo kompiuterį, spauskite mygtuką **Apps**, tada **Install Apps** ir **Microsoft 365 apps**.



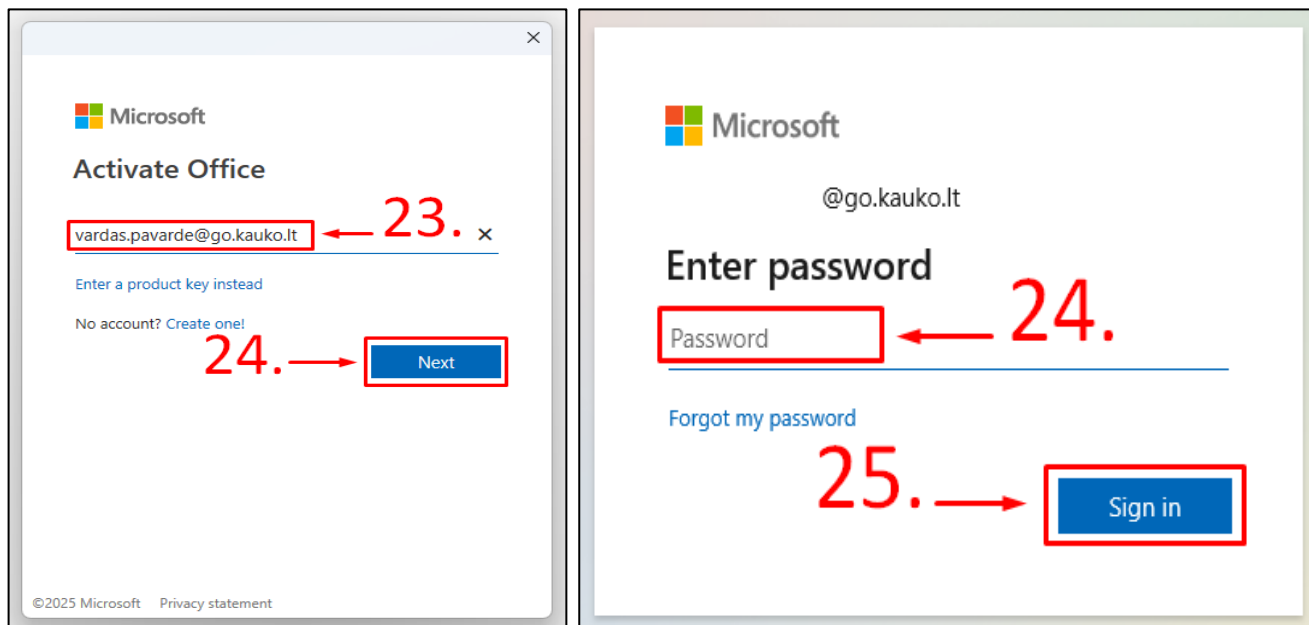
11. Atsidariusiame lange spauskite **Install Office**. Į jūsų kompiuterį bus atsiųstas failas, kurį paleidę galėsite įsidiegti Office paketą savo kompiuteryje.



12. Įdiegus Office paketą kompiuteryje, pirmą kartą, atsidarius kurį nors produktą, reikės prisijungti prie savo paskyros spaudžiant mygtuką **Sign in or create account**.



13. Atsidariusioje lentelėje įveskite savo Microsoft Office paskyros prisijungimus, tada spauskite **Next** ir įvedę slaptažodį spauskite **Sign in**.



14. Viską atlikus tinkamai, pamatysite tokią lentelę, spauskite **Close**. Dabar galėsite naudotis Office 365 produktais savo kompiuteryje.



Your privacy matters

Thanks for using Office. Your organization has given you the ability to use optional cloud-backed experiences. You get to decide whether you use these experiences. To provide optional connected experiences, Office collects required service data.
[Learn more](#)

These optional cloud-backed services are provided to you under the Microsoft Services Agreement.
[Microsoft Services Agreement](#)

To adjust your optional connected experiences, go to:
[File > Account > Account Privacy](#)

25. → A blue rectangular button with the word "Close" in white text, outlined in red.