Microsoft 365 (Microsoft 365 Copilot)

During the entire period of your studies or employment, students and employees are provided with Microsoft 365 licenses, which allow you to install and use Office 365 applications (such as Word, Excel, PowerPoint, etc.) on **up to 5 different devices (e.g., computers, tablets, smartphones, etc.)**. You can activate the programs using your institutional email address and password.

Microsoft 365 Installation Guide

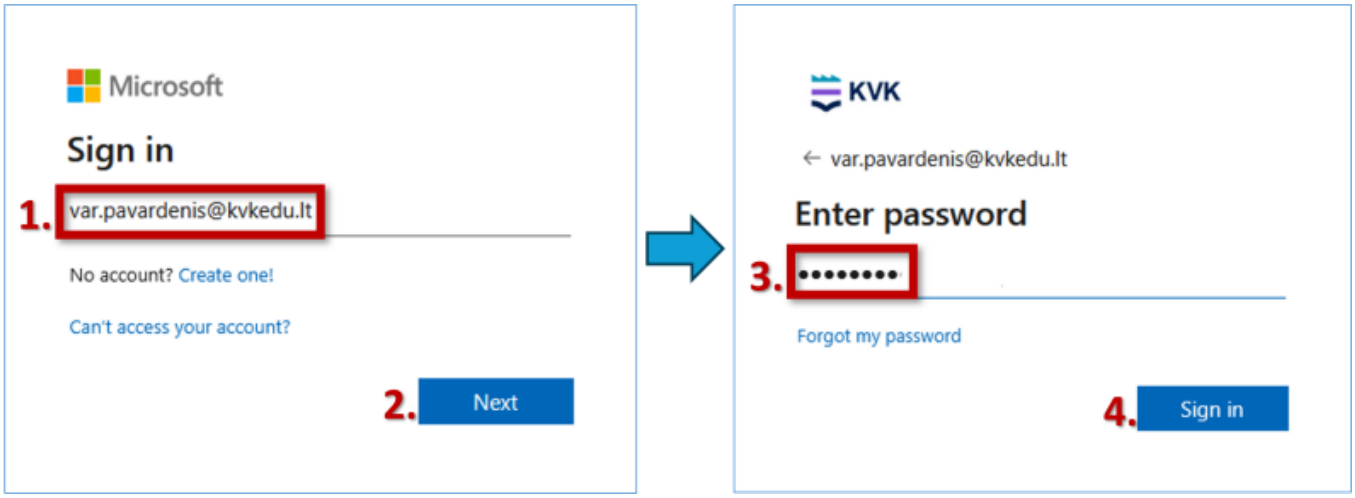
Microsoft 365 does not work on computers with Windows 7 or Windows 8 operating systems.

Main installation steps:

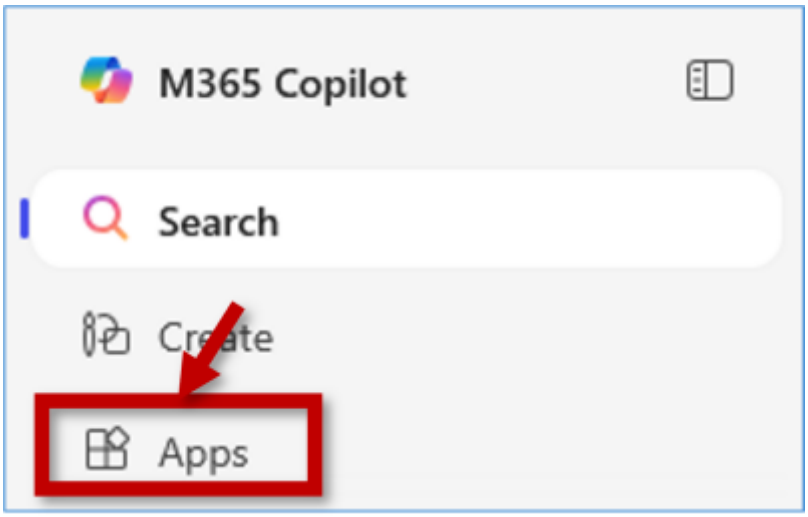
1. Open the Office.com website in your web browser and click **„Sign in“** to log in to the **Microsoft 365 portal**.



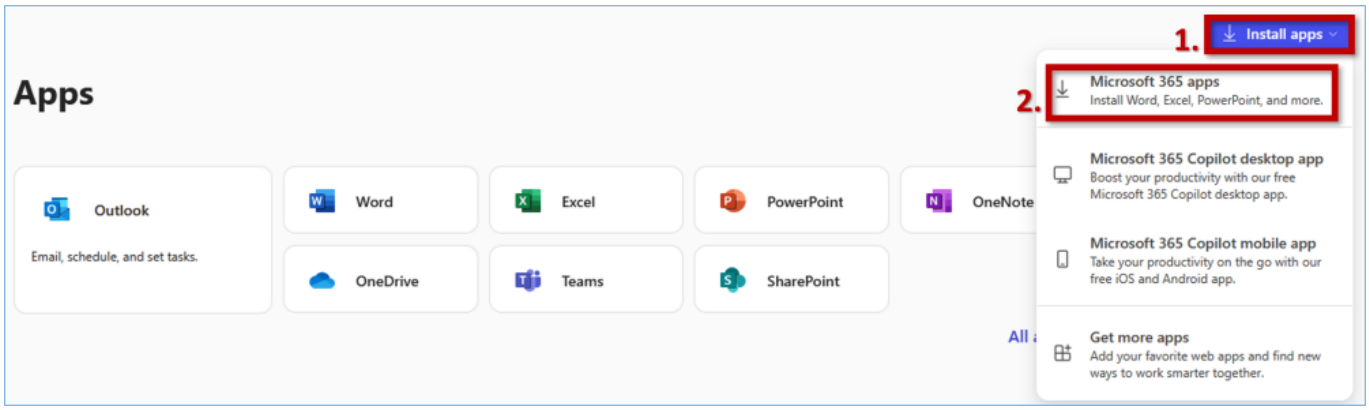
2. Enter your institutional user credentials.



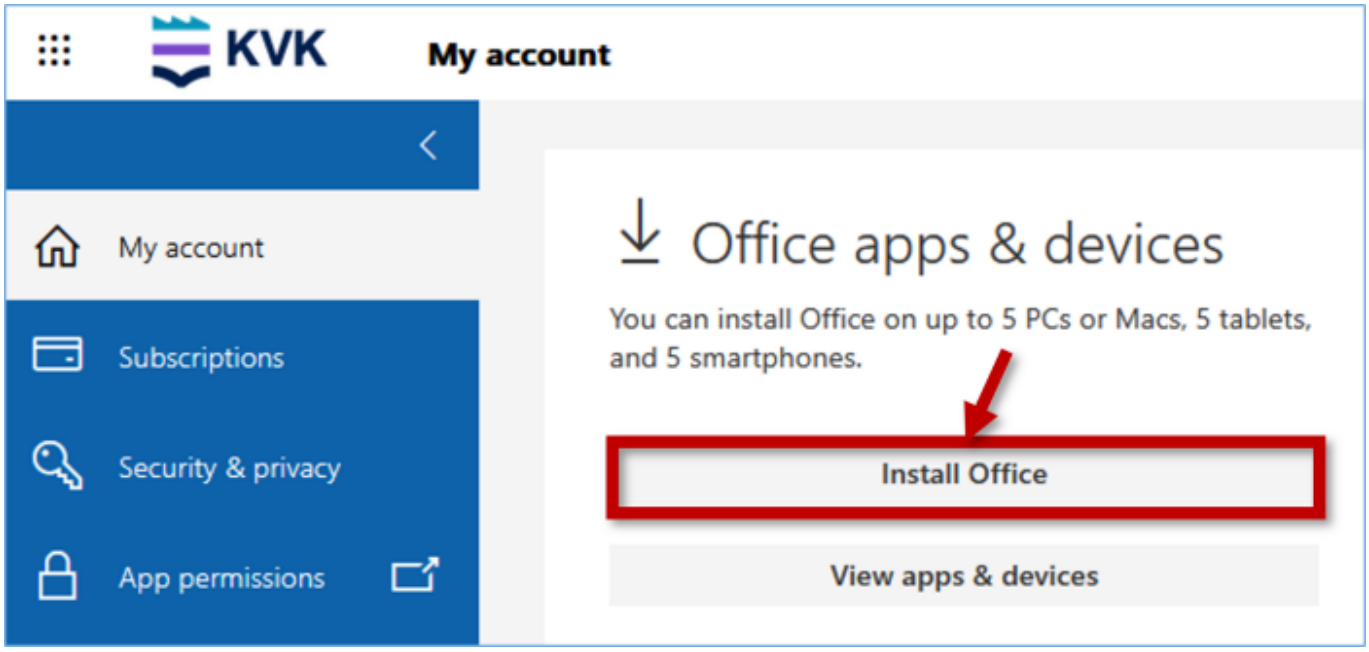
3. After logging in with your account, click on **„Apps“** in the upper left corner.



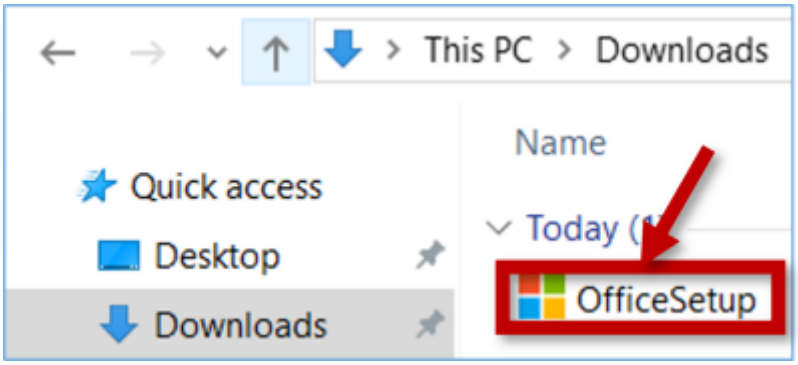
4. In the window that opens, click on **„Install apps“ → „Microsoft 365 apps“** in the upper right corner.



5. Select **„Install Office“**.



6. Wait for the installation file to be downloaded to your device. It is usually saved in the **“Downloads” folder**. Once you click on the downloaded installation file, the installation of Microsoft 365 apps will begin.



Information Regarding Add-ins Installation in Microsoft 365 Applications

At this time, KVK users are prohibited from installing add-ins themselves in Microsoft 365 applications. If you need a specific add-in, please email its exact name and the person(s) who should have access to it to **itcentras@kvk.lt**.

Why Are Microsoft 365 Applications Not Working? Why Can’t I Install Microsoft 365 Applications?

If you try to activate Microsoft 365 applications downloaded and installed from other sources using your institutional credentials, the activation will fail, and you will not be able to use the applications.

If the installation doesn't work, it may be because other Microsoft 365 programs are already installed on your computer. These should be removed. The best way to fully remove Microsoft 365 installations

is by using the **„Microsoft 365 Uninstall Support Tool“**. You can find the tool and instructions here:

Uninstall Microsoft 365 from a PC

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