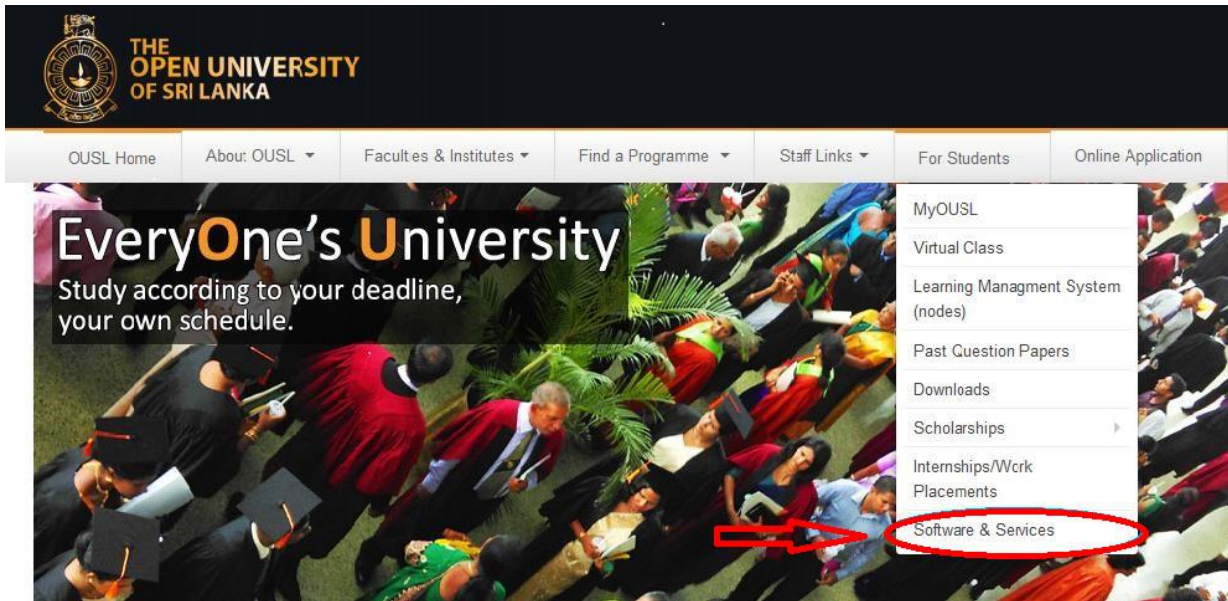


OUSL CONFIGURATION USER GUIDE FOR OFFICE 2016 FOR STUDENTS

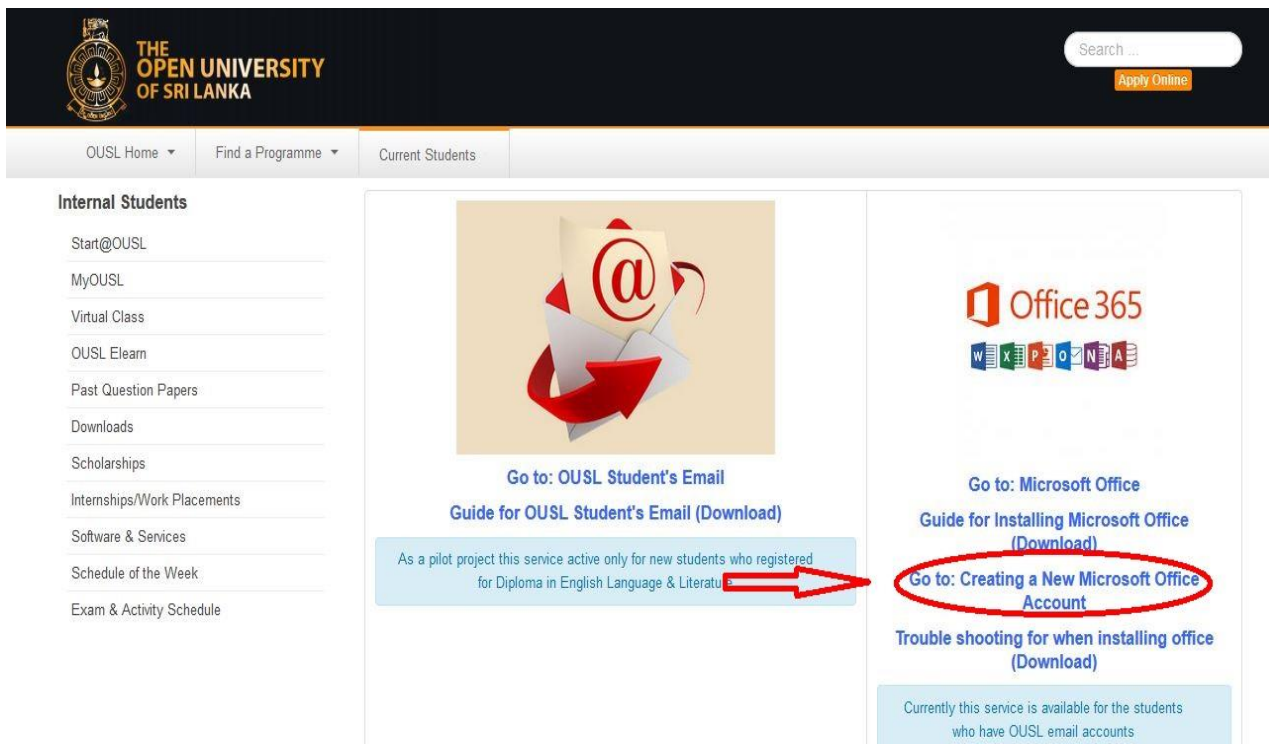
1. First you should browse www.ou.ac.lk.

Then Follow following steps,

- First go to 'For Students' tab and select 'Software and Services'.

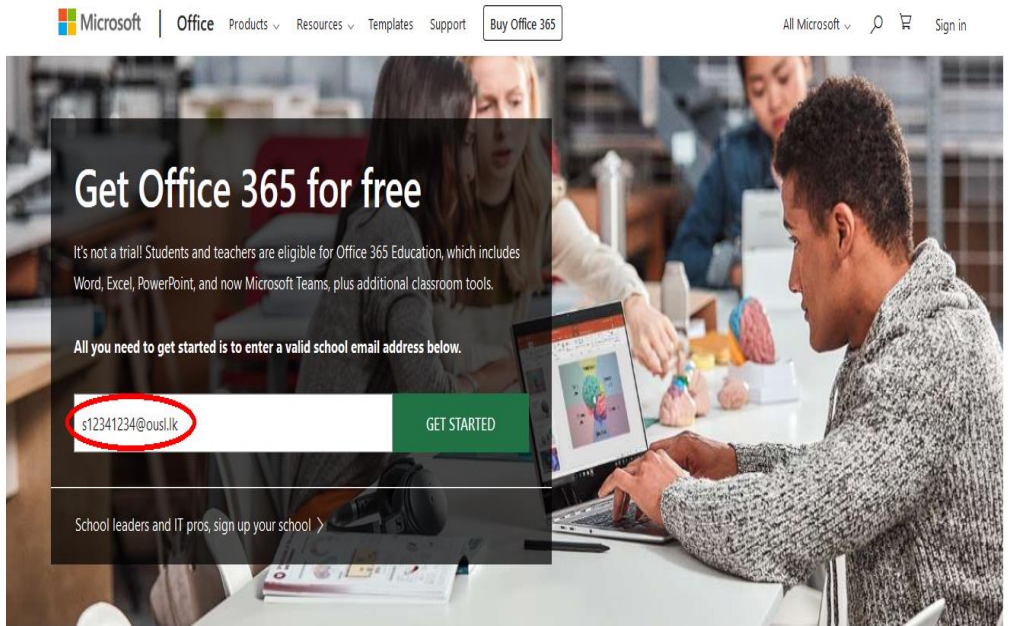


- Now go to the link circled in following page.

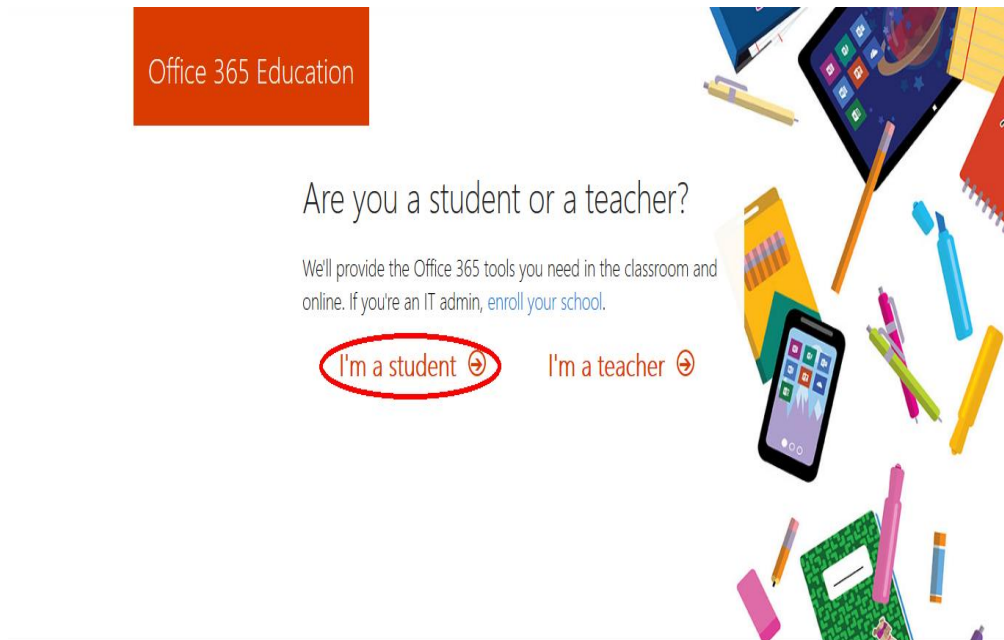


2. Then type your OUSL email address in dialog box as shown in following figure. Please use **Only the emails provided from OUSL (*.ousl.lk)**.

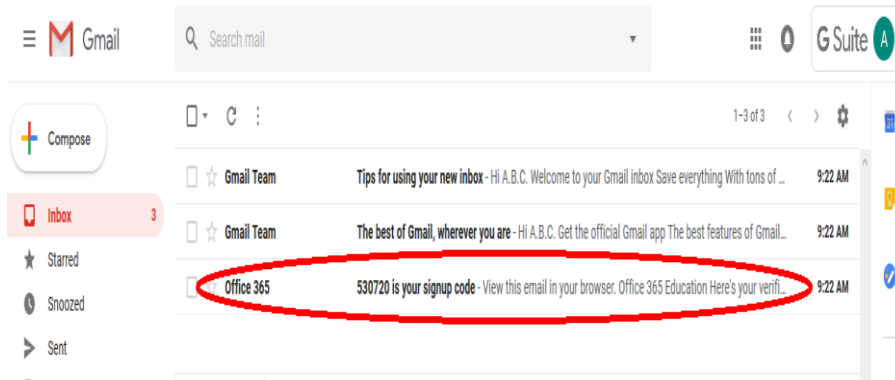
ex: s12341234@ousl.lk.



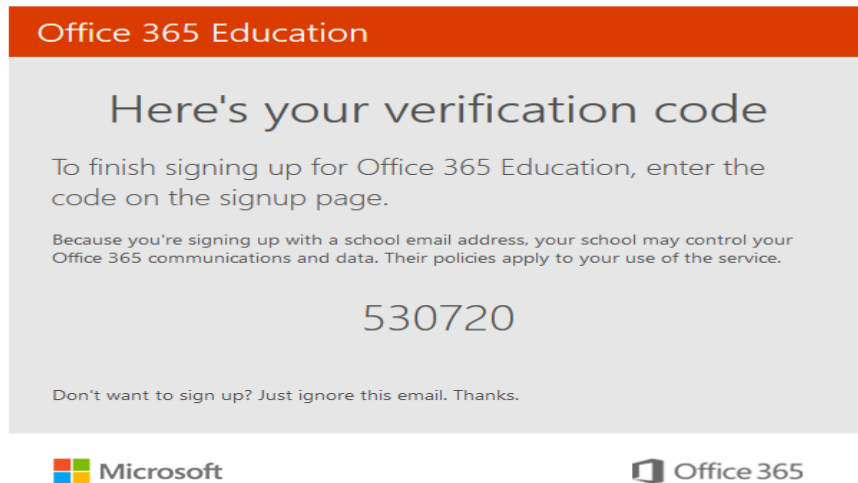
3. Click 'get started'. Then click 'I'm Student'.



4. Click Sign up button and fill the form to create your account.
to get verification code, you must sign in to your OUSL email.

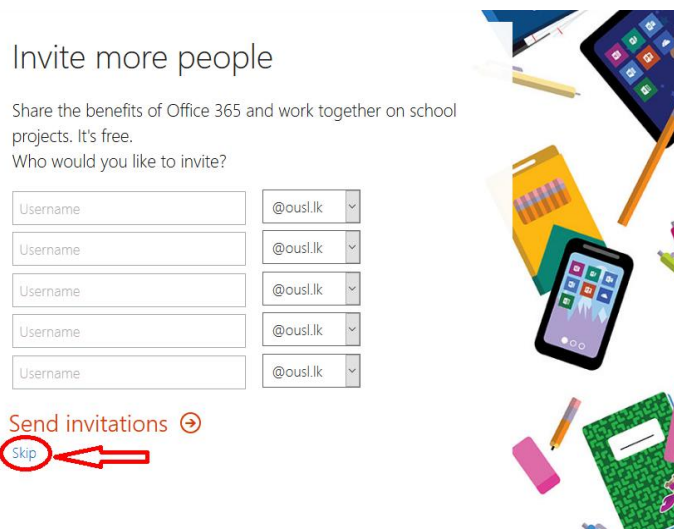


[View this email in your browser.](#)

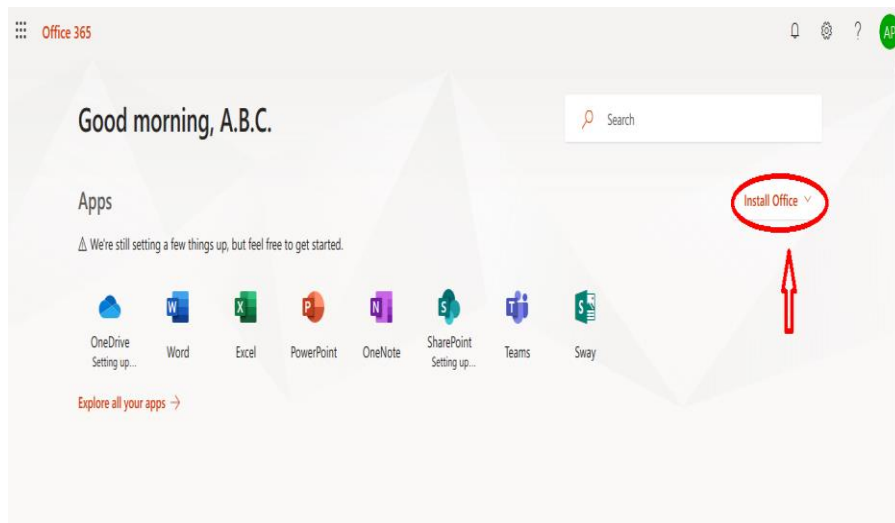


5. Now Double check your details and then click 'Start' button.

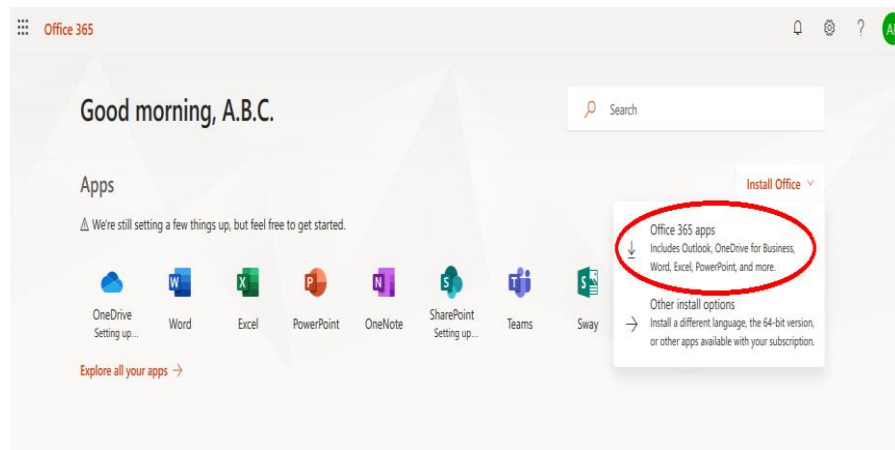
6. To continue the process, click on 'Skip' link to skip the following step.



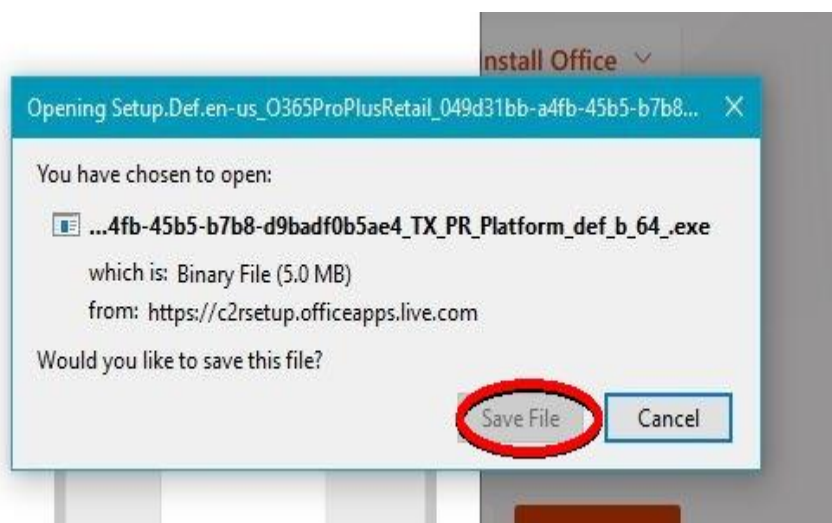
7. Now you are in your Microsoft Account. Click 'install now' button.



8. Click 'office 365 apps'.

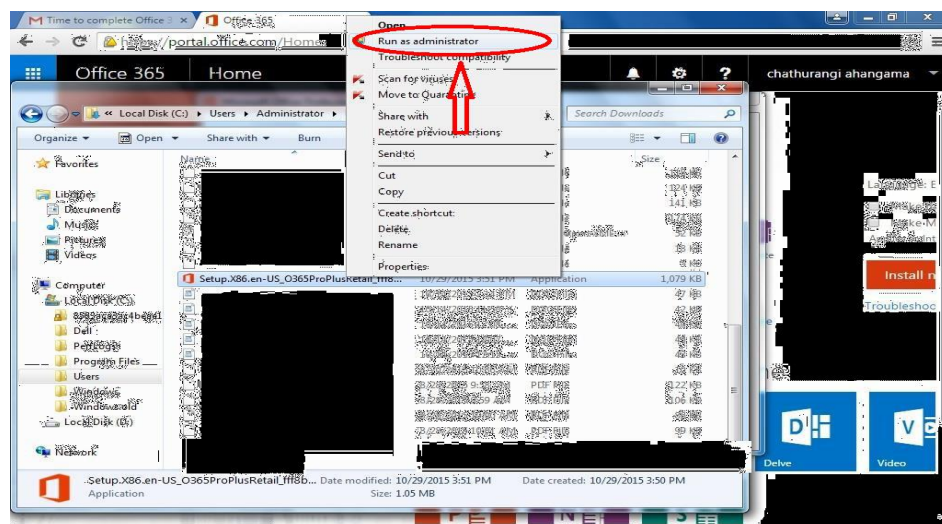


9. Click 'Save File' button. Now your setup is downloading.



10. Now you have download setup file.

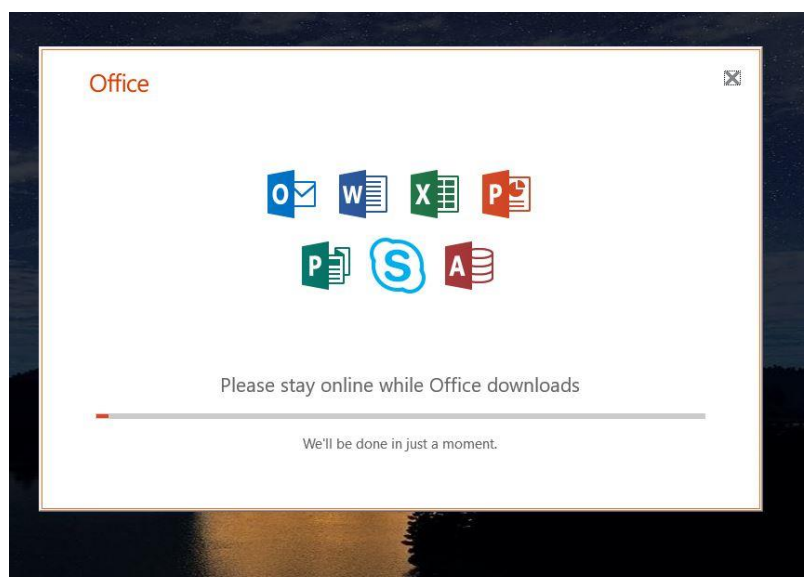
Right click on the setup icon then select “run as administrator”.



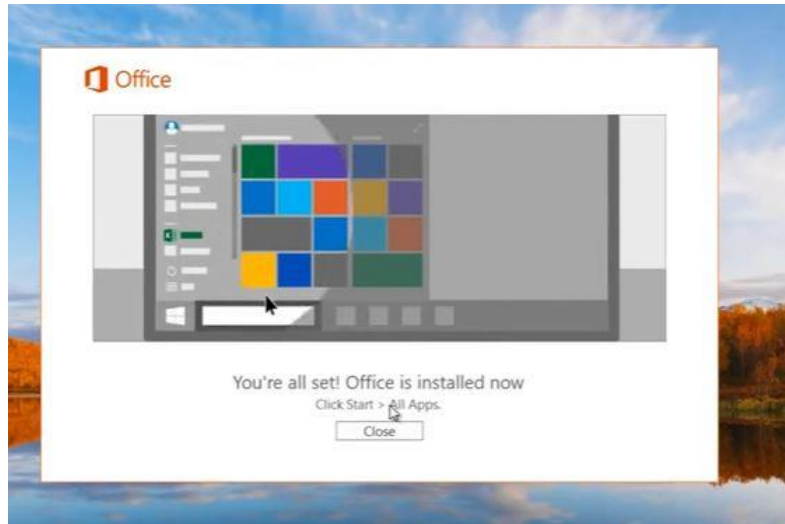
- Then you will have to wait for the following window.



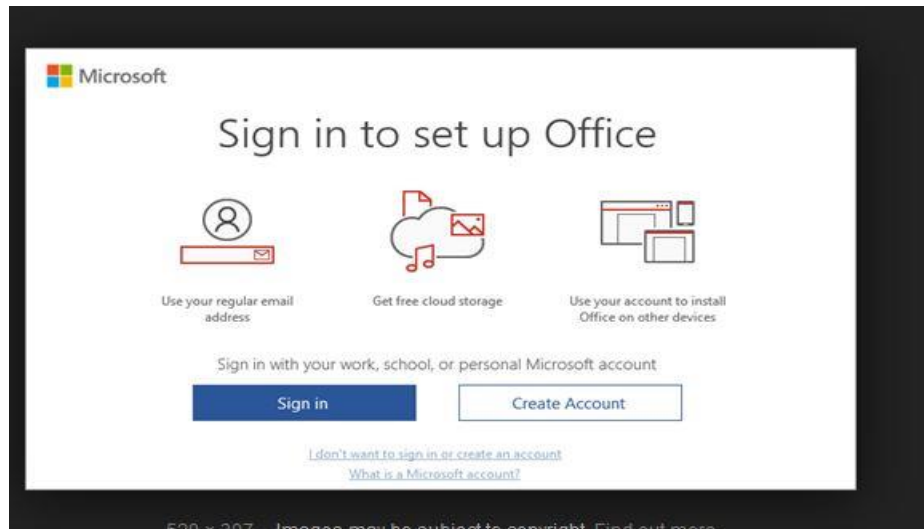
11. Please stay online while Office Downloads.



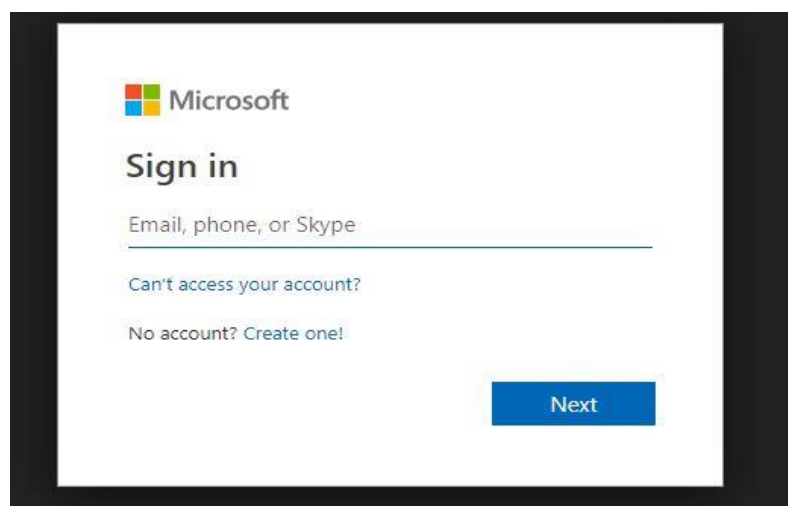
12. Now your Office Package has been installed. Close the following Window.



13. Now you have to open Microsoft Office word file. then you can see the following dialog box. Click 'Sign In' button.



14. Now Sign in to the account with using your user name and password.



15. Now Your installation is successfully done.

