In order to install Office 365 and Excel in specific on your MacBook to make use of "Evaluate Formula" option, which is not currently supported by the Excel on Mac OS, you need to take some further steps.

This tutorial consists of 5 main steps to be taken:

- 1. Making a Microsoft account
- 2. Installing Oracle VirtualBox Manager
- 3. Making a new virtual machine
- 4. Installing Window 10
- 5. Installing Office 365

Each one can be done by following the provided steps.

In short, they will be built on top of each other, starting from Oracle VirtualBox and you will need your Microsoft account for the transitions:



#### Making a Microsoft account

First step is making a Microsoft account while being enrolled as a student, to show your affiliation with UCI and to purchase a free version of **Windows 10** and **Microsoft 365**. Go to https://www.oit.uci.edu/help/microsoft/software-for-students/office-365-pro-plus/ and follow the steps. In the end, you should have a username and password. The username will look like UCInetID@personalmicrosoftsoftware.uci.edu, with your assigned UCInetID.

#### Installing Oracle VirtualBox Manager

1. Go to https://www.virtualbox.org and click on "Download"

	VirtualBox			
	Welcome to VirtualBox.org!			search. Login Prefere
out reenshots wnloads cumentation End-user docs Technical docs Trichuite mmunity	VirtualBox is a powerful x86 and AMD64/[Intel64 virtualizat an extremely feature rich, high performance product for el freely availables of Den Source Software under the terms VirtualBox is as open Source Software under the terms vortualBox is being actively developed with frequent releas systems and platforms it runs on. VirtualBox is a commun contribute while Oracle ensures the product always meets Download the Developed virtual of the source of the VirtualBox is being actively developed with frequent releas systems and platforms it runs on. VirtualBox is a commun contribute while Oracle ensures the product always meets Download the VirtualBox is being actively developed with frequent release systems and platforms it runs on. VirtualBox is a commun contribute while Oracle ensures the product always meets Download the VirtualBox is being actively developed with frequent release virtualBox is being actively developed with frequent release systems and platforms it runs on. VirtualBox is a commun Contribute while Oracle ensures the product always meets Download the VirtualBox is the source of the	tion product for enterprise as well a nterprise customers, it is also the of the GNU General Public Userse and Solaris hosts and supports a la 10, 2X, Server 2003, Vista, Window nd OpenSolaris, OS/2, and OpenSS these and has an ever growing list of ity effort backed by a dedicated corprofessional quality criteria.	Is home use. Not only is VirtualBox nly professional solution that is (GPL) version 2. See "About rge number of guest operating s 7, Windows 8, Windows 10), D. features, supported guest operating mpany: everyone is encouraged to	News Flash

11, 2019

2. Choose "OS X hosts" and download installation file

Contact - Privacy policy - Terms of Use

			iii virtualbox.org	<b>■</b> )) C	0 0 0
	Virtu	alBo	X		usarch Login Preference
	Download Virtua	alBox			
ut	Here you will find links to Virtua	Box binaries and its	source code.		
enshots	VirtualBox binaries				
nloads	By downloading, you agree to the	ne terms and condition	ins of the respective license.		
umentation ind-user docs	If you're looking for the latest V this has been discontinued in 6.	irtualBox 6.0 package 1. Version 6.0 will res	es, see VirtualBox 6.0 builds. Please als main supported until July 2020.	to use version 6.0 if you need to ru	in VMs with software virtualization, as
echnical docs	If you're looking for the latest V been discontinued in 6.0. Versio	irtualBox 5.2 package n 5.2 will remain sup	es, see VirtualBox 5.2 builds. Please als ported until July 2020.	o use version 5.2 if you still need	support for 32-bit hosts, as this has
munity	VirtualBox 6.1.4 platform	oackages			
	<ul> <li>I Windows hosts</li> <li>I OS X hosts</li> <li>Linux distributions</li> <li>Solaris hosts</li> </ul>				
	The binaries are released under	the terms of the GPL	version 2.		
	See the changelog for what has	changed.			
	You might want to compare the treated as insecure!	checksums to verify	the integrity of downloaded packages.	The SHA256 checksums should be	favored as the MD5 algorithm must be
	<ul> <li>SHA256 checksums, MD5</li> </ul>	checksums			
	Note: After upgrading VirtualBo	x it is recommended	to upgrade the guest additions as well.		
	VirtualBox 6.1.4 Oracle VM	VirtualBox Exte	nsion Pack		
	<ul> <li>All supported platforms</li> </ul>				
	Support for USB 2.0 and USB 3. Introduction to this Extension Pa version extension pack as your	0 devices, VirtualBox ock. The Extension Pa installed version of V	RDP, disk encryption, NVMe and PXE b tock binaries are released under the Virtu irtualBox.	oot for Intel cards. See this chapte ualBox Personal Use and Evaluation	er from the User Manual for an License (PUEL). Please install the same
	VI-1	D			

3. Double click on "VirtualBox.pkg"



# 4. Go to Applications and run "VirtualBox.pkg"

		Applications		
< >		C Q Search		
Favorites	Name	<ul> <li>Date Modified</li> </ul>	Size	Kind
	7 Pages	Apr 1, 2020 at 11:06 AM		Application
( Mibiop	🅵 Photo Booth	Mar 24, 2020 at 9:51 PM	5.4 MB	Application
Recents	🎂 Photos	Mar 24, 2020 at 9:51 PM		Application
Applications	Podcasts	Mar 24, 2020 at 9:51 PM		Application
Deckton	neview 🔁	Mar 24, 2020 at 9:51 PM		Application
Desktop	PyCharm	Dec 18, 2019 at 7:49 AM	1.02 GB	Application
Documents	QuickTime Player	Mar 24, 2020 at 9:51 PM		Application
O Downloads	E Reminders	Mar 24, 2020 at 9:51 PM		Application
-	🥝 Safari	Mar 24, 2020 at 9:51 PM		Application
iCloud	🔕 Siri	Mar 24, 2020 at 9:51 PM		Application
C iCloud Drive	Skype	Mar 12, 2020 at 2:45 PM		Application
	😤 Stickies	Mar 24, 2020 at 9:51 PM		Application
Locations	Stocks	Mar 24, 2020 at 9:51 PM		Application
🔲 VirtualB ≜	System Preferences	Mar 24, 2020 at 9:51 PM		Application
	Telegram	Apr 1, 2020 at 11:03 AM		Application
Tags	TextEdit	Mar 24, 2020 at 9:51 PM		Application
🔴 Red	Time Machine	Mar 24, 2020 at 9:51 PM		Application
Orange	TV 🐨	Mar 24, 2020 at 9:51 PM		Application
- crunge	Utilities	Mar 24, 2020 at 9:52 PM		Folder
• Yellow	🥪 VirtualBox.pkg <	Feb 19, 2020 at 8:33 AM	124.5 MB	Installeackage
🔵 Green	Voice Memos	Mar 24, 2020 at 9:51 PM		Application
Blue	🕓 WhatsApp	Mar 14, 2020 at 3:04 PM		Application
Dide	💕 Xcode	Mar 24, 2020 at 10:29 PM		Application
O Purple	🖸 zoom.us	Yesterday at 4:05 AM		Application

5. Allow virtual box to be installed and follow the installation process



Click on "Install"



You might need to make some privacy changes and grant permission for installation, if this was the case, in the pop-up window:
 Olick on the lock

		Security &	Privacy	QSearch
	Gener	ral FileVault	Firewall Privacy	
	A login password has beer	n set for this user	Change Password	
•••	<ul> <li>Require password</li> <li>Show a message w</li> <li>Disable automatic</li> </ul>	5 minutes ᅌ hen the screen is login	after sleep or screen sa locked Set Lock Mess	age
<ul> <li>Introduction</li> <li>Destination Sele</li> <li>Installation Type</li> <li>Installation</li> </ul>				
<ul> <li>Summary</li> </ul>	Allow apps downloaded fro	om:		
	App Store <ul> <li>App Store and ider</li> </ul>	tified developers		
	System software from dev from loading.	eloper "Oracle An	nerica, Inc." was blocked	Allow
CI	ick the lock to make change	PS.		Advanced ?

• You can see it is unlocked, now click on Allow button



6. Installation is successful, you can click on Close now



7. Go to Application and double click on "VirtualBox" icon

		Applications		
< >		C Q Search		
Favorites	Name	<ul> <li>Date Modified</li> </ul>	Size	Kind
@ AirDron	7 Pages	Apr 1, 2020 at 11:06 AM	546.4 MB	Application
( AnDrop	🧱 Photo Booth	Mar 24, 2020 at 9:51 PM	5.4 MB	Application
Recents	🏽 Photos	Mar 24, 2020 at 9:51 PM	46.1 MB	Application
Applications	Podcasts	Mar 24, 2020 at 9:51 PM	31.5 MB	Application
Dealstan	🚔 Preview	Mar 24, 2020 at 9:51 PM	40.2 MB	Application
Desktop	😰 PyCharm	Dec 18, 2019 at 7:49 AM	1.02 GB	Application
Documents	🔍 QuickTime Player	Mar 24, 2020 at 9:51 PM	15.2 MB	Application
O Downloads	E Reminders	Mar 24, 2020 at 9:51 PM	23.7 MB	Application
•	🥝 Safari	Mar 24, 2020 at 9:51 PM	24.8 MB	Application
iCloud	🔕 Siri	Mar 24, 2020 at 9:51 PM	1.8 MB	Application
Cloud Drive	Skype	Mar 12, 2020 at 2:45 PM	257.8 MB	Application
	😤 Stickies	Mar 24, 2020 at 9:51 PM	1.9 MB	Application
Locations	M Stocks	Mar 24, 2020 at 9:51 PM	1.1 MB	Application
🔲 VirtualB ≜	System Preferences	Mar 24, 2020 at 9:51 PM	6.1 MB	Application
	Telegram	Apr 1, 2020 at 11:03 AM	75.9 MB	Application
Tags	/ TextEdit	Mar 24, 2020 at 9:51 PM	5.5 MB	Application
🔴 Red	🕲 Time Machine	Mar 24, 2020 at 9:51 PM	1.4 MB	Application
Orange	TV 🐨	Mar 24, 2020 at 9:51 PM	68.7 MB	Application
g-	🕨 🐹 Utilities	Mar 24, 2020 at 9:52 PM		Folder
Yellow	💱 VirtualBox 🦰	Today at 9:19 PM	248.8 MB	Application
🔵 Green	🥪 VirtualBox.pkg	Feb 19, 2020 at 8:33 AM	124.5 MB	Installeackage
Blue	🚮 Voice Memos	Mar 24, 2020 at 9:51 PM	3.8 MB	Application
Diue	😒 WhatsApp	Mar 14, 2020 at 3:04 PM	277.9 MB	Application
Purple	💕 Xcode	Mar 24, 2020 at 10:29 PM	16.83 GB	Application

8. If you can see Oracle VM VirtualBox Manager, you are all set for now ③ and can move to next step.



#### Making a new virtual machine

You should first make a new virtual machine named "Windows 10" and then go through the standard windows 10 installation experience.

1. Go to <a href="https://www.microsoft.com/en-us/software-download/windows10ISO">https://www.microsoft.com/en-us/software-download/windows10ISO</a> to download the ISO file of windows 10 and choose the given edition.



	🗎 microsoft.com	<b>N</b>	0
T before you begin			
C. I			
Select edition			
Windows 10 editions below are valid	or both Windows 10 Home and Windows 10 Pro.		
Windows 10	0		
Confirm			
Privacy			
-			
More download options			
Select the product langu	ane		
Select the product langu	age		
Select the product langu You'll need to choose the same langu using on to Time and language in l	age age when you install Windows. To see what language you're currently C settings or <b>Region</b> in Control Panel		
Select the product langu You'll need to choose the same langu using, go to Time and language in l	age age when you install Windows. To see what language you're currently <sup>2</sup> C settings or <b>Region</b> in Control Panel.		
Select the product langu You'll need to choose the same langu using, go to Time and language in l Choose one Arabic	age age when you install Windows. To see what language you're currently <sup>2</sup> C settings or <b>Region</b> in Control Panel.		
Select the product langu You'll need to choose the same langu using, go to Time and language in l Choose one Arabic Brazilian Portuguese	age age when you install Windows. To see what language you're currently 2C settings or <b>Region</b> in Control Panel.		
Select the product langu You'll need to choose the same langu using, go to Time and language in l Choose one Arabic Brazilian Portuguese Bulgarian Chinese Simplified	age age when you install Windows. To see what language you're currently <sup>2</sup> C settings or <b>Region</b> in Control Panel.		
Select the product langu You'll need to choose the same langu using, go to Time and language in l 'Choose one Arabic Brazilian Portuguese Bulgarian Chinese Simplified Chinese Traditional	age age when you install Windows. To see what language you're currently <sup>2</sup> C settings or <b>Region</b> in Control Panel.		
Select the product langu You'll need to choose the same langu using, go to Time and language in I Choose one Arabic Brazilian Portuguese Bulgarian Chinese Simplified Croatian Creatian	age age when you install Windows. To see what language you're currently 2°C settings or <b>Region</b> in Control Panel.		
Select the product langu You'll need to choose the same langu using, go to Time and language in I Choose one Arabic Brazilian Portuguese Bulgarian Chinese Simplified Chinese Traditional Croatian Czech Danish	age age when you install Windows. To see what language you're currently <sup>2</sup> C settings or Region in Control Panel.		
Select the product langu fou'll need to choose the same langu using, go to Time and language in l Choose one Arabic Brazilian Portuguese Bulgarian Chinese Simplified Chinese Traditional Croatian Czech Danish Dutch	age age when you install Windows. To see what language you're currently 2C settings or <b>Region</b> in Control Panel.		

3. Choose the 64-bit version and wait for the ISO file to be downloaded

••• <>		(A)	microsoft.com	(ا	0	₫	0.
	Download Window	vs 10 Disc Image	(ISO File)				
1	🕀 Before you begin						
	Downloads Choose a link below to begin the downloa	d. If not sure which one to choose th	en refer to FAQ.				
1	Windows 10 English Interna	tional					
	64-bit Download						
	Links valid for 24 hours from time of cre Links expire: 4/5/2020 5:06:00 AM UTC	ation.					
	⊕ Give feedback						

4. When the download was completed, you can see it in your Download folder in Finder.



5. Now it is time to make a new virtual machine named "**Windows 10**", so open the **VirtualBox.** 

	Oracle VM VirtualBox Manager
Tools	Preferences     Import     Export     New     Add     Add     (Ctrl+A)
	<text><text><text></text></text></text>

6. Click on "New" to create a new virtual machine.



7. Assign "Windows 10" as the name, you can call it whatever you want, and then click Continue.
 Oracle VM VirtualBox Manager

Please choo virtual mac install on it. to identify t	ose a descriptive name and destination folder for the new hine and select the type of operating system you intend to The name you choose will be used throughout VirtualBox his machine.
Na	ime: Windows 10
Machine Fol	der: 🔄 /Users/mary/VirtualBox VMs 🔽
Т	ype: Microsoft Windows
Vers	sion: Windows 10 (64-bit)
	Expert Mode Go Back Continue Cancel

8. You can choose any memory size within the range or go with the recommended size as can be seen and click **Continue**.

	memory size	
	Select the amount of the virtual machine.	memory (RAM) in megabytes to be allocated to
	The recommended me	emory size is <b>2048</b> MB.
		2048 🗘 N
	4 MB	16384 MB
7		
		Go Back Continue Car

# 9. Choose Create a virtual hard disk now and click Create.

Oracle VM VirtualBox Manager Hard disk	
If you wish you can add a virtual hard disk to the new can either create a new hard disk file or select one fro from another location using the folder icon. If you need a more complex storage set-up you can si make the changes to the machine settings once the n created. The recommended size of the hard disk is <b>50.00 GB</b> . Do not add a virtual hard disk • Create a virtual hard disk now Use an existing virtual hard disk file	machine. You om the list or kip this step and hachine is
Empty	
Go Back Cr	reate Cancel

10. Choose **VHD** as the virtual hard disk file type and click **Continue**.



#### 11. Choose Fixed Size storage and click Continue.

Storage on physical hard disk
Please choose whether the new virtual hard disk file should grow as it is used (dynamically allocated) or if it should be created at its maximum size (fixed size).
A <b>dynamically allocated</b> hard disk file will only use space on your physical hard disk as it fills up (up to a maximum <b>fixed size</b> ), although it will not shrink again automatically when space on it is freed.
A <b>fixed size</b> hard disk file may take longer to create on some systems but is often faster to use.
<ul> <li>Dynamically allocated</li> <li>Fixed size</li> </ul>
Go Back Continue Cancel

12. File location and size can be changed here. We go with the recommended size which is 50GB but you can change it based on the free space on your machine. Then click **Create**.

000	Oracle VM VirtualBox Manager				
Fi	le location and size				
	Please type the name of the new virtual hard disk file into the box below or click on the folder icon to select a different folder to create the file in.				
	/Users/mary/VirtualBox VMs/Windows 10_/Windows 10vhd				
	Select the size of the virtual hard disk in megabytes. This size is the limit on the amount of file data that a virtual machine will be able to store on the hard disk.				
	50.00 GB				
	4.00 MB 2.00 TB				
	•				
	Go Back Create Cancel				
13. Windows 10 virtual macl	hine is created, we should now install windows 10 on it.				
• • •	Oracle VM VirtualBox Manager				
Tools	New Settings Discard Start				
64 Windows 10 -	🧧 General 📃 Preview				
Dowered Off	Name: Windows 10 Operating System: Windows 10 (64-				
<b>↓</b>	bit)				
	System Windows 10				
	Boot Order: Floppy, Optical, Hard Disk				
	Acceleration: VT-x/AMD-V, Nested Paging, Hyper-V Paravirtualization				
	📃 Display				
	Video Memory:128 MBGraphics Controller:VBoxSVGARemote Desktop Server:DisabledRecording:Disabled				
	Storage				
	Controller: SATA				

#### **Installing Window 10**

This is a typical Windows 10 installation process.

1. in **Oracle VirtualBox Manager**, select **Windows 10 machine** and click **Start**. In the window shown, you should choose the location of Windows 10 ISO file we downloaded in the previous step. Click on the icon shown.



Now click on Add Disk Image

Add Disk Ir Add Creat	nage Refresh	
Na 🔺 Virtual	Size	m
		e
Search By N	lame 🗘 🛛 🖓	
Leave Emp	ty Cancel Choose	
		ncel
	Video Memory:128 MBGraphics Controller:VBoxSVGARemote Desktop Server:DisabledRecording:Disabled	
	Storage	
	Controller: SATA	

# Choose the ISO file location and click Open.

		o Downloads	\$	Q Search
Favorites	<ul> <li>Applications</li> <li>crawled-O.txt</li> <li>Desktop</li> <li>Documents</li> <li>Downloads</li> <li>Movies</li> <li>Music</li> <li>nltk_data</li> <li>Pictures</li> <li>Public</li> <li>PycharmProjects</li> <li>VirtualBox VMs</li> </ul>	<ul> <li>Files</li> <li>ICS - 7</li> <li>Music</li> <li>Win10_190s</li> </ul>	9tional_x64.iso	Win10_1909_EnglishInter         national_x64.iso         ISO Disk Image - 5.42 GB
Yellow				Information Created Today, 3:41 PM
- 1-1000	4	All virtual optical disk files	(*.dmg ᅌ	
New Folder Opt	ions			Cancel Open

Click on the **.iso** file and then **Choose**.

Tor	te Refresh			
Name		Virtual Size		
64 Wi Vot Attac	ched			m
Win10	0_1909_EnglishInternational_>	(64.iso 5.05 GB		
				e
Search By I	Name ᅌ		<b>Q</b>	
Leave Emp	oty	Cancel	Choose	
	Video Memory: Graphics Controller: Remote Desktop Server: Recording:	128 MB VBoxSVGA Disabled Disabled		
	Storage			
	Controller: SATA			

Now click on Start to run the Windows 10 installation.

A.	Windows 10 [Powered Off]	Store States The States
То	Please select a virtual optical disk file or a physica optical drive containing a disk to start your new vi machine from.	ıl rtual
	The disk should be suitable for starting a compute and should contain the operating system you wish install on the virtual machine if you want to do tha The disk will be ejected from the virtual drive automatically next time you switch the virtual machine off, but you can also do this yourself if needed usi Devices menu. Win10_1909_EnglishInternational_x64.iso (5.05)	<ul> <li>Fr from to to to now.</li> <li>Shine ng the</li> <li>Cancel</li> </ul>
		Cuncer
	Video Memory: 128 MB Graphics Controller: VBoxSVGA Remote Desktop Server: Disabled Recording: Disabled	
	Storage	
	Controller: SATA	

2. Choose the installation language and click **next**.

	_
🖆 Windows Setup	
- Windows <sup>*</sup>	
Language to install: English (United Kingdom)	
Time and currency format English (United Kingdom)	
Keyboard or input method: United Kingdom	
Enter your language and other preferences and click "Merd" to continue	
© 2019 Microsoft Corporation. All rights reserved.	
	1
	1 - (1 - 96

Click on Install Now.

 Windows 10 [Running]	
<u></u>	
🖆 Windows Setup	
Install now	
	1
Repair your computer	
© 2019 Microsoft Companies All institutional	
o xoz microsofi corporasofi, na nyna navnirka.	
2 💿 💯	F 🤌 🗐 💷 🔛 🚺 🔇 💽 Left 🕱

3. Since we are going to use the free version provided for students, you do not need a product key for now.

	🕘 💰 Windows Setup			
	Activate Windows			
	If this is the first time you're insta you need to enter a valid Windov email that you received after buy Windows came in.	Illing Windows on this PC (or you're installing a different vs product key. Your product key should be in the confir ing a digital copy of Windows, or on a label inside the b	t edition), mation ox that	
	The product key looks like this: X	0000X-X000X-X000X-X000X-X000X	vill be	
	automatically activated later.			
		1		
		↓		
	<u>Privacy statement</u>	I don't have a product key	Next	
- Collecting information	- Testalling Windows			
1 Collecting information 2	Installing Windows		2 💿 🎘 🐙 🖉	💼 💷 🔐 🚺 🎸 💽 Left ೫

# Choose Windows 10 Education and click next.

	Windows	10 [Running]			
	💽 🏄 Windows Setup Select the operating system you want to insta	sil			
	Operating system Windows 10 Home N Windows 10 Home Single Language Windows 10 Education Windows 10 Education N Windows 10 Pro Windows 10 Pro Number Of N Description: Windows 10 Education	Architecture x64 x64 x64 x64 x64 x64 x64 x64	Date modified 07/10/2019 07/10/2019 07/10/2019 07/10/2019 07/10/2019 07/10/2019 07/10/2019 07/10/2019 07/10/2019 07/10/2019	Next	
1 Collecting information	2 Installing Windows			) 🔊 🐨 🗐 🖉 📄 💭 🗐 🖉 🔍 1 aft	¥



4. Choose Custom: Install Windows Only.

	Windows 10 [Running]	
	🚱 💰 Windows Setup	
	Which type of installation do you want? Upgrade: Install Windows and keep files, settings and applications The files, settings and applications are moved to Windows with this option. This option is only available when a supported version of Windows is already running on the computer.	
·	<b><u>Custom: Install Windows only (advanced)</u></b> The files, settings and applications aren't moved to Windows with this option. If you want to make changes to partitions and drives, start the computer using the installation disc. We recommend backing up your files before you continue.	
1 Collecting information	2 Installing Windows	
		🛄 📷 🛄 🜍 🛃 Left 🕷 🛛

5. Choose the Drive to be installed and click **next**.

		Wind	lows 10 [Running]			
					× 1	
G	🔏 Windows Setup					
	Where do you wa	nt to install Win	dows?			
	Name		Total size	Free space Type		
	Drive 0 Unallo	cated Space	50.0 GB	50.0 GB		
	Refresh	Delete	Eormat	* New		
	💮 Load driver	Extend				
					Mext	
Collecting information      In	stalling Windows					
1 2						🗖 🚛 🕅 🚳 💽 Left 98

6. Select the **Region**.

	Windows 10 [Running]	
	Basics	
Let's st	tart with region. Is this correct	?
	Tuvalu	
	U.S. Minor Outlying Islands	
	U.S. Virgin Islands	
	Uganda	
	Ukraine	
	United Arab Emirates	
	United Kingdom	
	→ I	Yes
с. С		4)
	🖸 🔘 🕅 🖉 🦉	💷 🚰 💟 🍊 🔸 Left 🕷

# Set the Keyboard Layout.

Bases         States Character Sta		Windows 10 [Running]	
<section-header><section-header><section-header><section-header><section-header><section-header><section-header><image/></section-header></section-header></section-header></section-header></section-header></section-header></section-header>		Basics	
United Kingdom   Canadian Multilingual Standard   Engish (India)   Irish   Scottish Gaelic   United States-Dvorak   United States-Dvorak for left hand	ls th	nis the right keyboard layou If you also use another keyboard layout, you can add that next.	ıt?
Canadian Multilingual Standard English (India) Irish Scottish Gaelic United States-Dvorak United States-Dvorak for left hand		United Kingdom	
English (India) Irish Scottish Gaelic United States-Dvorak United States-Dvorak for left hand Ves Ves		Canadian Multilingual Standard	×
Scottish Gaelic United States-Dvorak United States-Dvorak for left hand		English (India)	
United States-Dvorak United States-Dvorak for left hand		Scottish Gaelic	
United States-Dvorak for left hand		United States-Dvorak	
← 6 (1) Yes (1)		United States-Dvorak for left hand	
ው <sup>ር</sup> ር			Yes
	c- C		d»

And see whether you need a second keyboard or you want to **skip**.

		Windows 10 [Running]	
←	R	asirs	
	Do you want t	o add a second keyboard l	ayout?
ው	G.		4)

7. In step 3, we skipped purchase key, because we wanted to register the free version for UCI students. Sign in with your Microsoft account (UCInetID@personalmicrosoftsoftware.uci.edu) and click **next**.

0	2					
000		Windows 10 [Ru	inning]			
				Account		
				911111199-9111011		
	<b>—</b>		N 41	CL.		
		sian in witr	1 iviicros(	JTC		
		9				
		Work or school a	account			
and the second		@nersonalmicrosoftsoftware	uciedu	×		
		.epersonalinierosonsonware.	I			
		Which account sho	uld I use?			
	Sign in with the us	ername and password that you	Luse with Office 365 or (	other husiness		
	Sign in marche as	services from Mic	rosoft.			
Domain join instead	Privacy & cookies	Terms of use			Next	
C+ L						<b>(</b> )
				2 💿 🖳 📕 🖉	) 🔲 🖻 🔐 🚺 🕥 💽	Left #

### Enter the **Password** and click **next**.

	Win	dows 10 [Running]		
÷		Acco		
	Enter yo	our password		
	Enter the password for	@personalmicrosoftsoftware.uci.ed		
$\longrightarrow$	•••••	0	N	
	Forgotten password?			
		Ň		
		7		
		Ra	rk Nevt	
			INCAL	
or 6				■ <b>4</b> »
			2 (a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c	🛃 Left 🕷

8. A couple of additional steps you will see in the process.



# Accept the Privacy Setting.

÷	Services
Choose privacy set Microsoft puts you in control of your privacy. Choose your settings, t	tings for your device then select 'Accept' to save them. You can change these settings at any ime.
Online speech recognition Use your voice for dictation and to talk to Cortana and other apps that use Windows cloud-based speech recognition. Send Microsoft your voice data to help improve our speech services.	Location Get location-based experiences like directions and weather. Let Windows and apps request your location and allow Microsoft to use your location data to improve location services.
Find my device Turn on Find my device and use your device's location data to help you find your device if you lose it. You must sign in to Windows with your Microsoft account to use this feature.	Diagnostic data Send all Basic diagnostic data, along with info about the websites you browse and how you use apps and features, plus additional info about device health, device activity and enhanced error reporting.
Yes Inking & typing Send inking and typing data to Microsoft to improve the language recognition and suggestion capabilities of apps and services running on Windows. Yes	Full Tailored experiences Let Microsoft offer you tailored experiences based on the diagnostic data you have chosen (either Basic or Full). Tailored experiences mean personalised tips, ads and recommendations to enhance Microsoft products and services for your needs.
	Learn more Accept
( <del>7</del> )	🤤 🤉 q) 2 🕒 🎘 🧬 🖉 🚍 🖉 🚺 🔇 C Left X

9. Click on set up PIN



With your UCI Microsoft account press next.

000	Windows 10 [Running]	
	×	
	<u>^</u>	
	Microsoft	
	@personalmicrosoftsoftware.uci.edu	
	More information required	
	Veux exercise tion manda many information to loss	
	your account secure	
	Lies a different account	
	<u>Next</u>	
	Terms of use Privacy & cookies ••••	
		94
		40

You need to enter your phone number for Additional Security Verification and then click next.

0.0	Windows 10 [Running]		
		×	
	Microsoft		
	Additional security verification		
	Secure your account by adding phone verification to your password. View video to know how to secure your account		
			<b>⊳</b>
	Step 1: How should we contact you?		
	Authentication phone		
	United States (+1)		
	Method		
	O Send me a code by text message		
	Call me		
	Next		
	Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.	2	
	©2020 Microsoft Legal   Privacy		

Enter the verification code you received on your phone and click on Verify.

Additional security verification Secure your account by adding phone verification to your password. View video to know how to secure your account Secure Year a text message to your phone on When you receive the verification code, enter it here Cancel Cancel Cecure Private Priva	oft.	×
Step 2: We've sent a text message to your phone on . When you receive the verification code, enter it here Cancel Verify Quertify Qu	ditional security verification	JT .
Cancel Verify © © © © ©	2: We've sent a text message to your phone on you receive the verification code, enter it here	
Cancel Verify		
©2020 Microsoft Legal   Privacy	Cancel Verify	
	Microsoft Legal   Privacy	

Set the **PIN** number and click on **OK**.

	Windows 10 [Running]	
	Windows Security         Set up a PIN         Create a PIN to use instead of passwords. Having a PIN material easier to sign in to your device, apps and services.         Image: Create a PIN to use instead of passwords. Having a PIN material easier to sign in to your device, apps and services.         Image: Create a PIN to use instead of passwords. Having a PIN material easier to sign in to your device, apps and services.         Image: Create a PIN to use instead of passwords. Having a PIN material easier to sign in to your device, apps and services.         Image: Create a PIN to use instead of passwords.         Image: Create a PIN to use instead of passwords.         Image: Create a PIN to use instead of passwords.         Image: Create a PIN to use instead of passwords.         Image: Create a PIN to use instead of passwords.         Image: Create a PIN to use instead of passwords.         Image: Create a PIN to use instead of passwords.         Image: Create a PIN to use instead of passwords.         Image: Create a PIN to use instead of passwords.         Image: Create a PIN to use instead of passwords.         Image: Create a PIN to use instead of passwords.         Image: Create a PIN to use instead of passwords.         Image: Create a PIN to use instead of passwords.         Image: Create a PIN to use instead of passwords.         Image: Create a PIN to use instead of passwords.         Image: Create a PIN to use instea PIN to use in	× akes it
>	OK Cancel	

10. You are all set, click on OK.

$\bullet \bullet \bullet$		Windows 10 [Running]		
	All set!			
	You can sign in with your PIN now.			
			D 💿 🕅 🗖 (	🕉 🗐 🖶 🕼 🚱 🔍 Left X

You will now be entered to Windows Desktop.



You have accomplished so far.  $\bigcirc$  let's start the last step.

## **Installing Office 365**

1. You already have the Microsoft account. Go to <u>https://www.office.com</u> and enter with your username and password. You can see **Install Office** on the upper right-hand corner of the page.



2. Click on "Install Office" and choose Office 365 apps.

Recycle	6 0	Microsoft Office	Home ×	+ ~						-		×	
	$\leftrightarrow \rightarrow c$	)	https://w	ww.office.com	/?auth=2				☆	t= l~	Ŀ	••••	
E Micros	::: Office	365	۶	Search		_			Q	0	?	<b>M</b>	
Edg	Good	evening	, <mark>mary</mark>	am		-			Inst	tall Office	~		
	+			w	×	•	¥	Office 365 apps Includes Outlook, C Word, Excel, Power	)neDrive for Point, and m	Business, tore.			k
	Start	new One	Drive	Word	Excel	PowerPoir	$\rightarrow$	Other install opti Select a different la apps available with	ions nguage or i your subscr	nstall other iption.			
	<b>T</b> ean	ns Sv	vay	→ All apps								4	
	Recent	Pinned	Shared wi	th me D	iscover						-~		
	X	Book maryam hassani'	OneDrive fo	r Business » :	<ul> <li>Documents</li> </ul>								
									More i	n OneDriv	$e \rightarrow$		
										🖵 Feedb	ack	~	
-		e to search		C	) ți	е 🗖	Ê		^	📭 🖳 🕬	ENG	8:08 PM 4/6/2020	3
												1 🚯 💽	Left #

3. You can now click on "Run".



4. Click on YES to allow installation process of Office 365.

Windows 10 [Running]	
User Account Control X	
Do you want to allow this app to make	
changes to your device?	
Microsoft Office	
Verified publisher: Microsoft Corporation	
File origin: Hard drive on this computer	
Show more details	
Yes No	
	ENG
😣 🔘 🖳 🚅 🖉	📖 🖳 🔚 🛄 🌍 💌 Left 🕊

It will automatically start installing.



Click on Close when done.



5. You can access Excel from "Windows Menu" on the bottom left-hand of the screen.



6. Welcome to Excel, you can access the "Formula Evaluation" tool as shown below.

AutoSave 🤇						Bi	ook1 - Exc	el		man	yam hassa	ini MH	æ	- •	×
File Hor	ne Inser	t Page	Layout	Formulas	Data	Review	View	Help	₽ Sea	rch			🖻 Share	Con	nments
$\int_{\text{Insert}} \sum_{R \in \mathbb{R}} A$	utoSum 👻 ecently Used inancial *	<ul> <li>Logica</li> <li>Text *</li> <li>Date 8</li> <li>Function Li</li> </ul>	il * k Time * ibrary	Lookup & Reference * Math & Trig * More Functions *		Name Manager Create from Selection Defined Names			ion 💦	En Trace Precedents ☐ Trace Dependents ∰ Remove Arrows → Formula Auror			tch Ca dow 0	Calculation Options +	
A1	* I X	~ 1	fx								_				
A	В	С	D	E	F	G	Н	1	J	к	L	M	N	0	2
											_	-			_
3															
4											-	-			
5															
6															
7															
8															
9															
0															
2															
3															
4															
5															
16															
17															
18															
9															
10															
1															
2															
<	Sheet1	$\oplus$							-						Þ
Ready												<b>D E</b>		- 1	-+ 100
E 2	Type here t	o search			0	Ħ	e .	<b>•</b>		×	3	^ 🖬 🖫	] (1)) EN(	8:14 PM	

You are good to go. Enjoy.