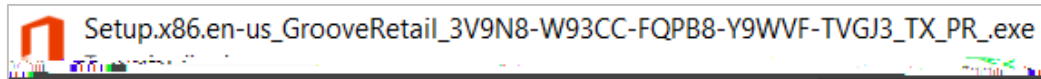




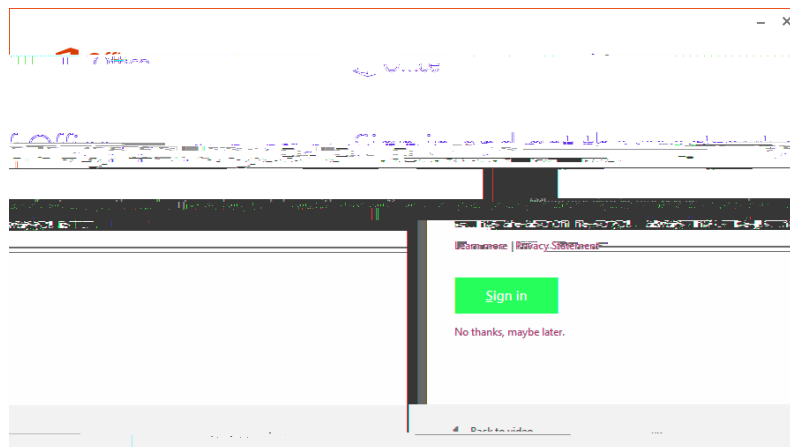
3. Select language and then a version based on the installed MS Office version
4. Click to download
5. After the download



7. Click (or you may just wait until the video playing is finished)



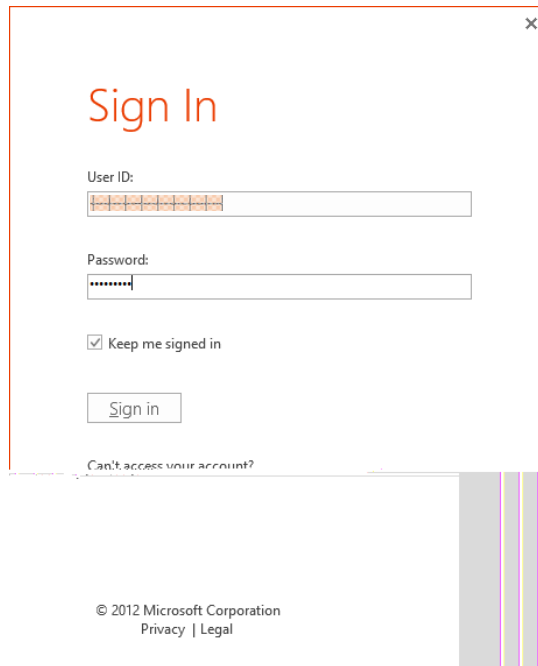
8. Click



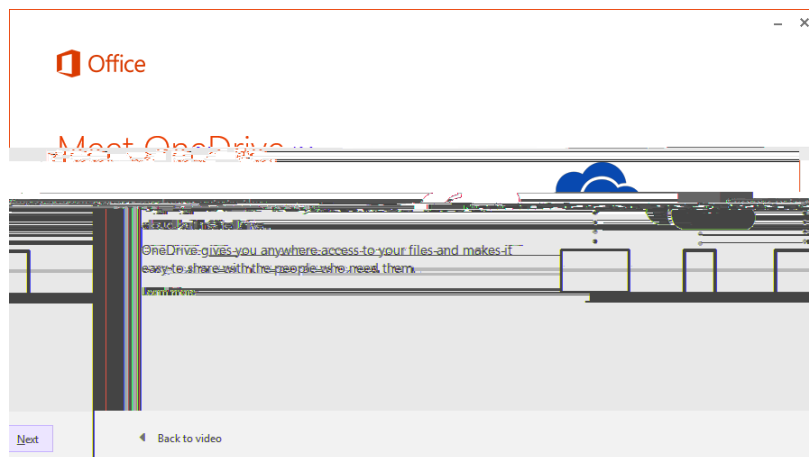
9. Enter your Una email address and then click



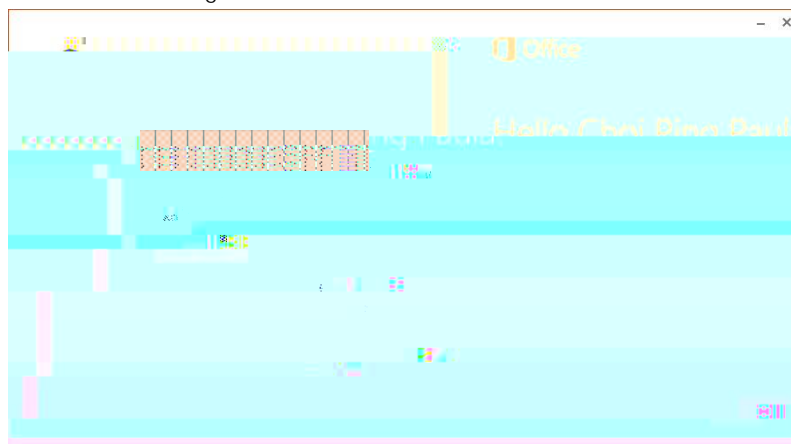
10. Enter your password and then click (wait for a while)



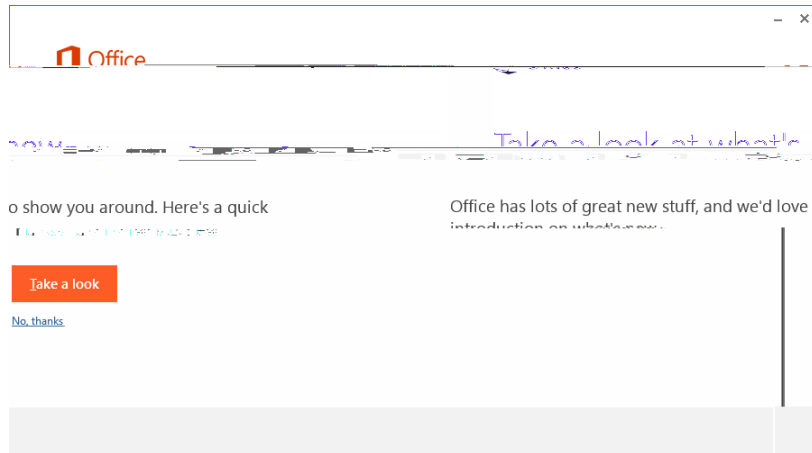
11. Click



12. Click if the following screen is shown

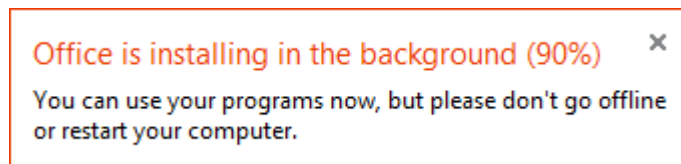


13. Click the blue text [Take a look at what's new](#) under the [Office](#) button (or optionally, click [No, thanks](#) if you are going to see the what's new.)

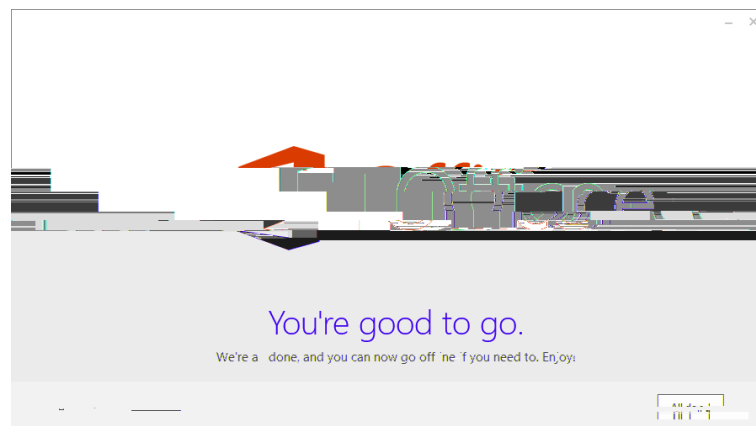


(Wait for a while for the installation Progress. It may take a few minutes.)

14. The following installation progress may be shown at the right bottom corner of your screen.

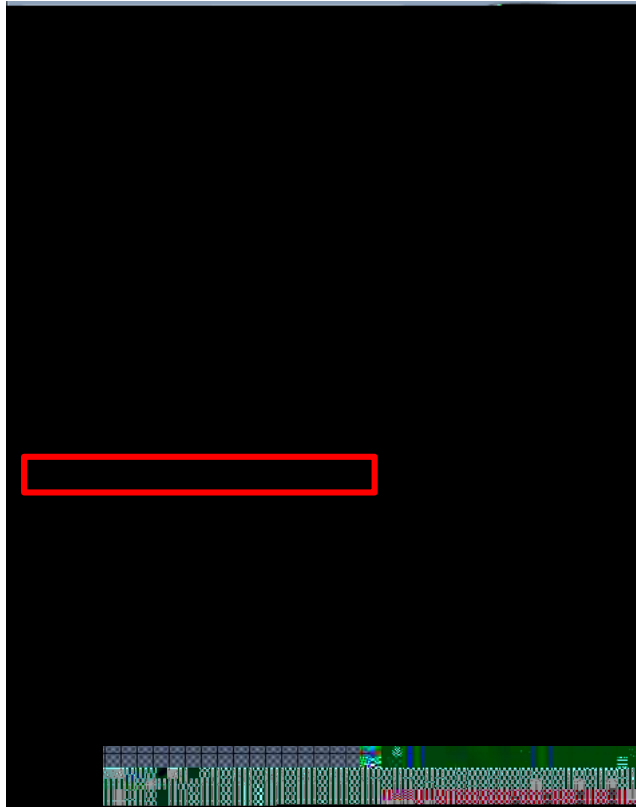


15. Click



16. Click Start button at the left bottom corner of your desktop and click

17. Click [Office](#) under [All apps](#) folder



The next step is to enter the link of the document library of your OneDrive for Business which you want to synchronize.

To get the link,

- a. Login to your UNA O365 account at <http://outlook.com/una.edu> with an Internet Browser
- b. Click
- c. From the address field of the browser, select the whole link (library URL) and then

