



SMU MICROSOFT 365 SETUP STEP-BY-STEP GUIDE

*SMU ICT Student Technical Support
Services*

AUG 2020

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www.smu.ac.za

f Sefako Makgatho Health Sciences University | @SMU_SA | smu__sa | SMU TV | KNOWLEDGE FOR QUALITY HEALTH SERVICES

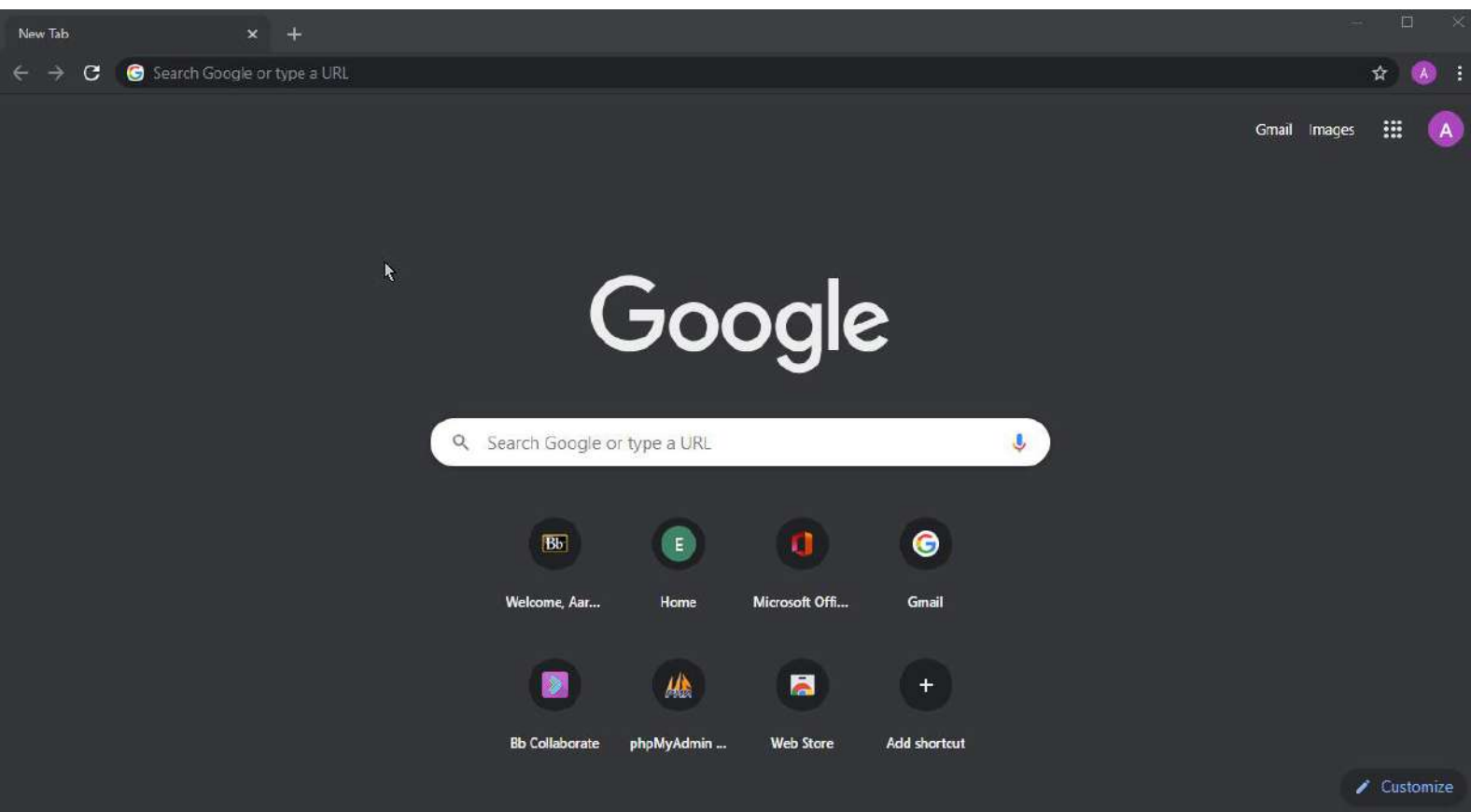
SMU MICROSOFT 365 SETUP USING A DESKTOP OR LAPTOP STEP-BY-STEP GUIDE

All SMU students have access to Microsoft 365 product, they will be able to use the apps that are available in the product on their devices and also in SMU computer labs and they will enjoy the benefits that are included in the package, **Office 365** is the main application that is included in the package, and the benefits of students using Office 365 are the following:

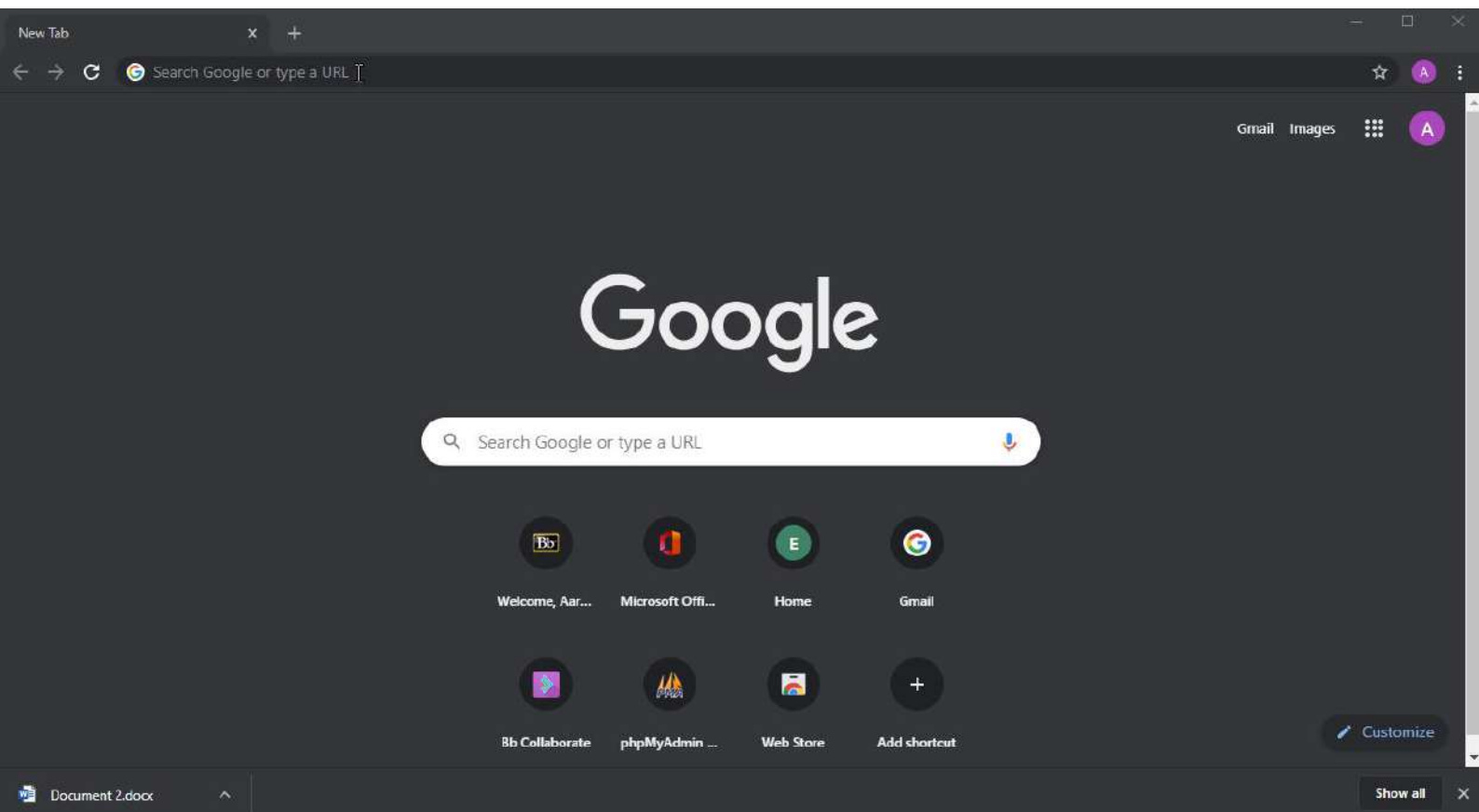
- Work together with real-time coauthoring, autosaving, and easy sharing in your favorite web apps, Word, PowerPoint, and Excel.
- Improve learning outcomes with built-in accessibility features and Learning Tools that support reading, writing, math, and communication.
- Keep organized with OneNote, your digital notebook.
- Stay connected with Class Teams and OneNote Notebooks.
- Take authentic assessments with Forms.
- Enable digital storytelling with Sway.
- OneDrive personal cloud storage of 1TB storage capacity.
- Work with documents Anywhere and Anytime (Follow-me concept) by saving them in OneDrive

Students have a Single Sign On account to access Microsoft 365 and the desktop computers in the computer labs

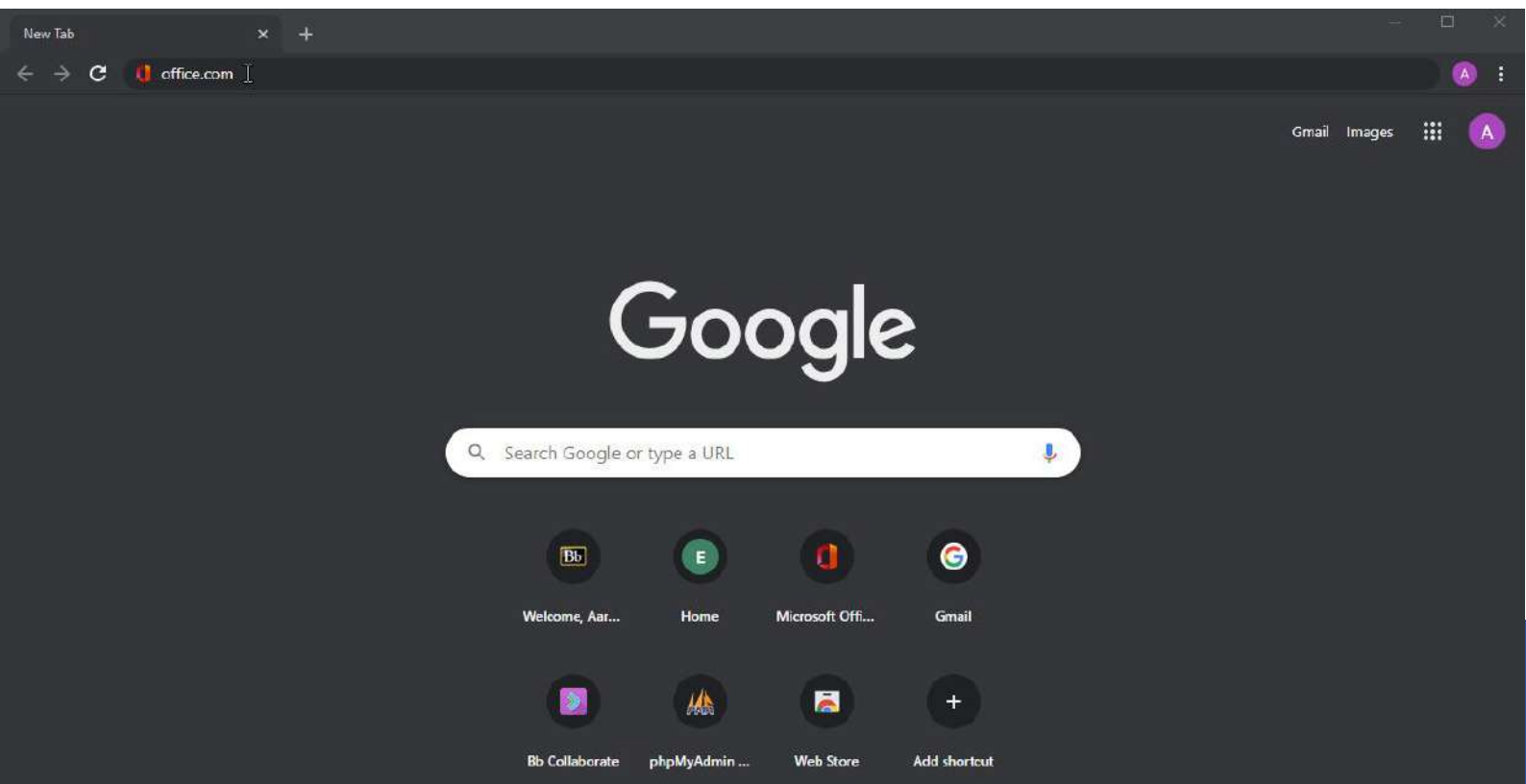
Step 01: Open internet browser (Google Chrome or Internet Explorer)



Step 02: Click on the URL section



Step 03: Type 'office.com' and then press the enter button on your keyboard



Step 04: Click on the 'Sign in' button

Office 365 Login | Microsoft Office

office.com

The new browser recommended by Microsoft is here
Get speed, security and privacy with the new Microsoft Edge

No thanks Download now

Microsoft | Office Products Resources Templates Support My account Buy now

All Microsoft

Remote Learning in education. Learn more >

Welcome to Office

Your place to create, communicate, collaborate, and get great work done.

Sign in

Get Office

https://www.office.com/login?es=Click&ru=%2F

Step 05: Enter your student email address (YourStudentNumber@swave.smu.ac.za)

Sign in to your account

login.microsoftonline.com/common/oauth2/authorize?client_id=4345a7b9-9a63-4910-a426-35363201d503&redirect_uri=https%3A%2F%2Fwww.office.com%2Flanding&resp...

Microsoft

Sign in

201514963@swave.smu.ac.za

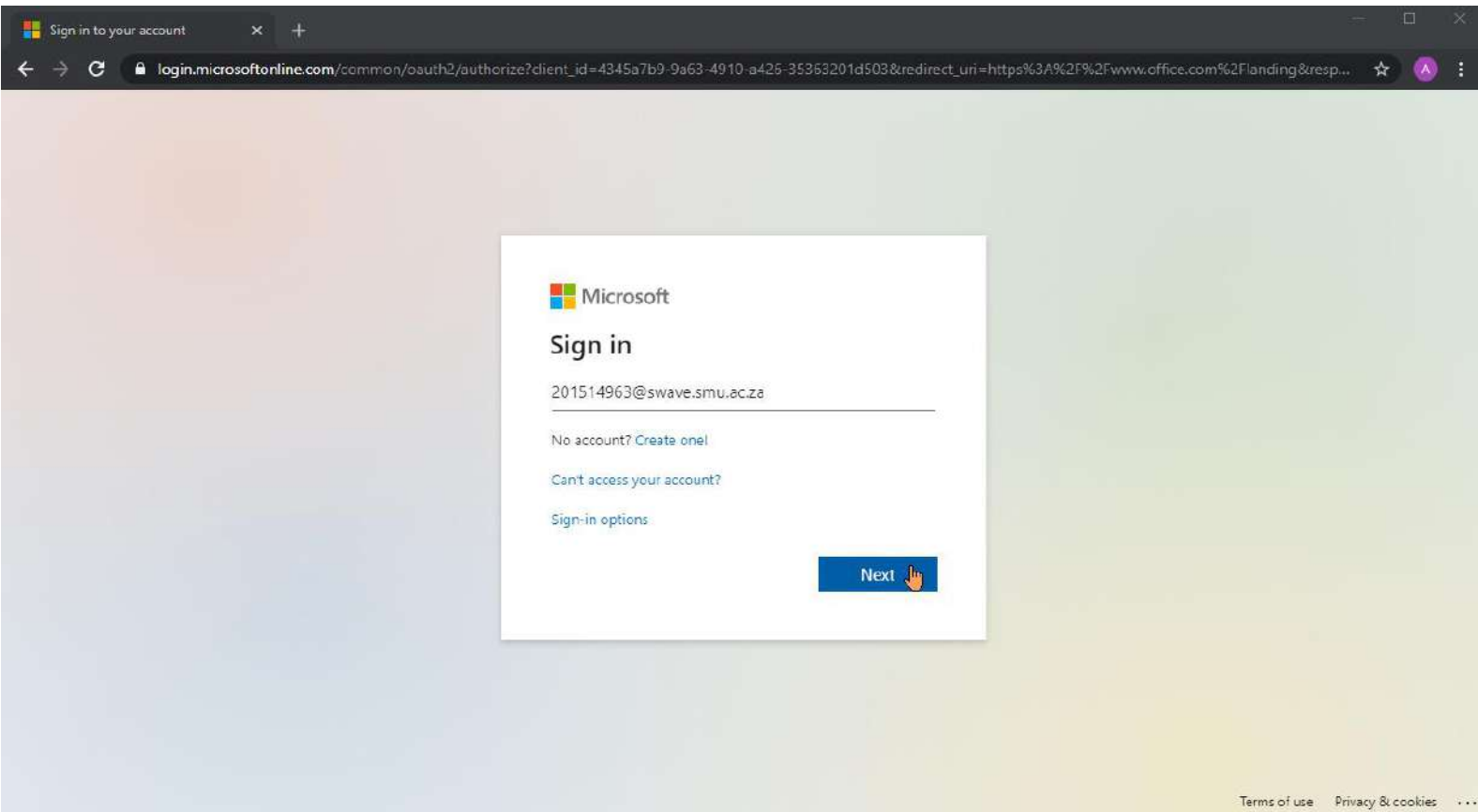
No account? [Create one!](#)

[Can't access your account?](#)

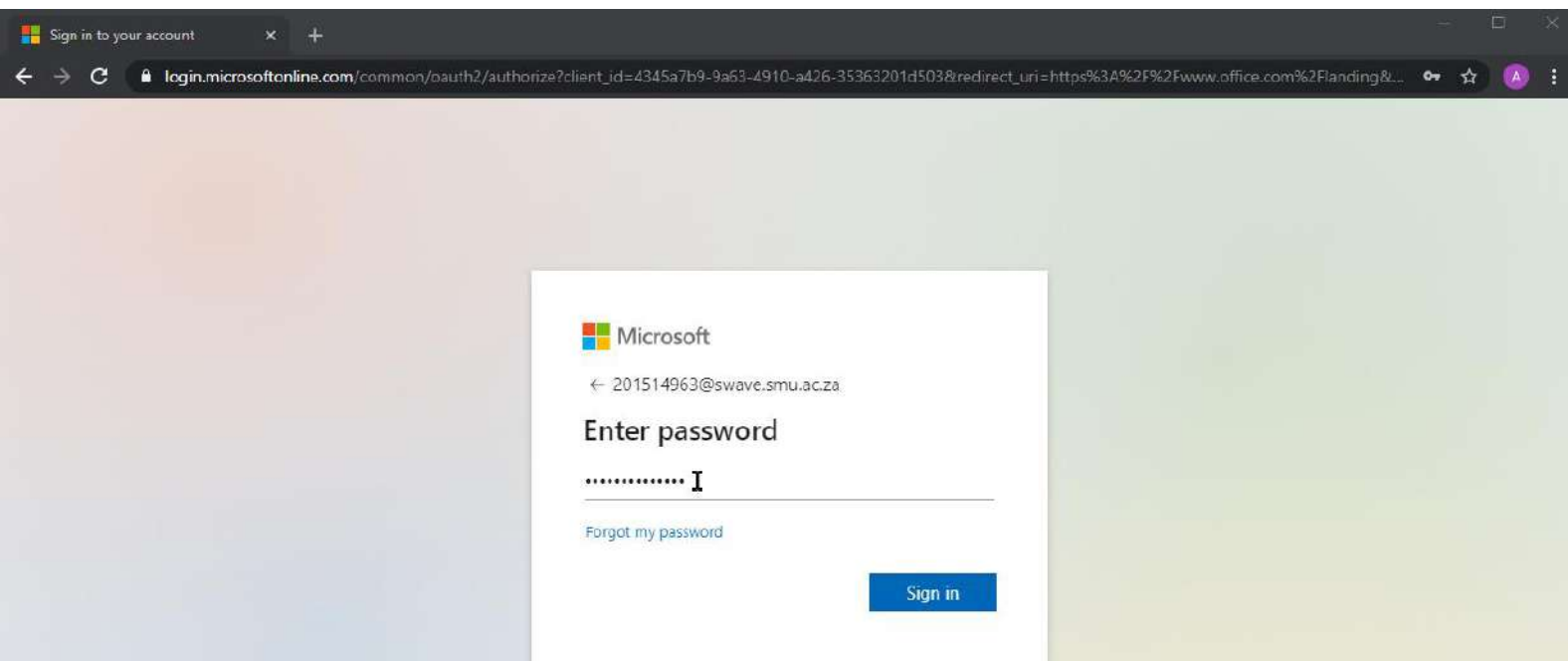
[Sign-in options](#)

Next

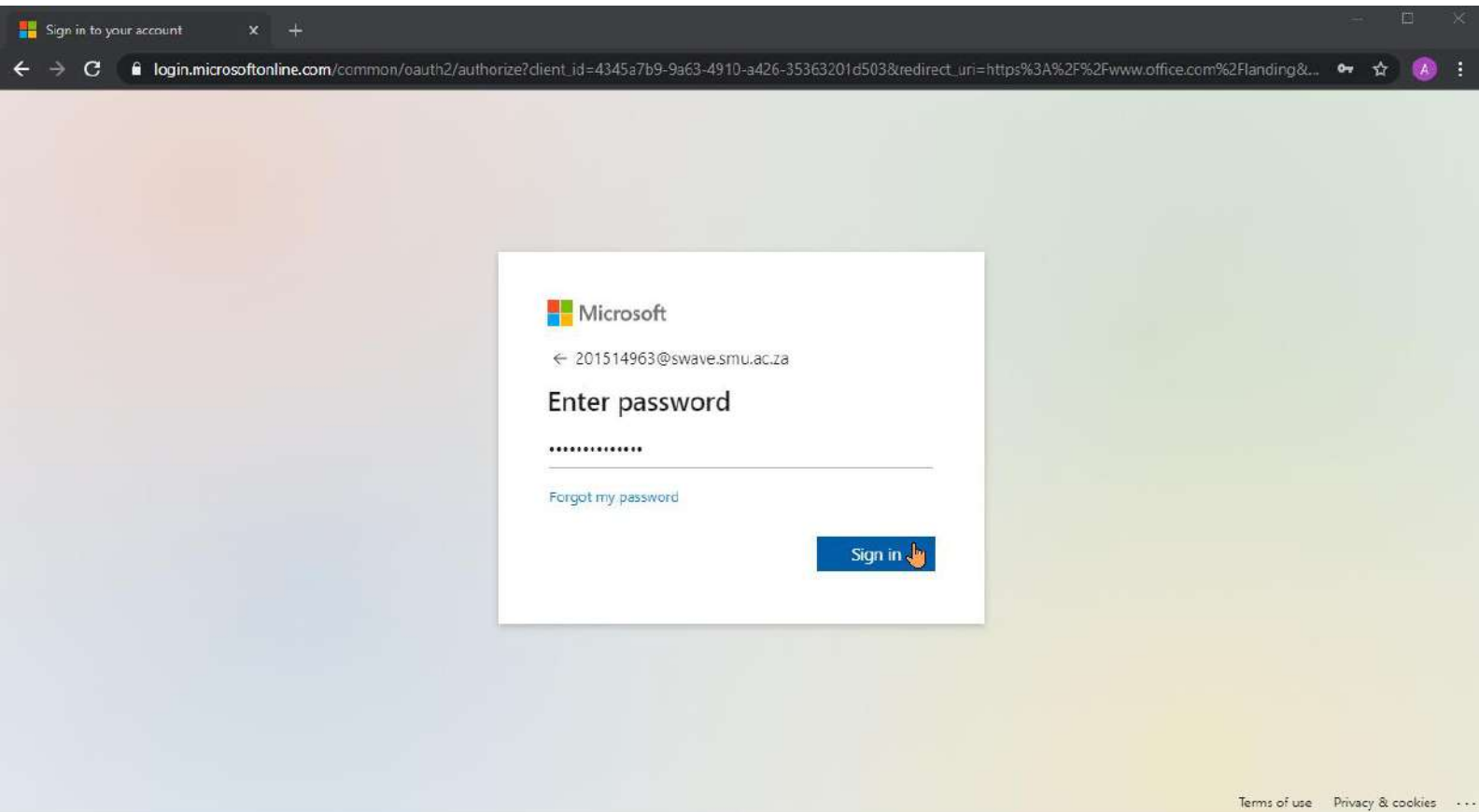
Step 06: Click on the 'Next' button



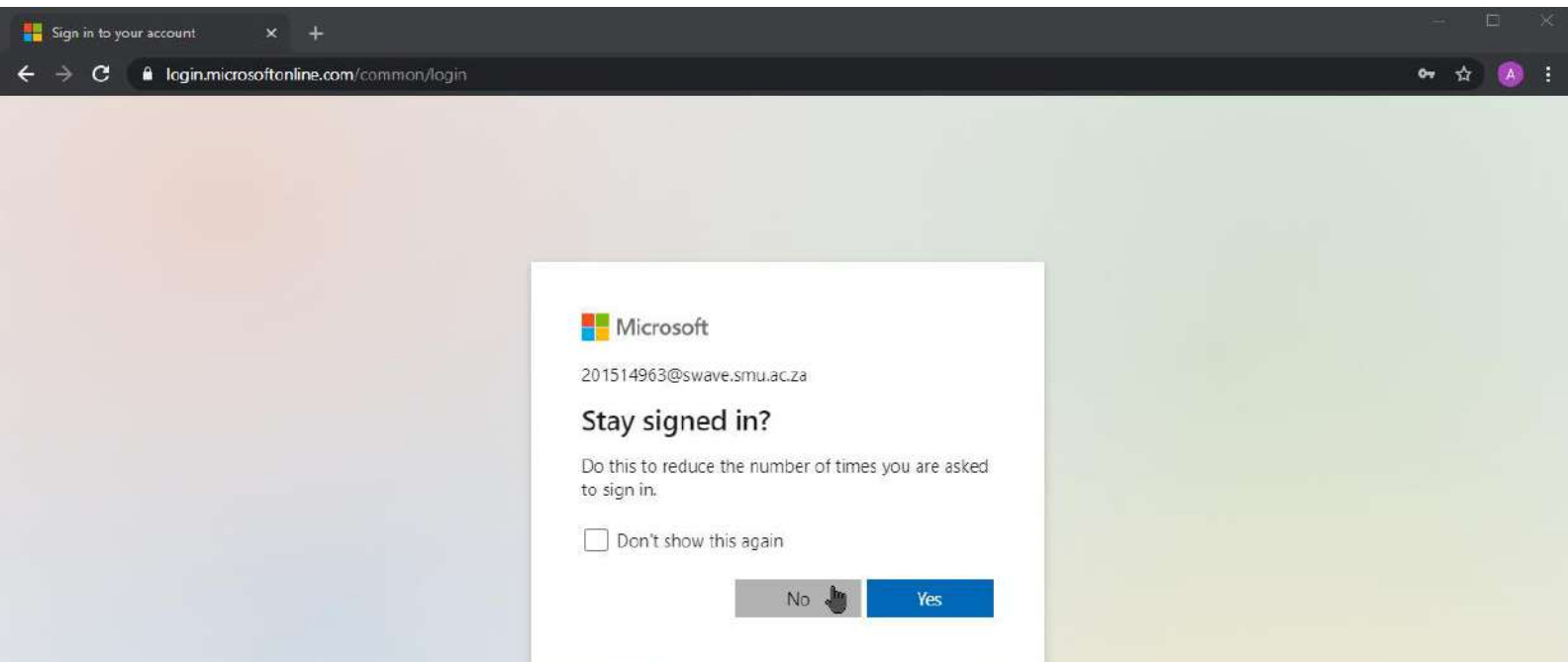
Step 07: Enter the password that you have been provided with



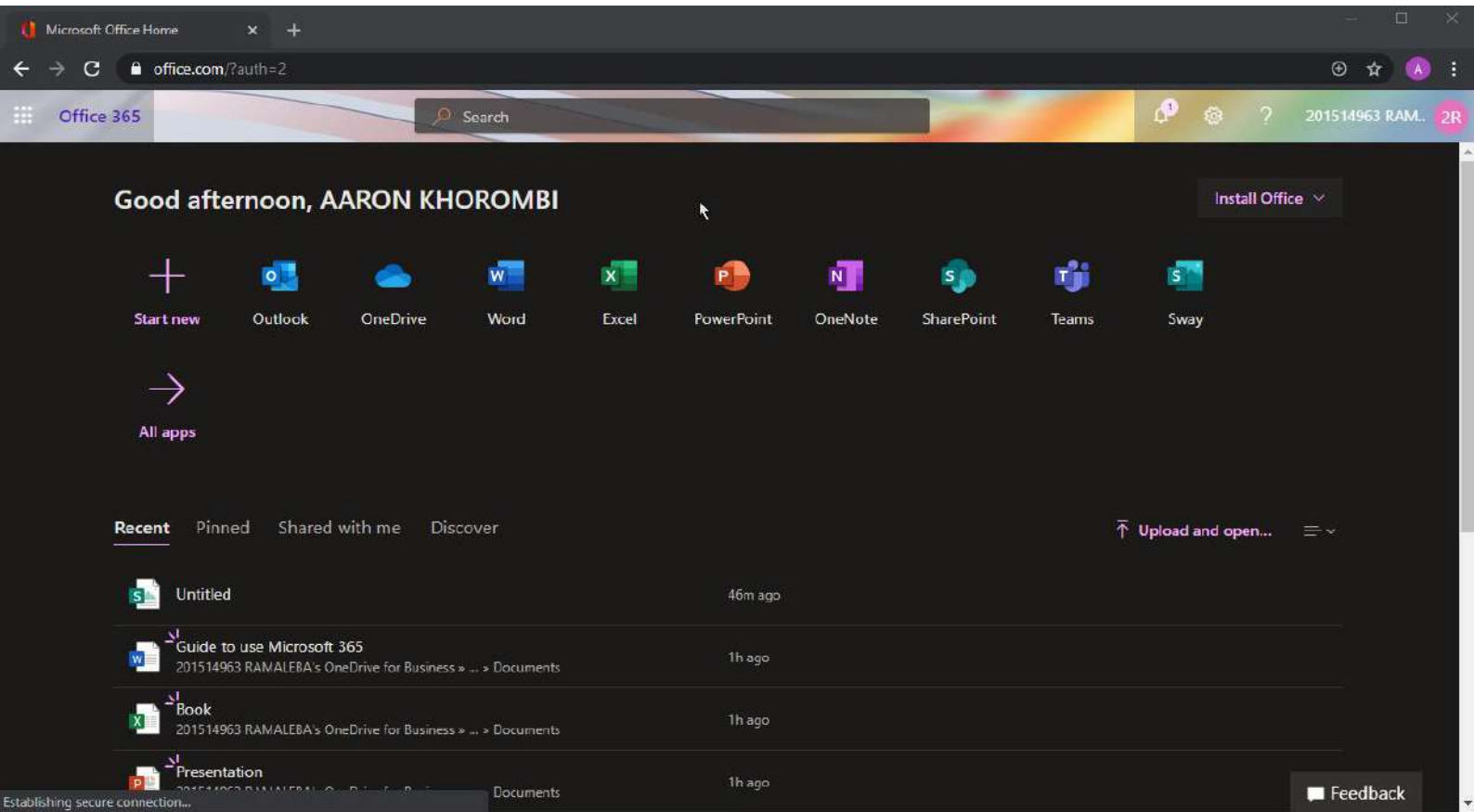
Step 08: Click on the 'Sign in' button



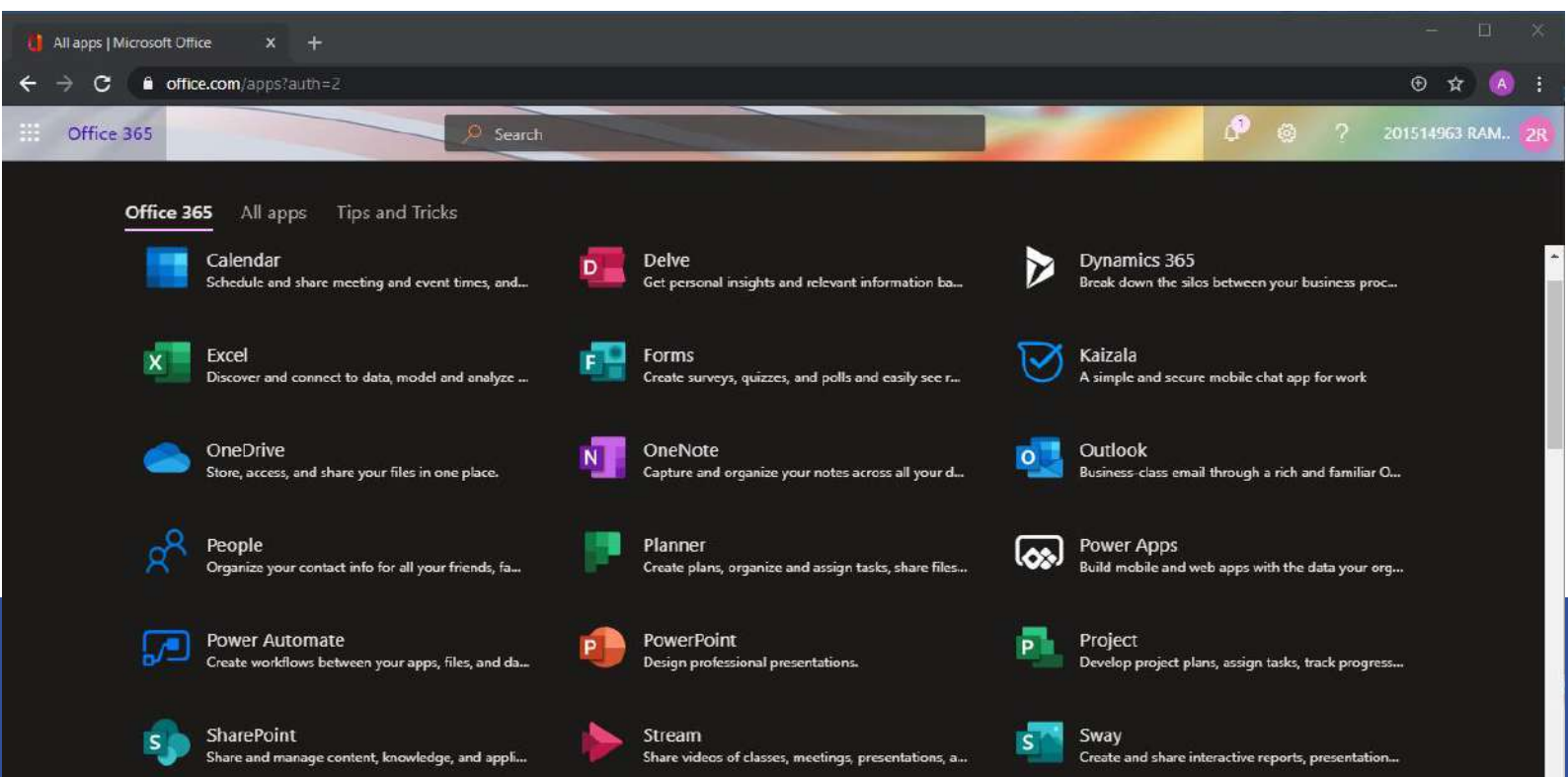
Step 09: Click on the 'No' button (clicking 'Yes' might make you forget your password)

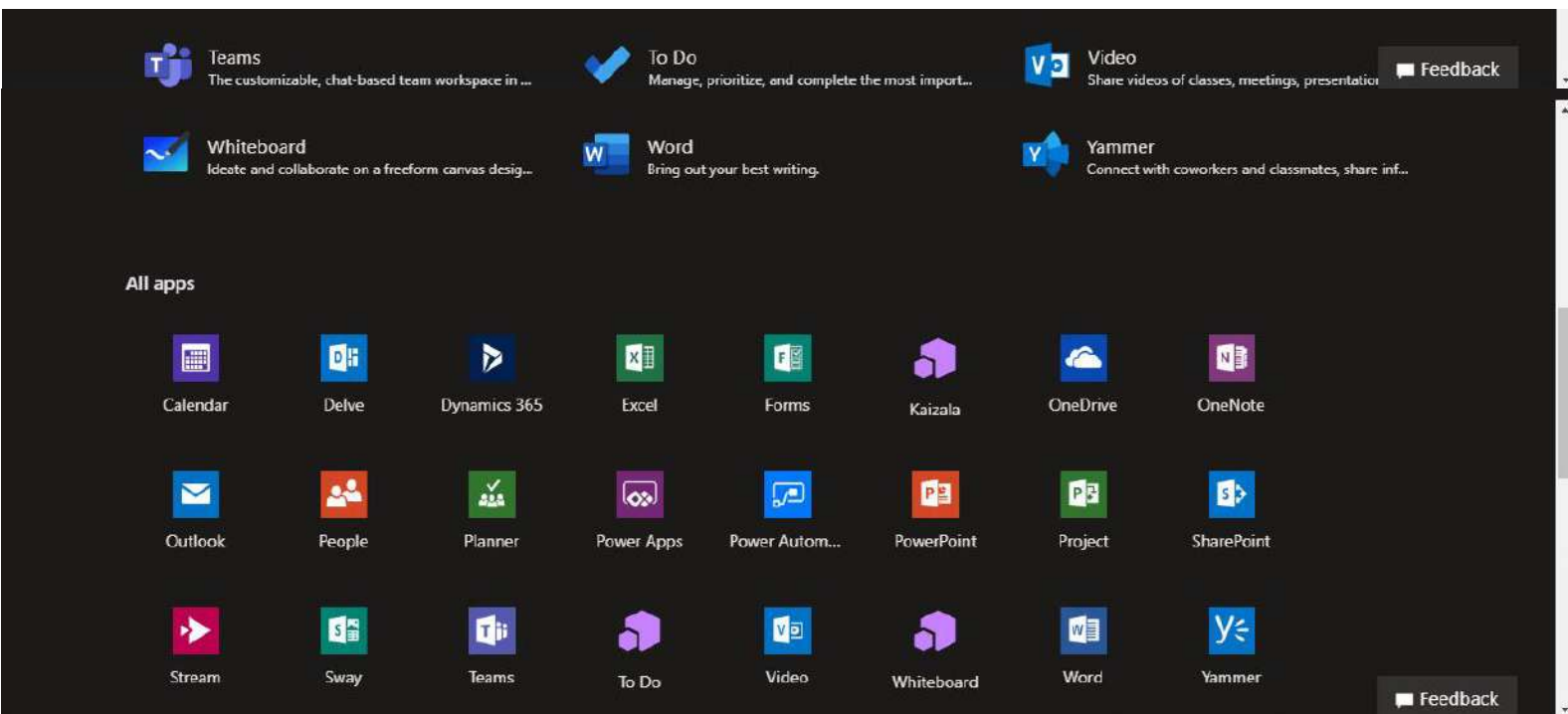


You'll now be logged in to your Microsoft 365 home page



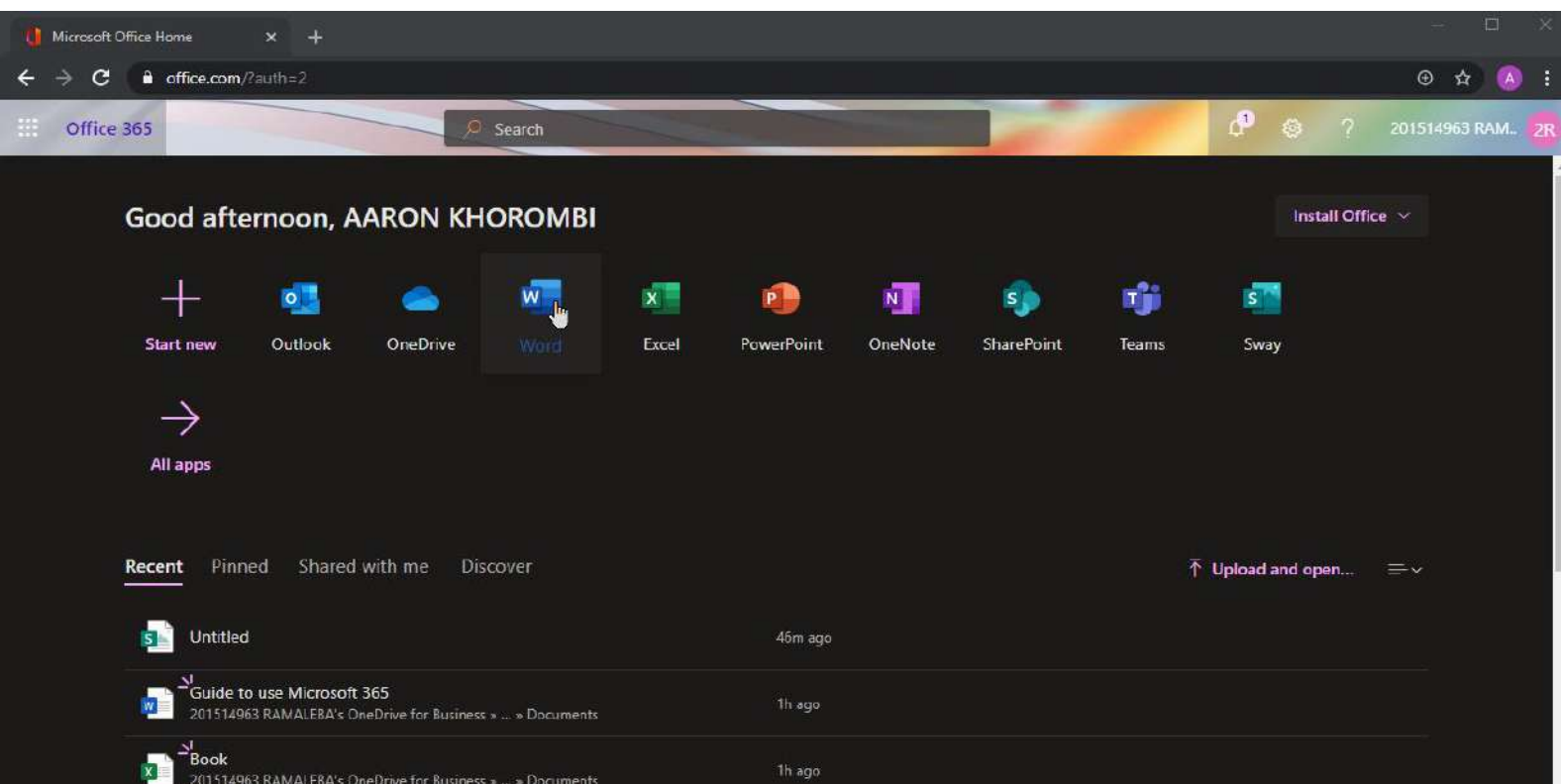
Here you'll be able to see all the apps which are at your disposal, including 'Word', 'Excel', 'Power Point' etc.



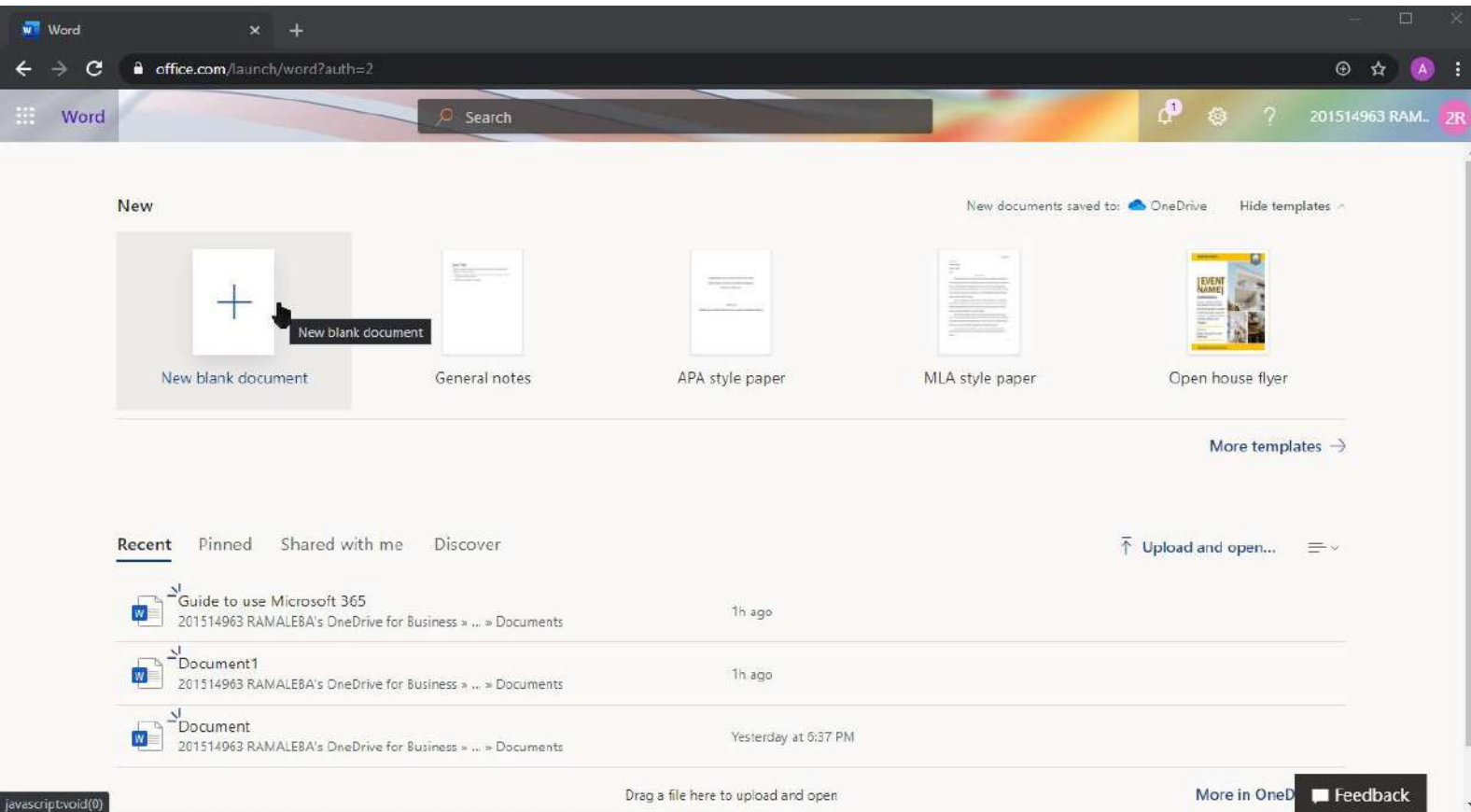


You can open and create documents online (Documents will automatically be saved on OneDrive while working on them), You can also documents can also be downloaded to your desktop. Let's use the Word app for demonstration.

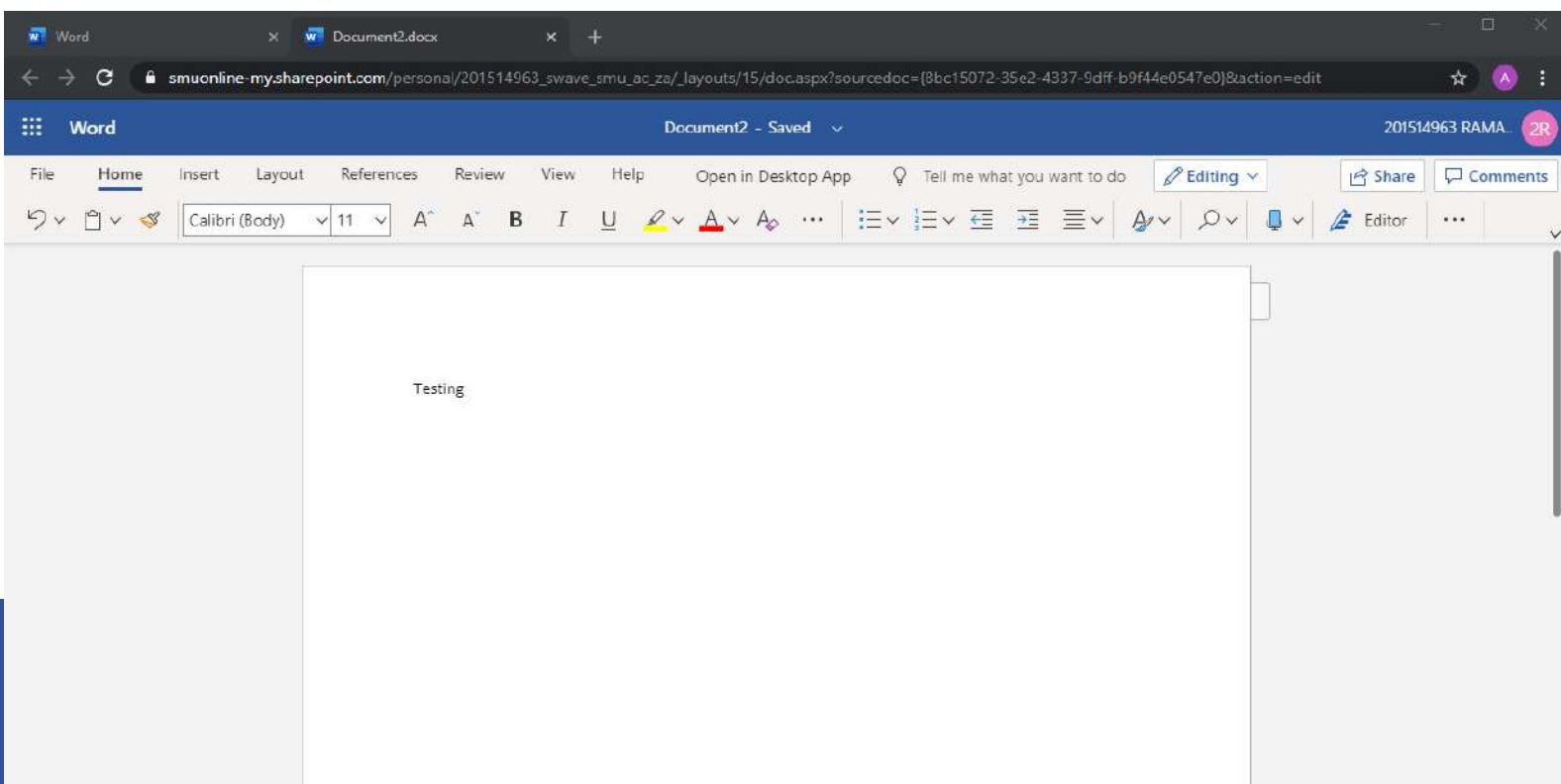
Step 01: Click on the 'Word' app



Step 02: Click on 'New blank document'

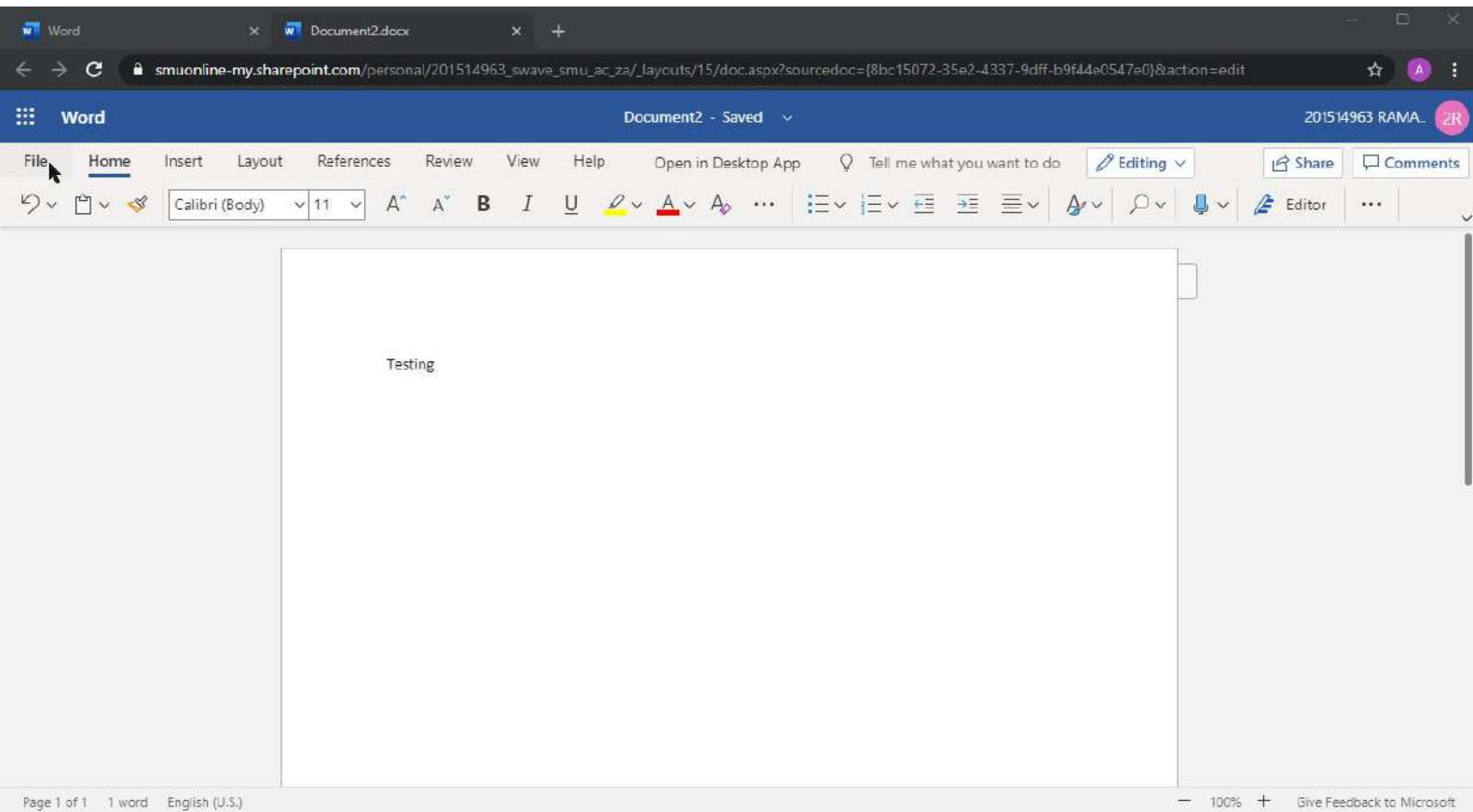


Step 03: Here you'll be able to use your Word app online, your work will be saved automatically to OneDrive.

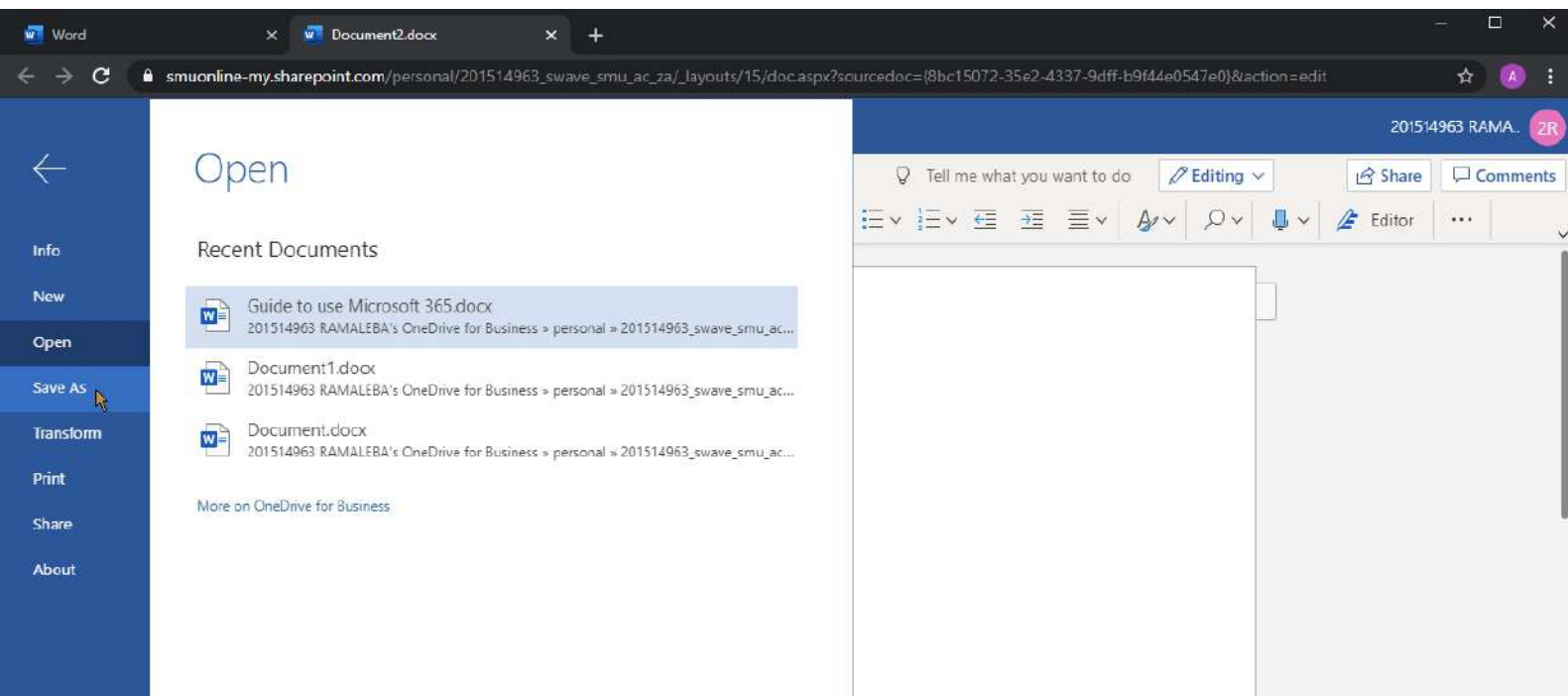


How to save documents you've created online to your PC

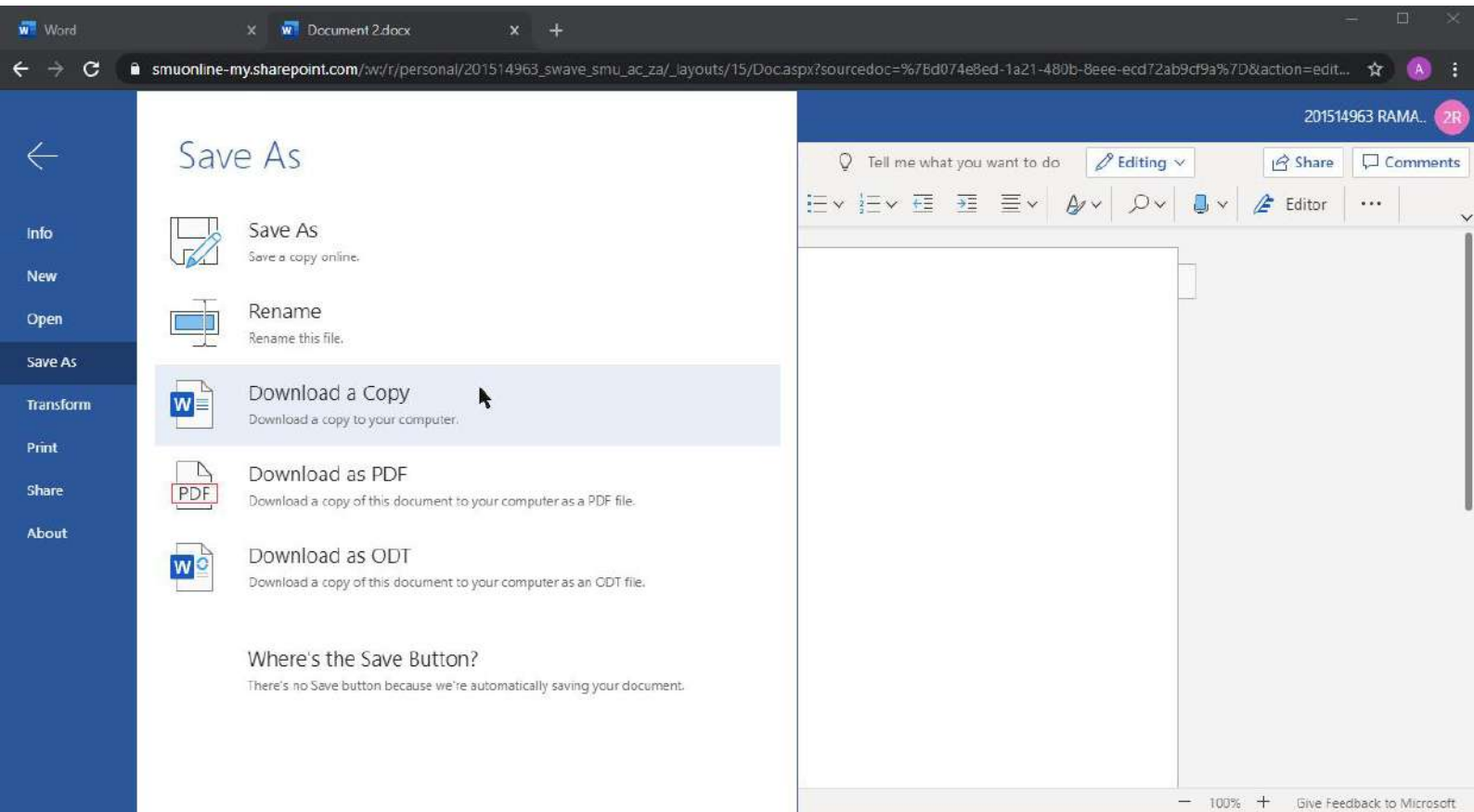
Step 01: Click on 'File' at the top left corner of your Word document



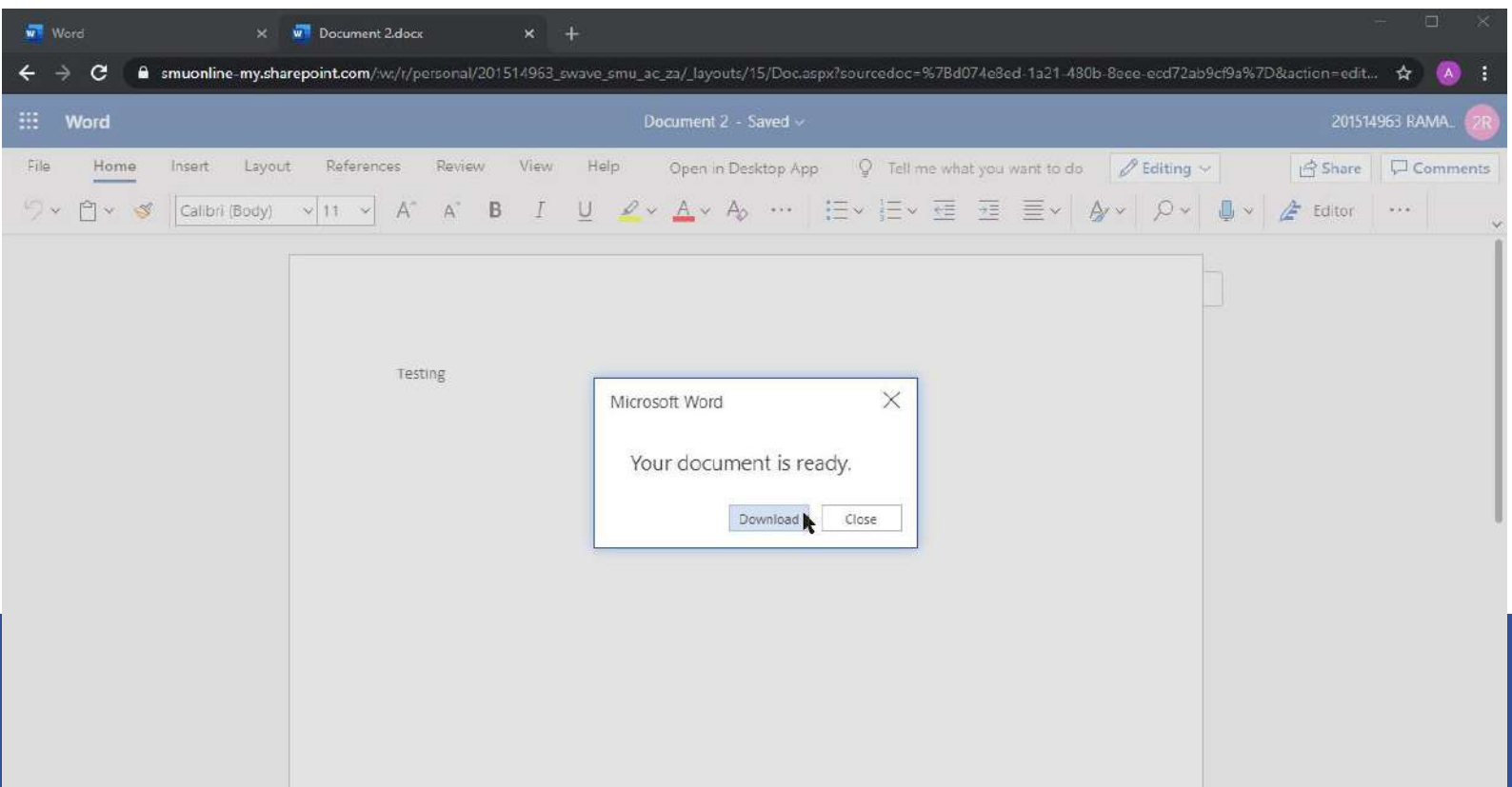
Step 02: Click on 'Save As'



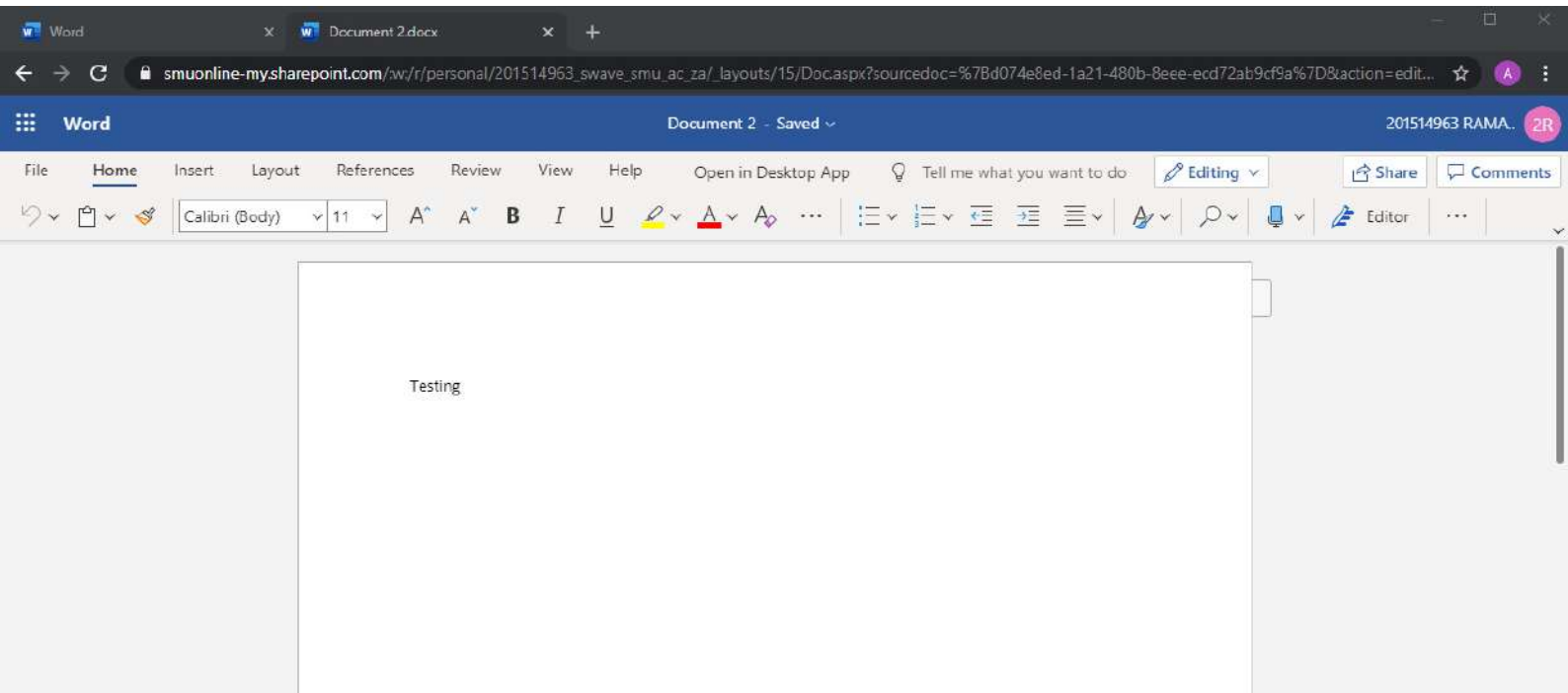
Step 03: Click on 'Download a Copy'



Step 04: Click on 'Download'

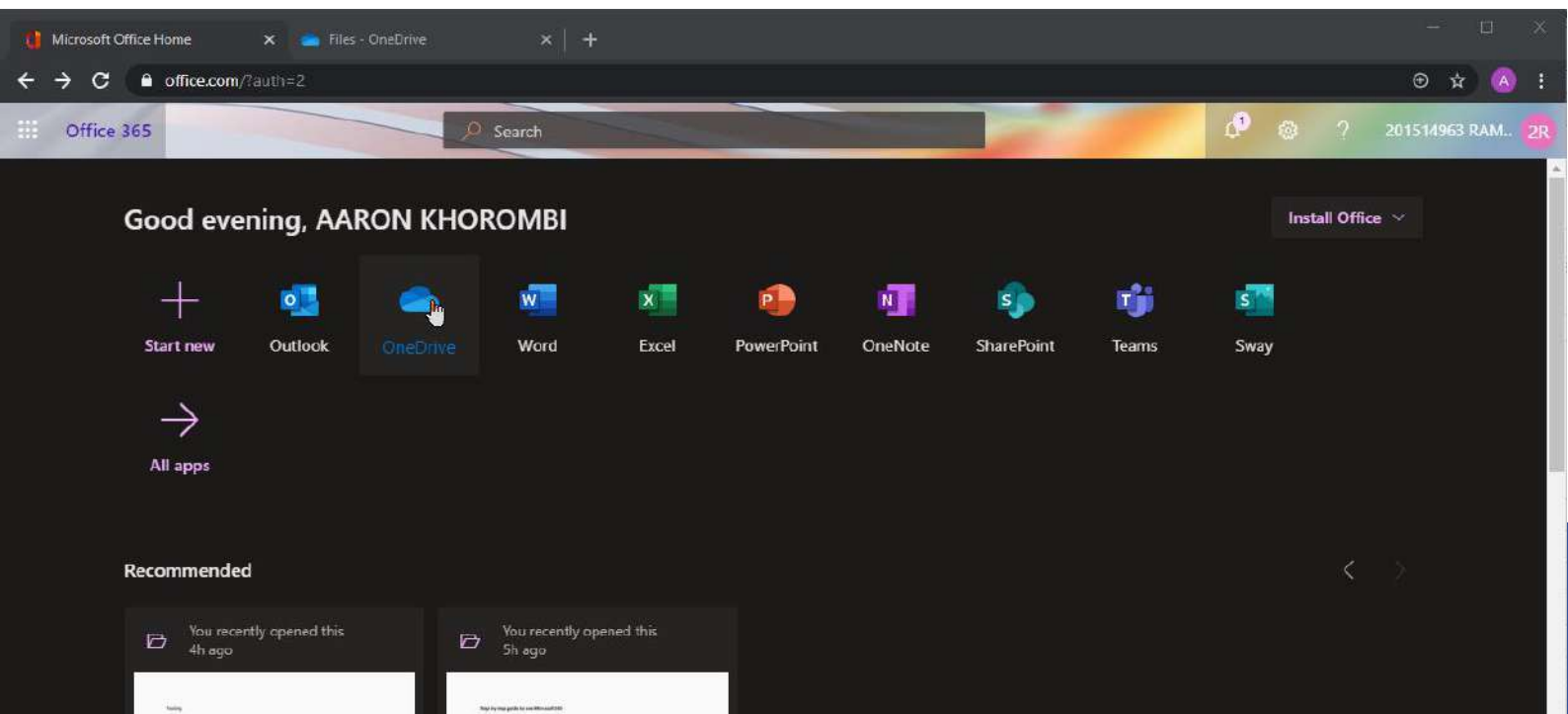


Step 05: Your document will now be saved on your device (have a look at the bottom left corner of the screenshot below), you'll find your document in your downloads folder.

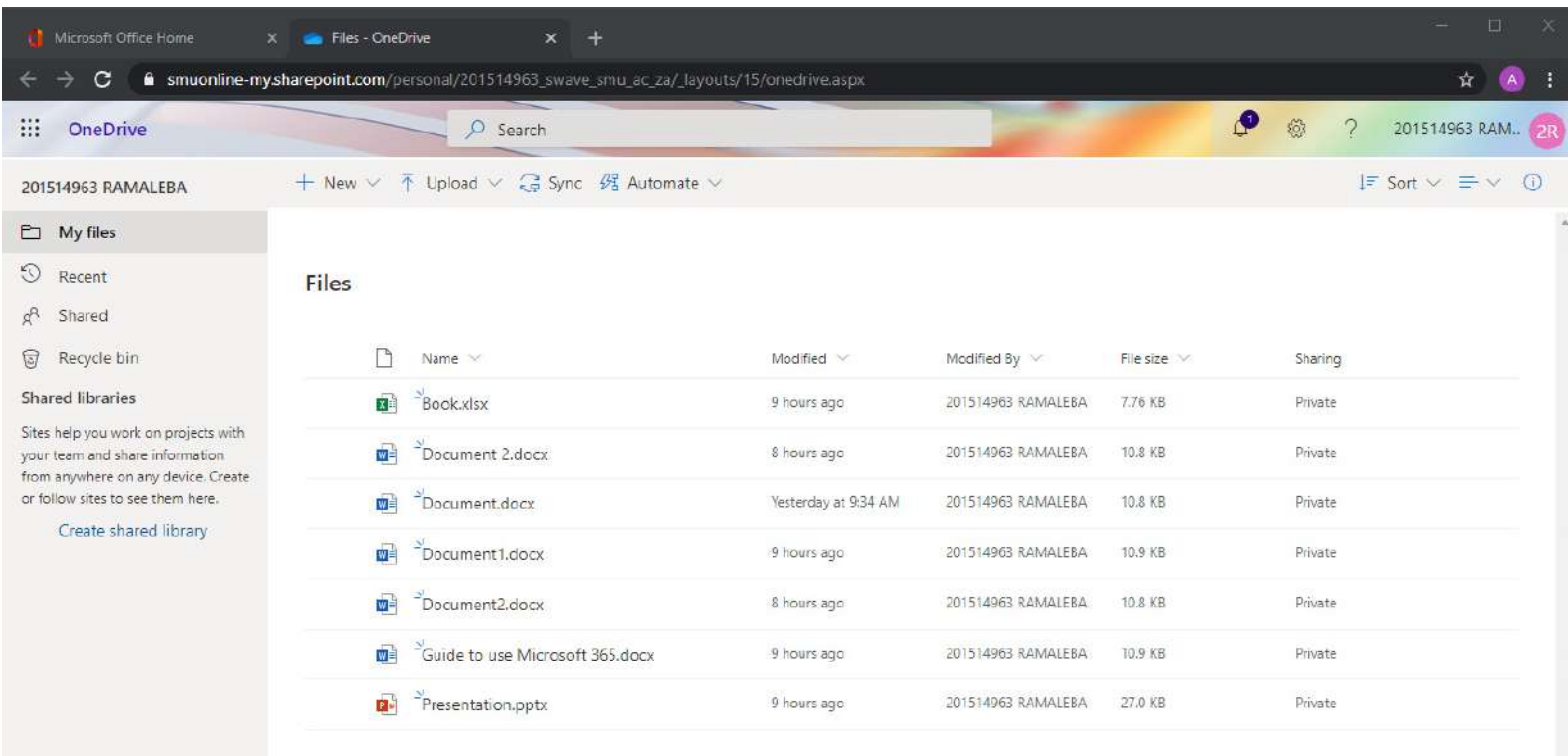


Let's now look at how your OneDrive app works.

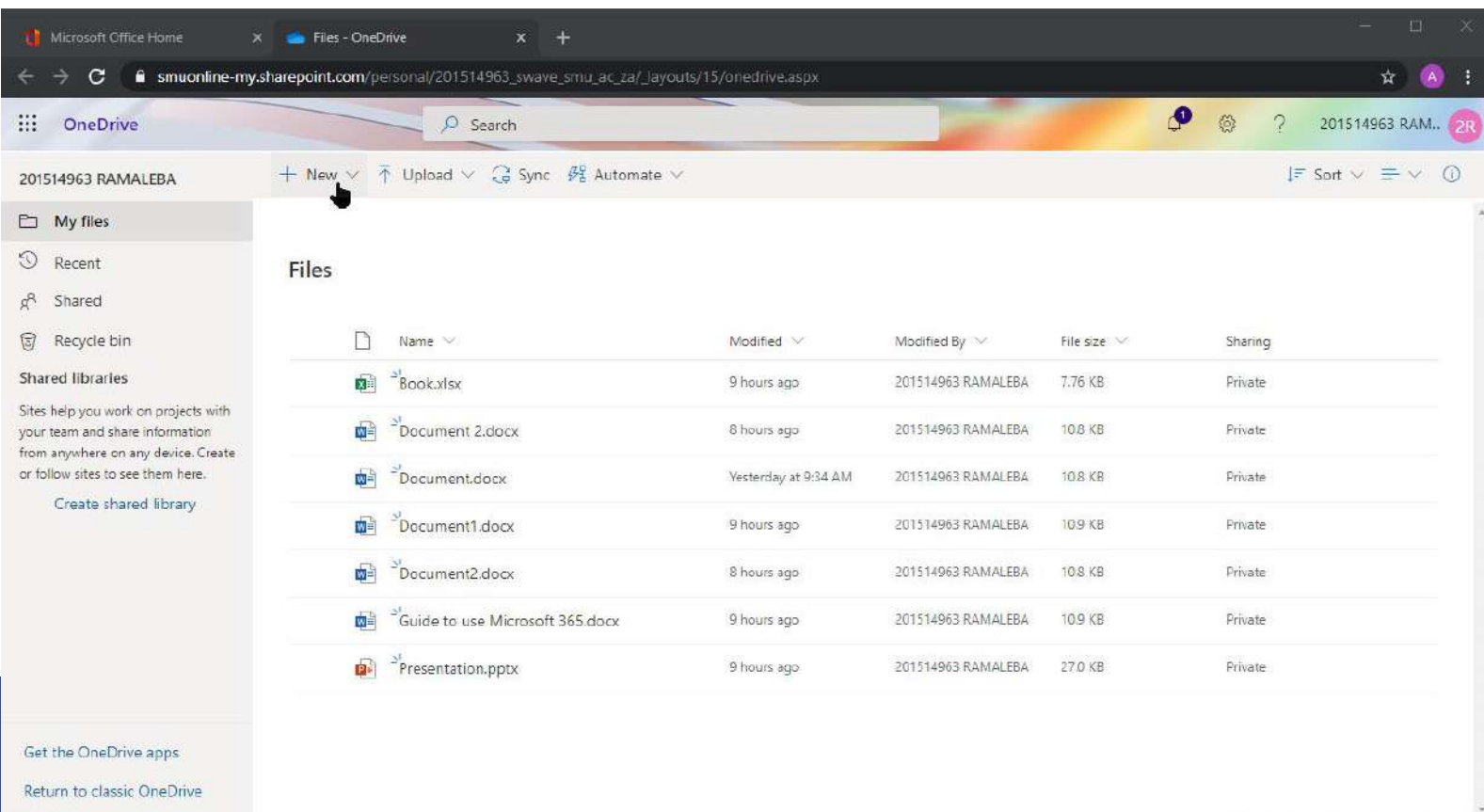
Step 01: Click on 'OneDrive' app to open it



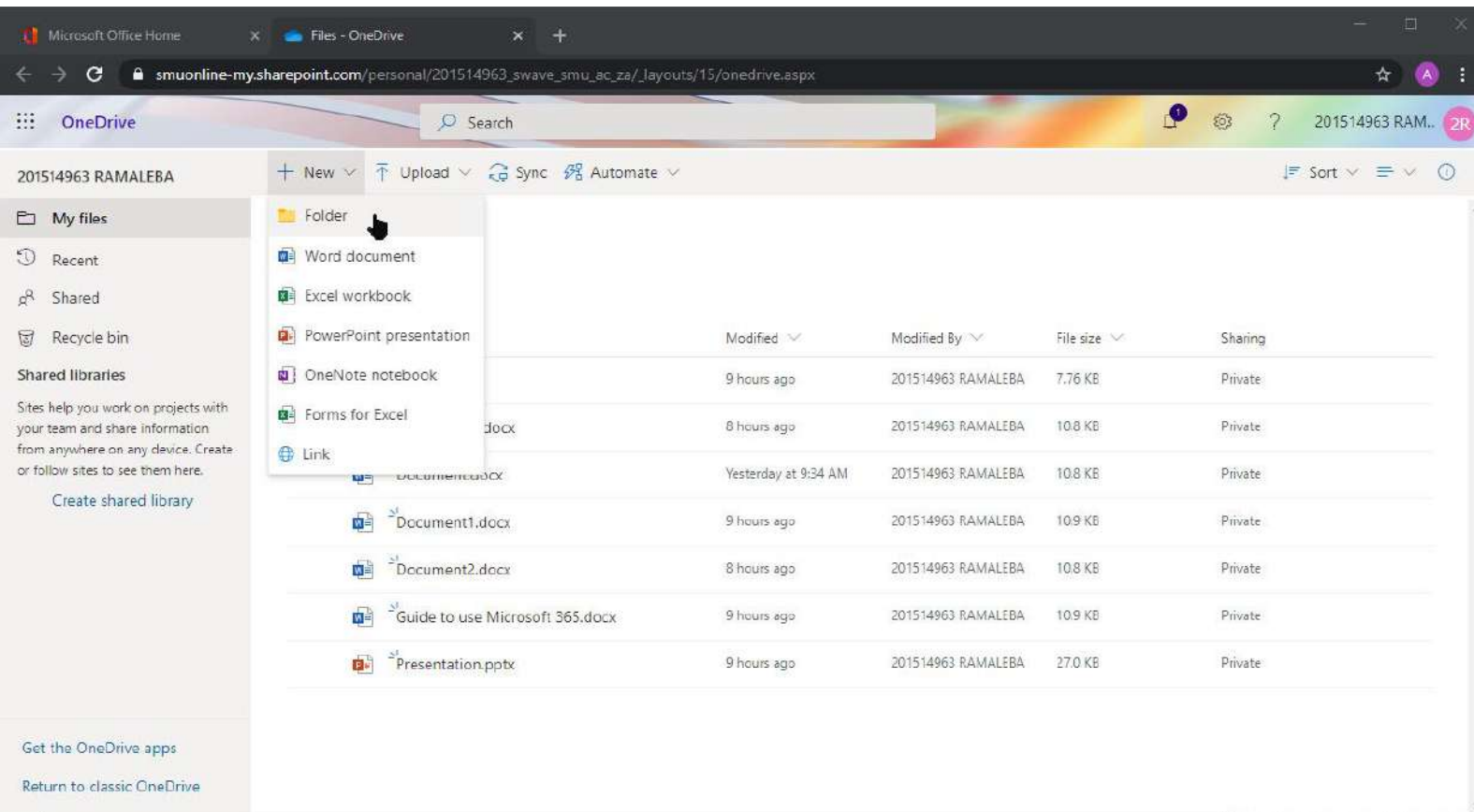
Step 02: This is how your OneDrive is going to look, all the document you create will be saved here.



Step 03: To organize your documents, click on '+New'



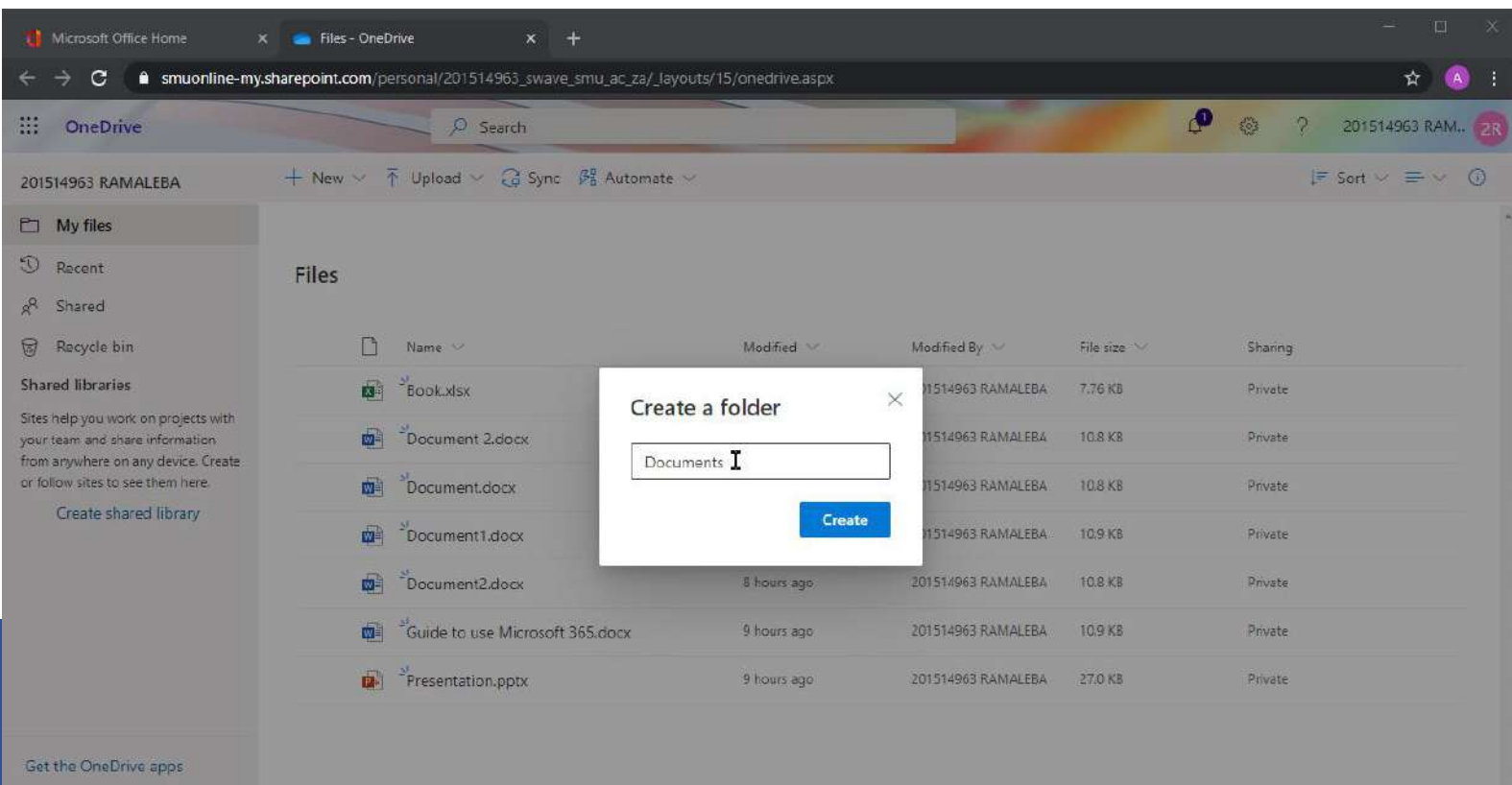
Step 04: Click on 'Folder' in order to create a new folder



The screenshot shows the OneDrive web interface. The 'New' dropdown menu is open, and the 'Folder' option is highlighted with a mouse cursor. The background shows a list of files with columns for Name, Modified, Modified By, File size, and Sharing.

Name	Modified	Modified By	File size	Sharing
Document1.docx	9 hours ago	201514963 RAMALEBA	7.76 KB	Private
Document2.docx	8 hours ago	201514963 RAMALEBA	10.8 KB	Private
Document3.docx	Yesterday at 9:34 AM	201514963 RAMALEBA	10.8 KB	Private
Document4.docx	9 hours ago	201514963 RAMALEBA	10.9 KB	Private
Document5.docx	8 hours ago	201514963 RAMALEBA	10.8 KB	Private
Document6.docx	9 hours ago	201514963 RAMALEBA	10.9 KB	Private
Presentation.pptx	9 hours ago	201514963 RAMALEBA	27.0 KB	Private

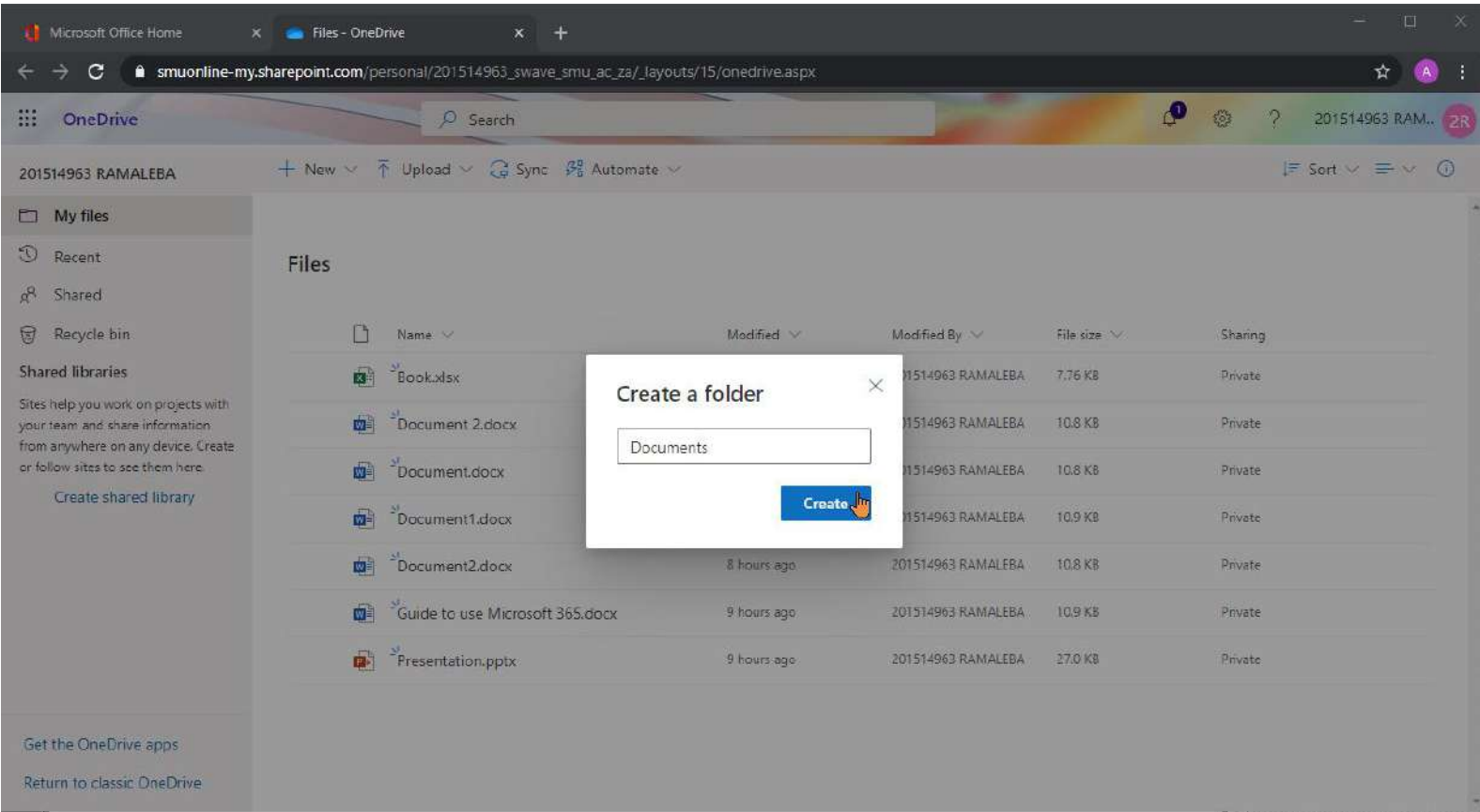
Step 05: Write your folder name



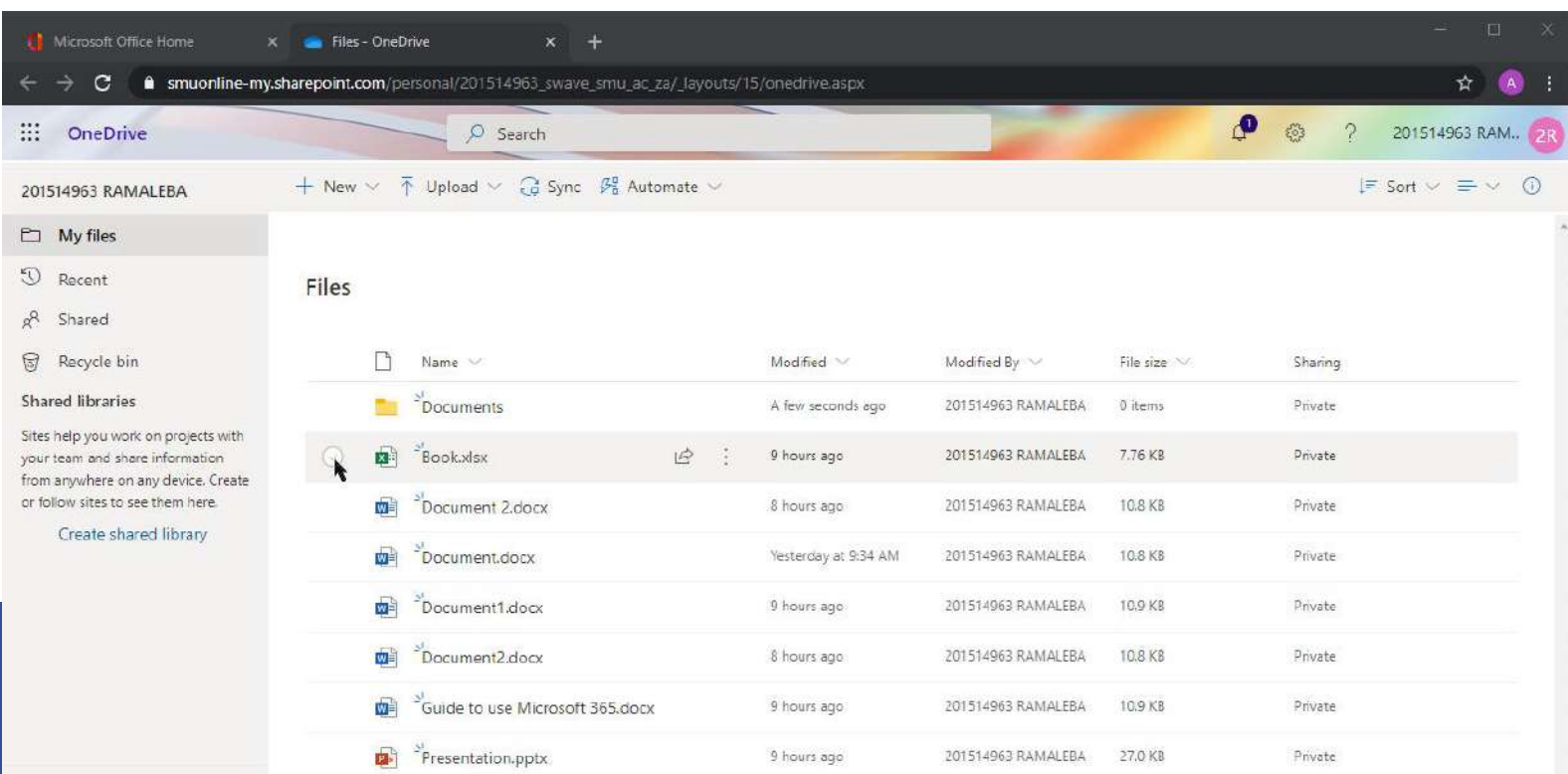
The screenshot shows the OneDrive web interface with a 'Create a folder' dialog box open. The dialog box has a text input field containing the name 'Documents' and a blue 'Create' button. The background shows the same file list as in the previous screenshot.

Name	Modified	Modified By	File size	Sharing
Book.xlsx		201514963 RAMALEBA	7.76 KB	Private
Document 2.docx		201514963 RAMALEBA	10.8 KB	Private
Document.docx		201514963 RAMALEBA	10.8 KB	Private
Document1.docx		201514963 RAMALEBA	10.9 KB	Private
Document2.docx	8 hours ago	201514963 RAMALEBA	10.8 KB	Private
Document3.docx	9 hours ago	201514963 RAMALEBA	10.9 KB	Private
Document4.docx	9 hours ago	201514963 RAMALEBA	27.0 KB	Private

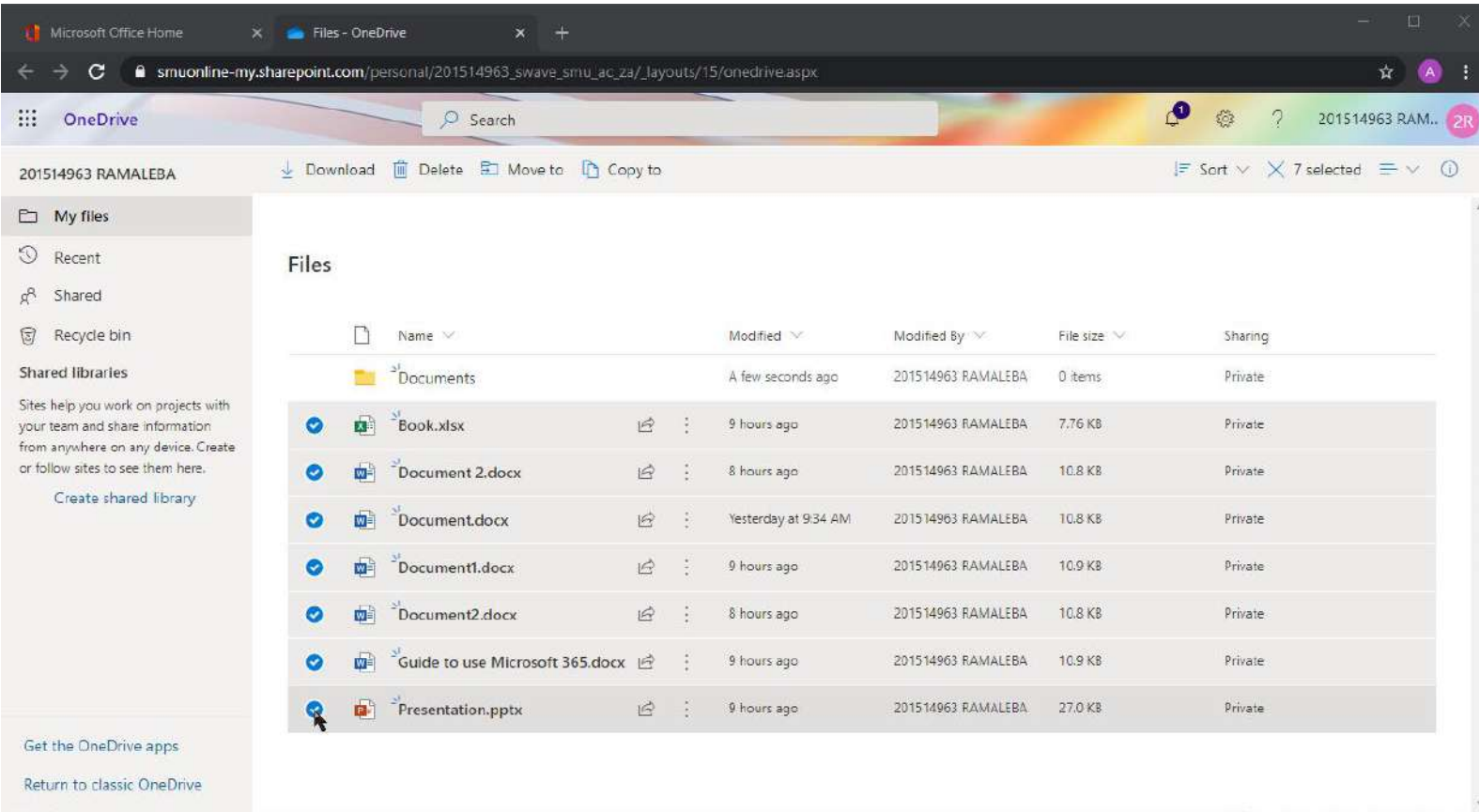
Step 06: Click on 'Create'



Step 07: Your new folder will now show on the location you created it. From there, go to the left side of your documents to be able to select them



Step 08: Select all the documents you want to move to your new folder

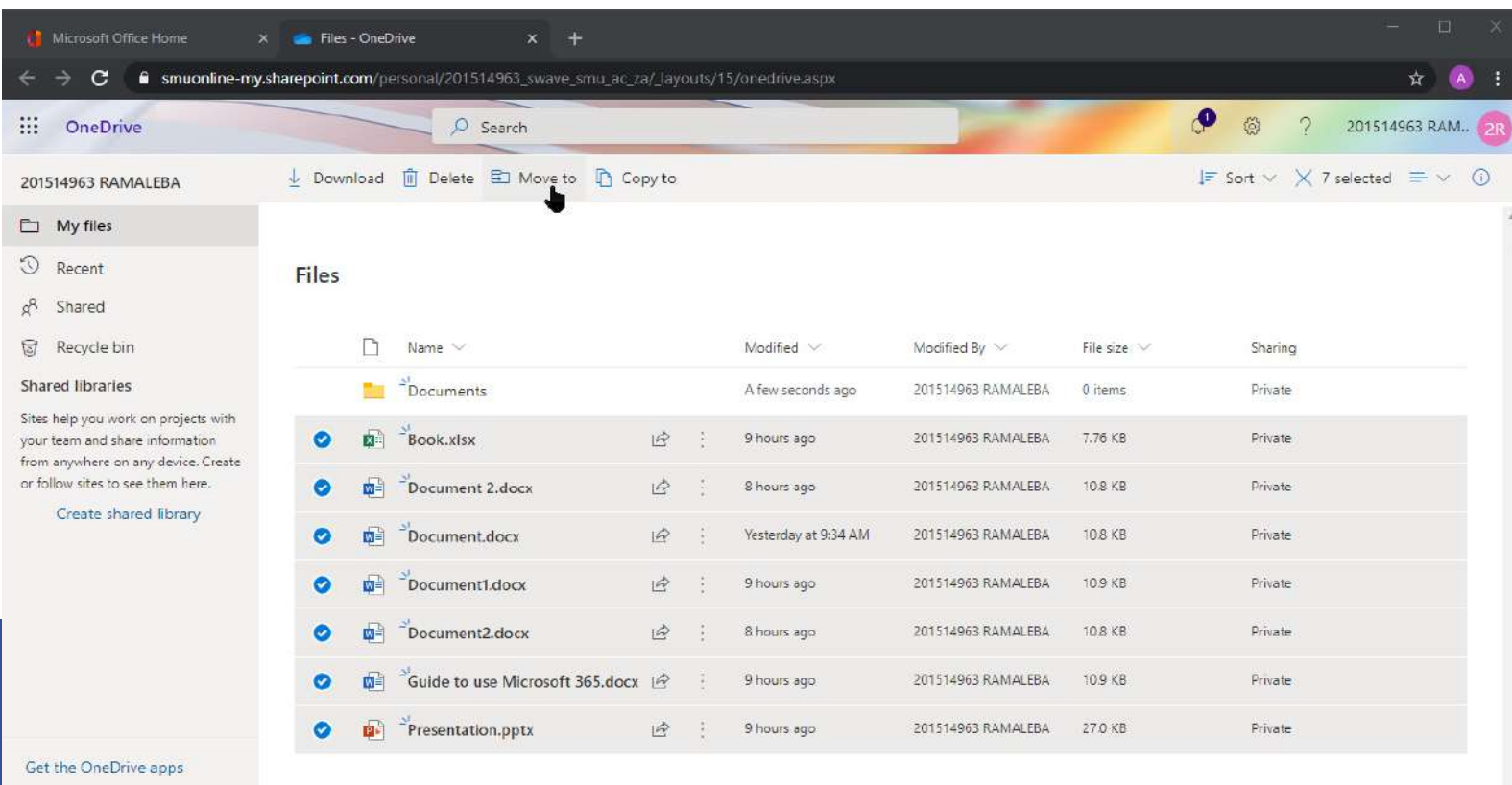


The screenshot shows the OneDrive web interface. The top navigation bar includes the OneDrive logo, a search bar, and the user's name '201514963 RAM..'. Below the navigation bar, there are action buttons: 'Download', 'Delete', 'Move to', and 'Copy to'. The main content area displays a list of files under the heading 'Files'. The files are:

Name	Modified	Modified By	File size	Sharing
Documents	A few seconds ago	201514963 RAMALEBA	0 items	Private
Book.xlsx	9 hours ago	201514963 RAMALEBA	7.76 KB	Private
Document 2.docx	8 hours ago	201514963 RAMALEBA	10.8 KB	Private
Document.docx	Yesterday at 9:34 AM	201514963 RAMALEBA	10.8 KB	Private
Document1.docx	9 hours ago	201514963 RAMALEBA	10.9 KB	Private
Document2.docx	8 hours ago	201514963 RAMALEBA	10.8 KB	Private
Guide to use Microsoft 365.docx	9 hours ago	201514963 RAMALEBA	10.9 KB	Private
Presentation.pptx	9 hours ago	201514963 RAMALEBA	27.0 KB	Private

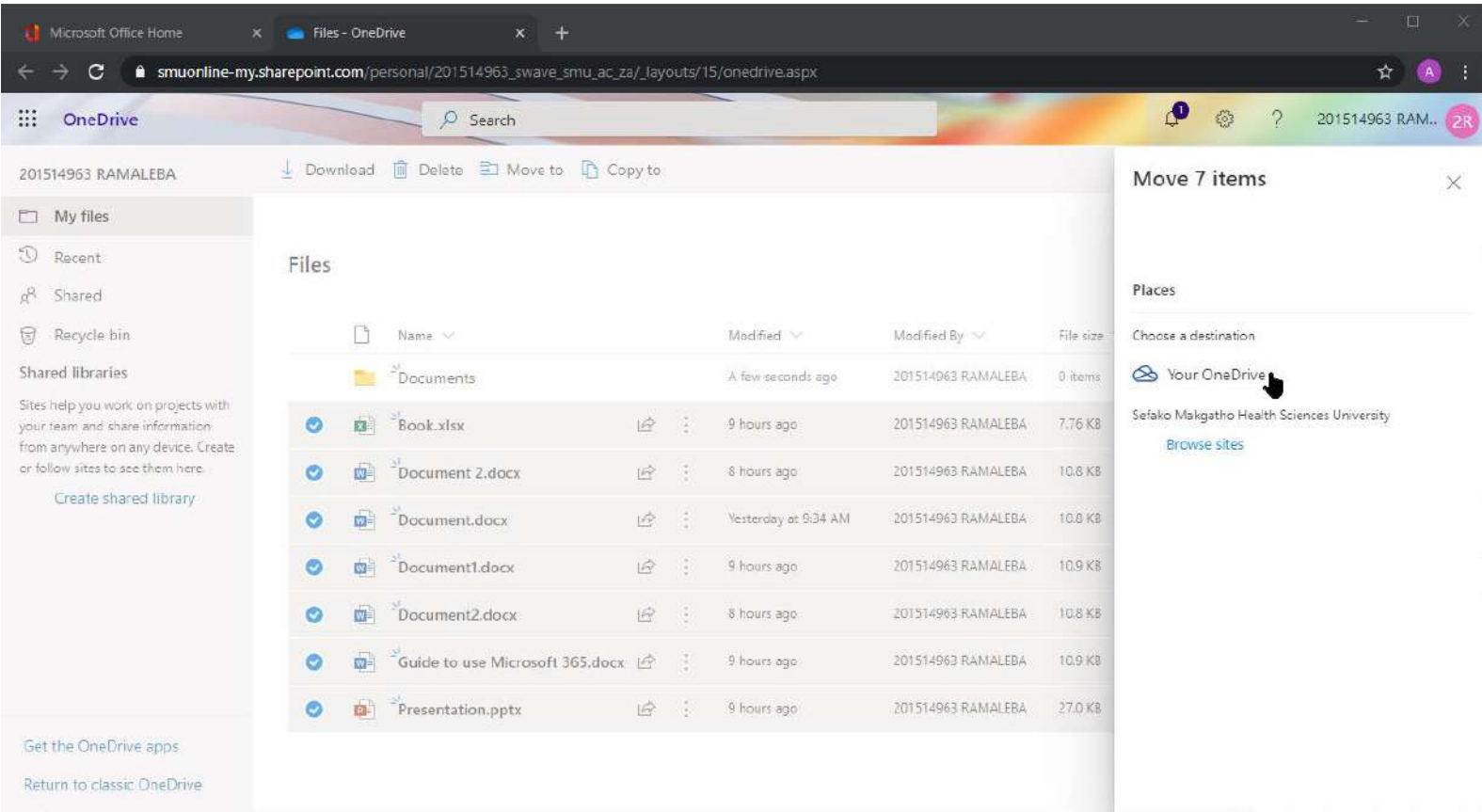
All seven files have blue checkmarks in the left margin, indicating they are selected. The status bar at the top right shows '7 selected'.

Step 09: Click on 'Move to'



The screenshot shows the same OneDrive web interface as in Step 08. The 'Move to' button in the top navigation bar is highlighted with a mouse cursor. The file list remains the same, with all seven files still selected. The status bar at the top right continues to show '7 selected'.

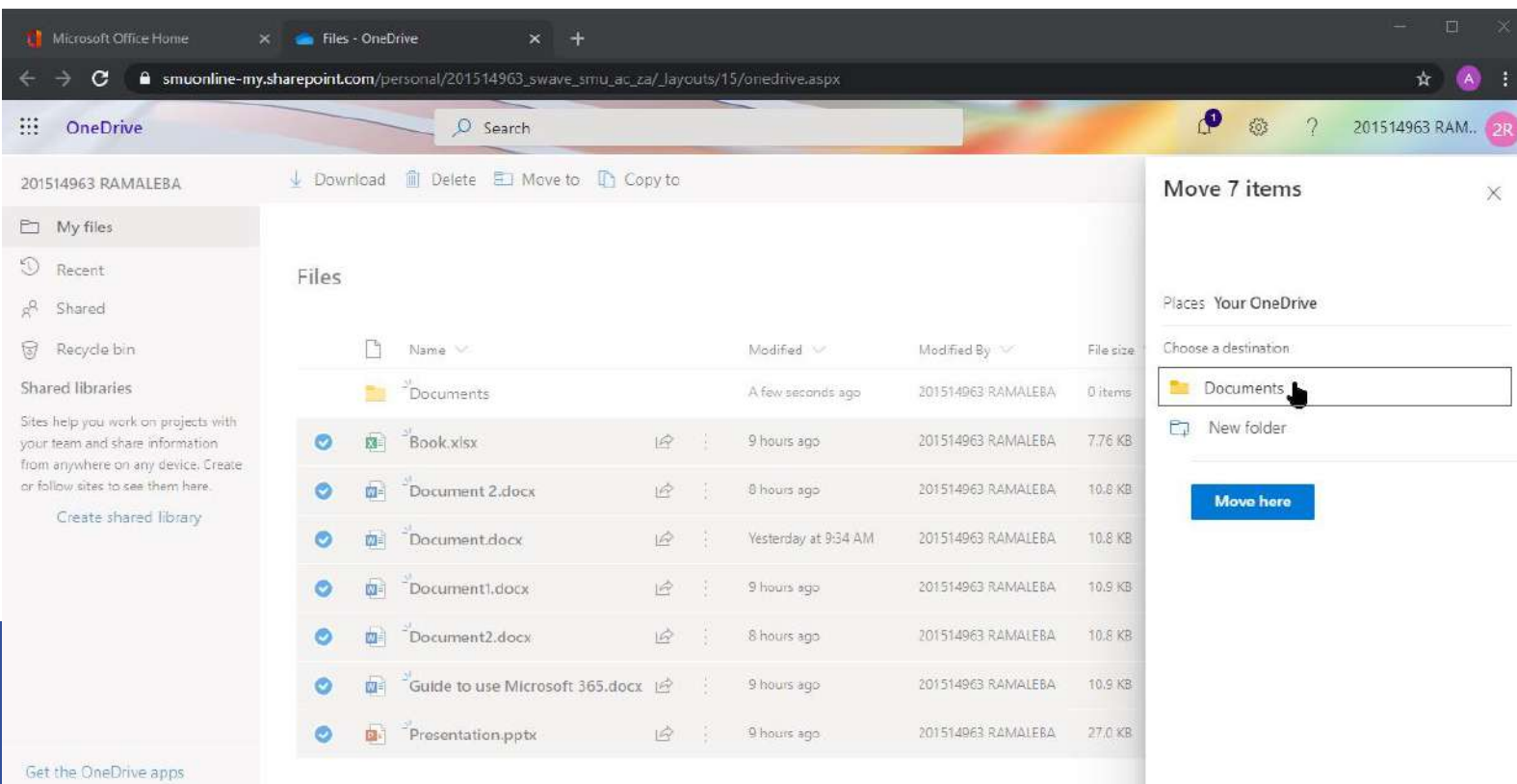
Step 10: Click on 'Your OneDrive'



The screenshot shows the OneDrive web interface. A 'Move 7 items' dialog box is open on the right side. The 'Places' section is visible, and 'Your OneDrive' is selected as the destination. Below it, 'Sefako Makgatho Health Sciences University' is listed with a 'Browse sites' link. The main content area shows a list of files in the 'Documents' folder, including 'Book.xlsx', 'Document 2.docx', 'Document.docx', 'Document1.docx', 'Document2.docx', 'Guide to use Microsoft 365.docx', and 'Presentation.pptx'.

Name	Modified	Modified By	File size
Documents	A few seconds ago	201514963 RAMALEBA	0 items
Book.xlsx	9 hours ago	201514963 RAMALEBA	7.76 KB
Document 2.docx	8 hours ago	201514963 RAMALEBA	10.8 KB
Document.docx	Yesterday at 9:34 AM	201514963 RAMALEBA	10.8 KB
Document1.docx	9 hours ago	201514963 RAMALEBA	10.9 KB
Document2.docx	8 hours ago	201514963 RAMALEBA	10.8 KB
Guide to use Microsoft 365.docx	9 hours ago	201514963 RAMALEBA	10.9 KB
Presentation.pptx	9 hours ago	201514963 RAMALEBA	27.0 KB

Step 11: Click on the folder you want to move your files into



The screenshot shows the OneDrive web interface. The 'Move 7 items' dialog box is open, and the 'Your OneDrive' location is selected. The 'Documents' folder is highlighted as the destination. A 'Move here' button is visible at the bottom of the dialog. The main content area shows the same list of files as in the previous screenshot.

Name	Modified	Modified By	File size
Documents	A few seconds ago	201514963 RAMALEBA	0 items
Book.xlsx	9 hours ago	201514963 RAMALEBA	7.76 KB
Document 2.docx	8 hours ago	201514963 RAMALEBA	10.8 KB
Document.docx	Yesterday at 9:34 AM	201514963 RAMALEBA	10.8 KB
Document1.docx	9 hours ago	201514963 RAMALEBA	10.9 KB
Document2.docx	8 hours ago	201514963 RAMALEBA	10.8 KB
Guide to use Microsoft 365.docx	9 hours ago	201514963 RAMALEBA	10.9 KB
Presentation.pptx	9 hours ago	201514963 RAMALEBA	27.0 KB

Step 12: Click on 'Move here'

The screenshot shows the OneDrive web interface. On the left, there is a navigation pane with 'My files', 'Recent', 'Shared', and 'Recycle bin'. Below that are 'Shared libraries'. The main area shows a list of files in a folder named 'Documents'. A 'Move 7 items' dialog box is open on the right, showing the destination folder 'Your OneDrive Documents'. The dialog box contains a 'New folder' button and a message 'This folder doesn't have any subfolders.' A blue button labeled 'Move here' is highlighted with a mouse cursor.

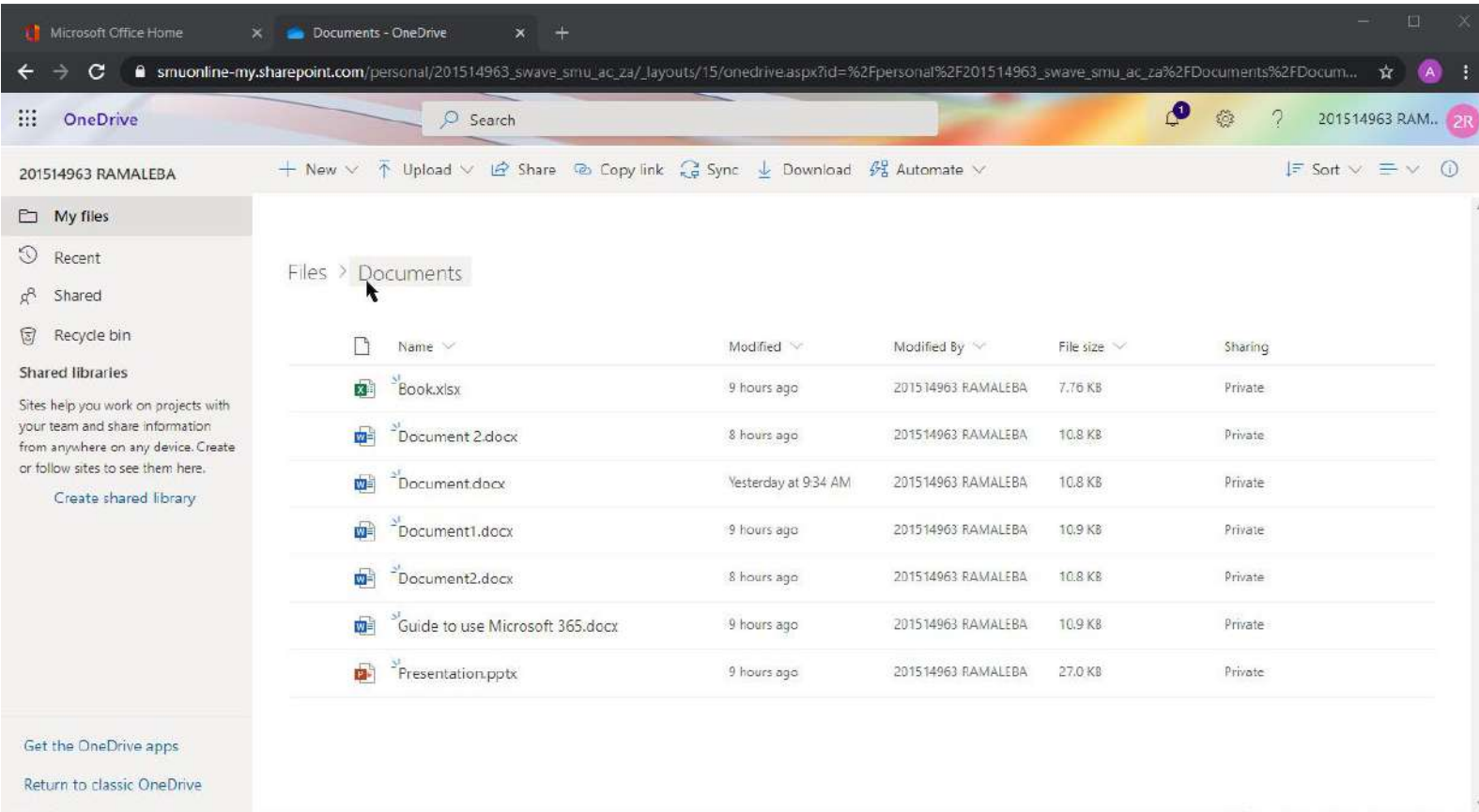
Name	Modified	Modified By	File size
Documents	A few seconds ago	201514963 RAMALEBA	0 items
Book.xlsx	9 hours ago	201514963 RAMALEBA	7.76 KB
Document 2.docx	8 hours ago	201514963 RAMALEBA	10.8 KB
Document.docx	Yesterday at 9:34 AM	201514963 RAMALEBA	10.8 KB
Document1.docx	9 hours ago	201514963 RAMALEBA	10.9 KB
Document2.docx	8 hours ago	201514963 RAMALEBA	10.8 KB
Guide to use Microsoft 365.docx	9 hours ago	201514963 RAMALEBA	10.9 KB
Presentation.pptx	9 hours ago	201514963 RAMALEBA	27.0 KB

Step 13: Your files (documents) will be moved to the folder you selected, you can now click on your folder to open it

The screenshot shows the OneDrive web interface after the files have been moved. The 'Documents' folder is now highlighted, and its details are shown: it was modified 2 minutes ago, contains 7 items, and is set to 'Private' sharing. The file list is now empty.

Name	Modified	Modified By	File size	Sharing
Documents	2 minutes ago	201514963 RAMALEBA	7 items	Private

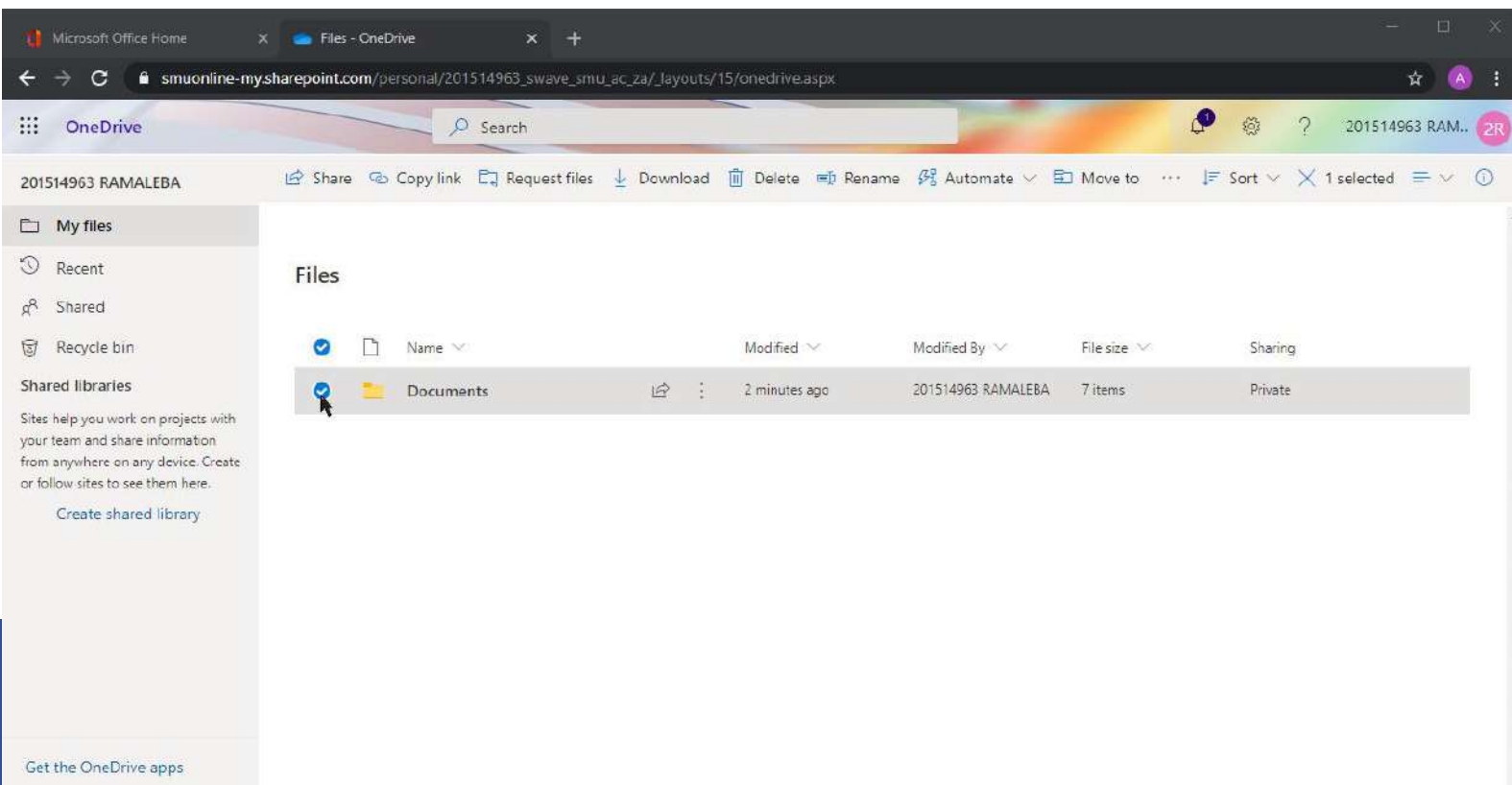
Step 14: Here you can now see all the documents you've move



The screenshot shows the OneDrive web interface. The breadcrumb navigation path is 'Files > Documents'. A table lists the following files:

Name	Modified	Modified By	File size	Sharing
Book.xlsx	9 hours ago	201514963 RAMALEBA	7.76 KB	Private
Document 2.docx	8 hours ago	201514963 RAMALEBA	10.8 KB	Private
Document.docx	Yesterday at 9:34 AM	201514963 RAMALEBA	10.8 KB	Private
Document1.docx	9 hours ago	201514963 RAMALEBA	10.9 KB	Private
Document2.docx	8 hours ago	201514963 RAMALEBA	10.8 KB	Private
Guide to use Microsoft 365.docx	9 hours ago	201514963 RAMALEBA	10.9 KB	Private
Presentation.pptx	9 hours ago	201514963 RAMALEBA	27.0 KB	Private

Step 15: To download a folder or a document, select the folder or document



The screenshot shows the OneDrive web interface with the 'Documents' folder selected. The breadcrumb navigation path is 'Files'. The table below shows the selected folder:

Name	Modified	Modified By	File size	Sharing
Documents	2 minutes ago	201514963 RAMALEBA	7 items	Private

Then click on 'Download'

The screenshot shows the OneDrive web interface. The user is logged in as '201514963 RAMALEBA'. The 'Documents' folder is selected, and a file named 'Document 2.docx' is highlighted. The 'Download' button in the top action bar is being clicked, as indicated by a mouse cursor. Below the file list, a download progress bar is visible at the bottom left, showing 'Documents.zip' with a 'Show all' button.

Name	Modified	Modified By	File size	Sharing
Book.xlsx	9 hours ago	201514963 RAMALEBA	7.76 KB	Private
Document 2.docx	8 hours ago	201514963 RAMALEBA	10.8 KB	Private
Document.docx	Yesterday at 9:34 AM	201514963 RAMALEBA	10.8 KB	Private
Document1.docx	9 hours ago	201514963 RAMALEBA	10.9 KB	Private
Document2.docx	8 hours ago	201514963 RAMALEBA	10.8 KB	Private
Guide to use Microsoft 365.docx	9 hours ago	201514963 RAMALEBA	10.9 KB	Private
Presentation.pptx	9 hours ago	201514963 RAMALEBA	27.0 KB	Private

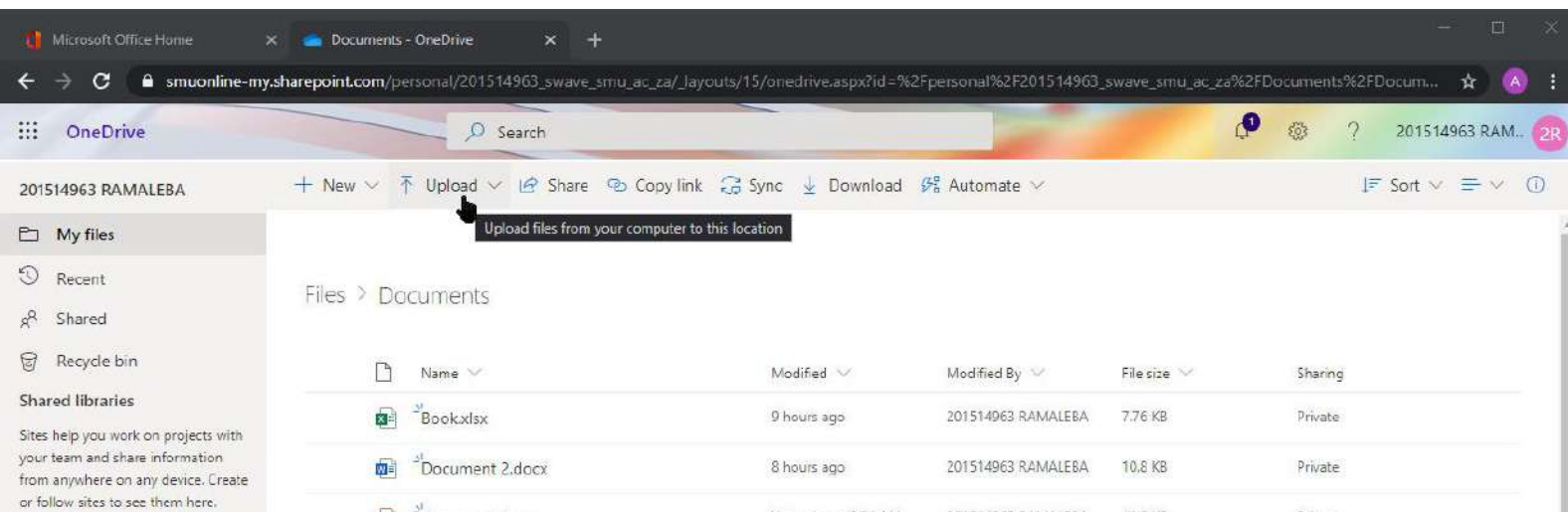
Your downloads will show at the bottom left corner, downloaded files can be found in the downloads folder

This screenshot is identical to the previous one, showing the OneDrive interface with the 'Document 2.docx' file selected. The download progress bar at the bottom left is more prominent, showing the file name 'Documents.zip' and a 'Show all' button.

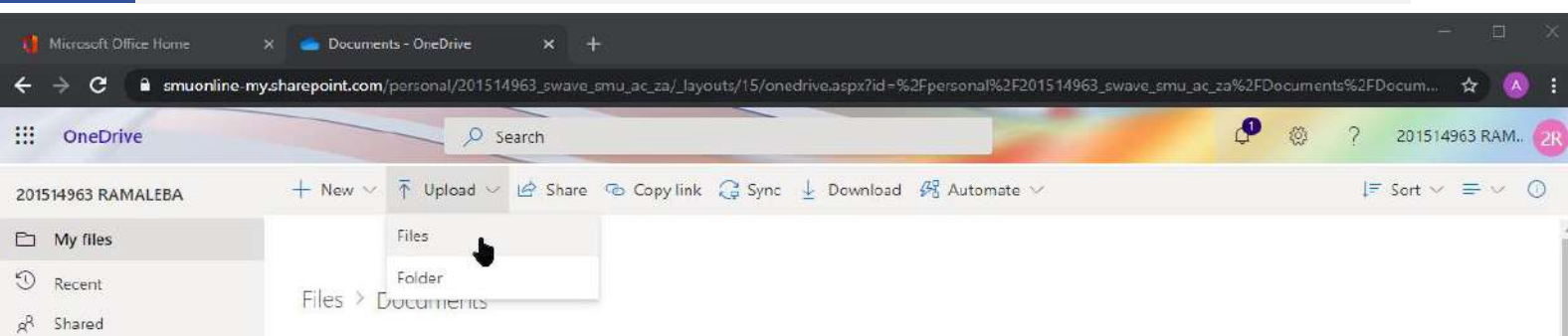
Name	Modified	Modified By	File size	Sharing
Book.xlsx	9 hours ago	201514963 RAMALEBA	7.76 KB	Private
Document 2.docx	8 hours ago	201514963 RAMALEBA	10.8 KB	Private
Document.docx	Yesterday at 9:34 AM	201514963 RAMALEBA	10.8 KB	Private
Document1.docx	9 hours ago	201514963 RAMALEBA	10.9 KB	Private
Document2.docx	8 hours ago	201514963 RAMALEBA	10.8 KB	Private
Guide to use Microsoft 365.docx	9 hours ago	201514963 RAMALEBA	10.9 KB	Private
Presentation.pptx	9 hours ago	201514963 RAMALEBA	27.0 KB	Private

Here is how you can upload files from your device to OneDrive

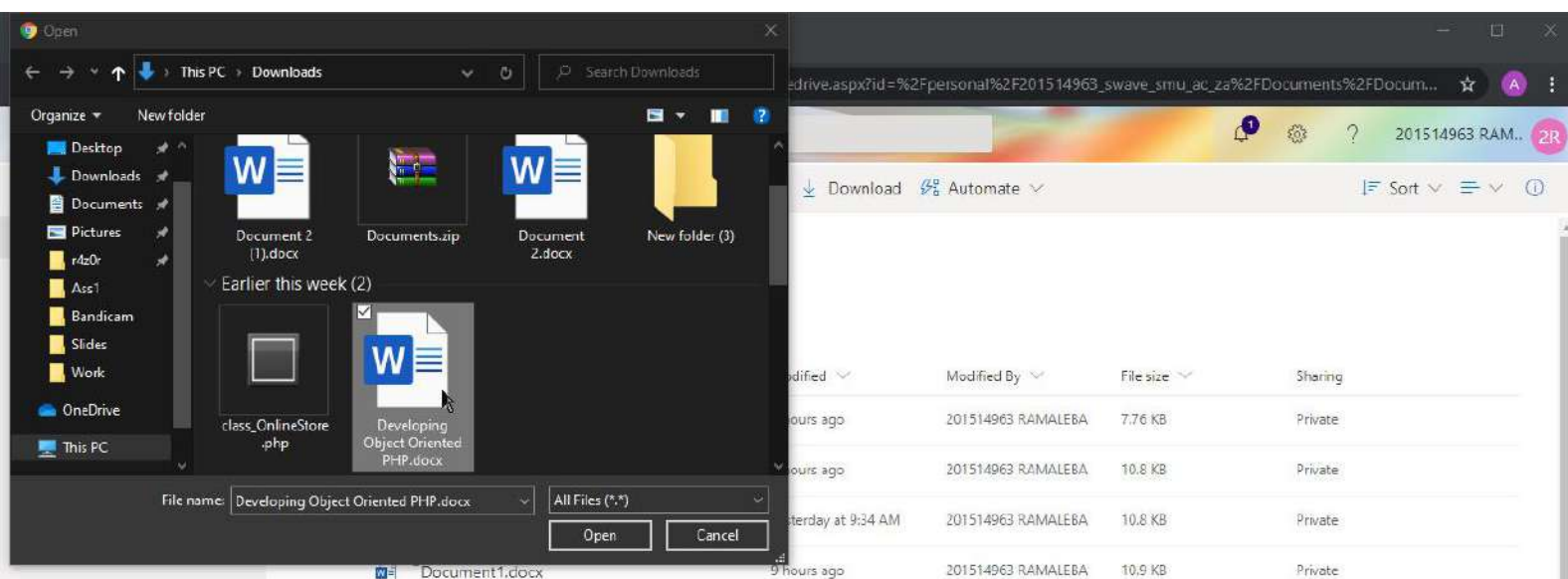
Step 01: Get to the location you want to upload into (we'll use the folder 'Documents'), then click on 'Upload'



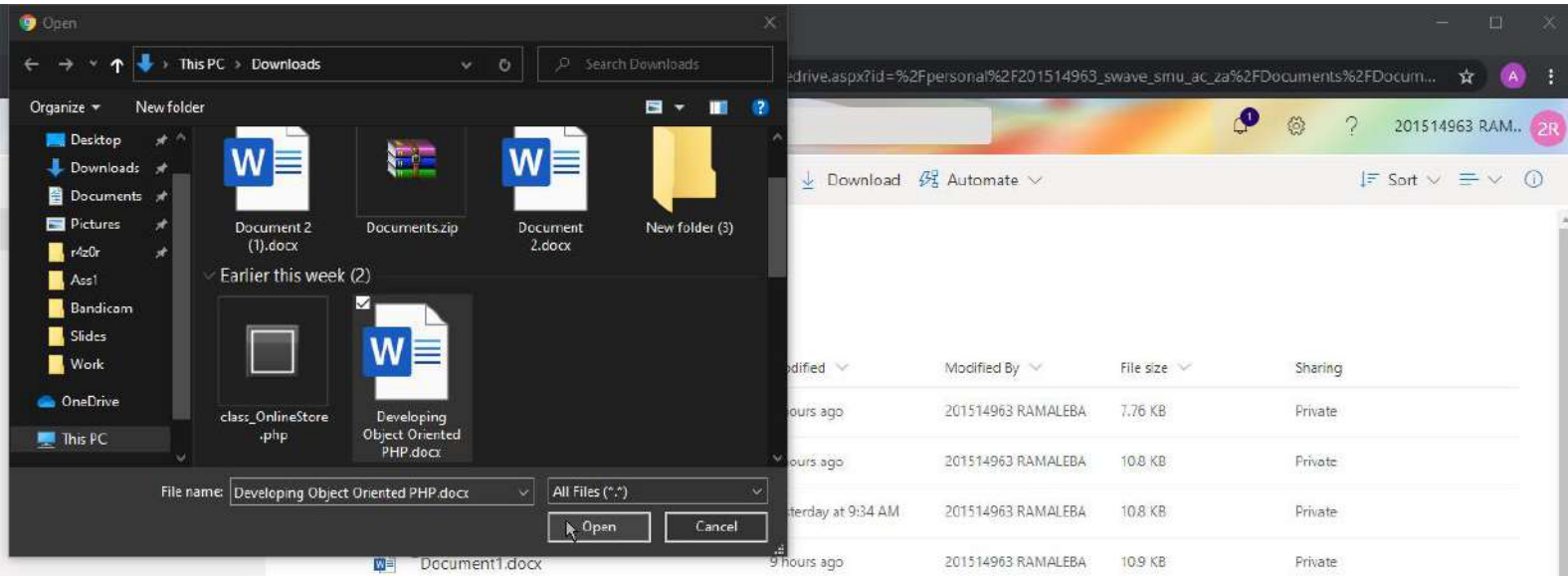
Step 02: Select whether you want to upload files or a folder. Click on 'Files' to upload files



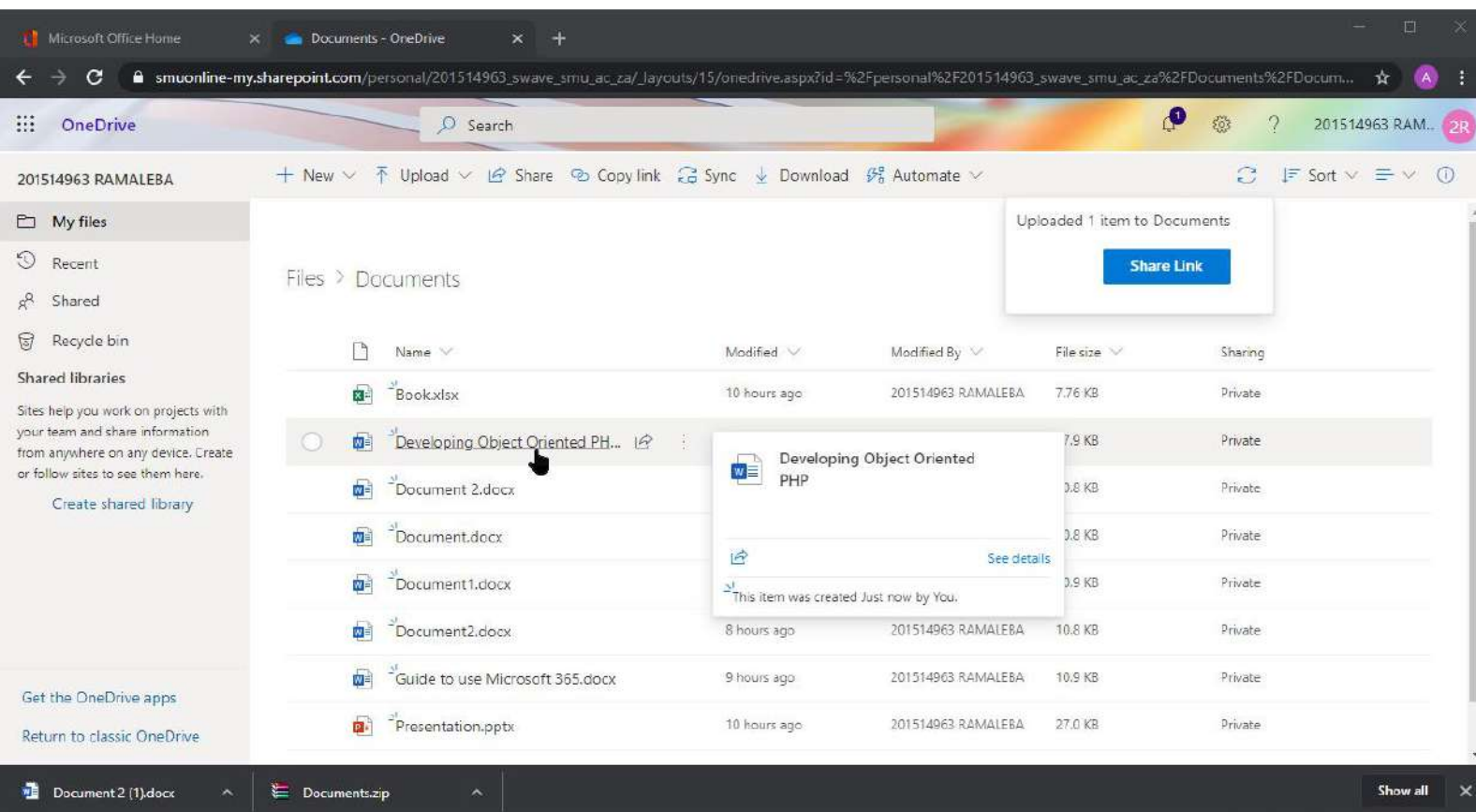
Step 03: Select a file from your device



Step 04: Click on 'Open' to upload the file you've selected

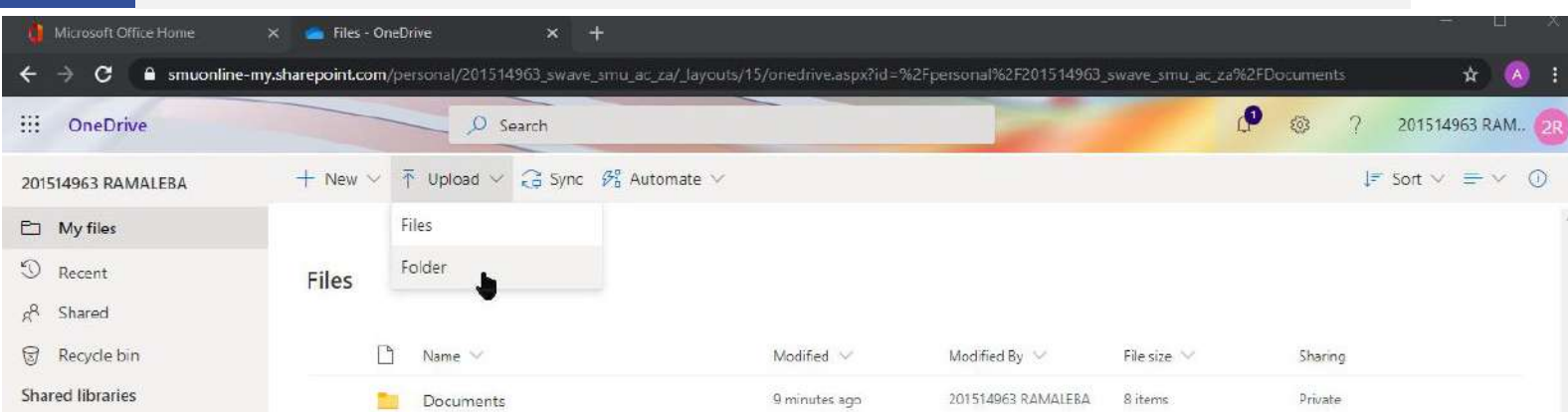


Step 05: Your file will now show in the folder you've uploaded it in

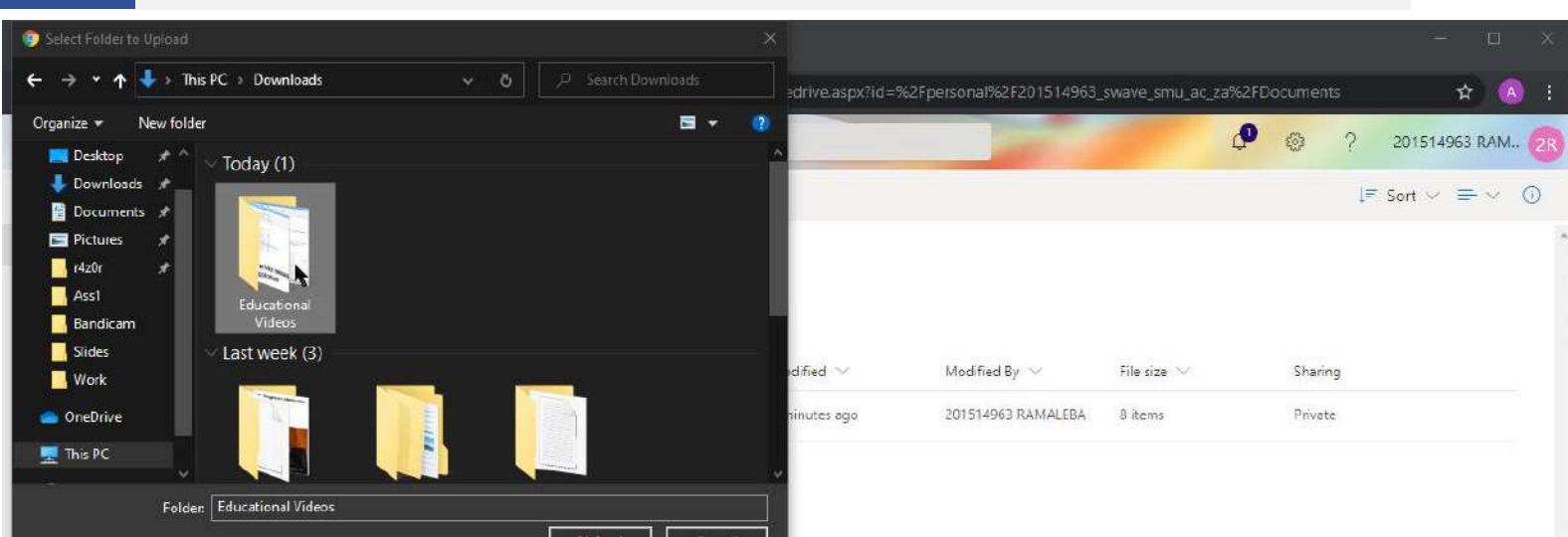


Uploading a folder

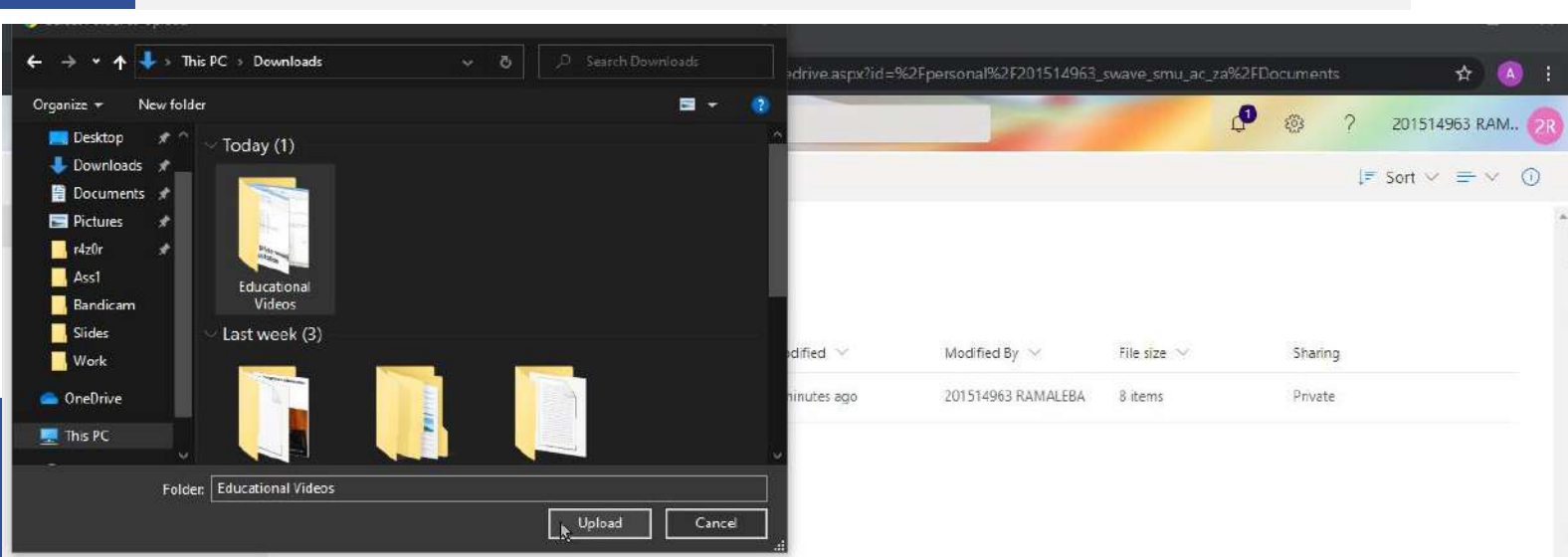
Step 01: Click on 'Folder' (while you're at the location you want to upload your folder)



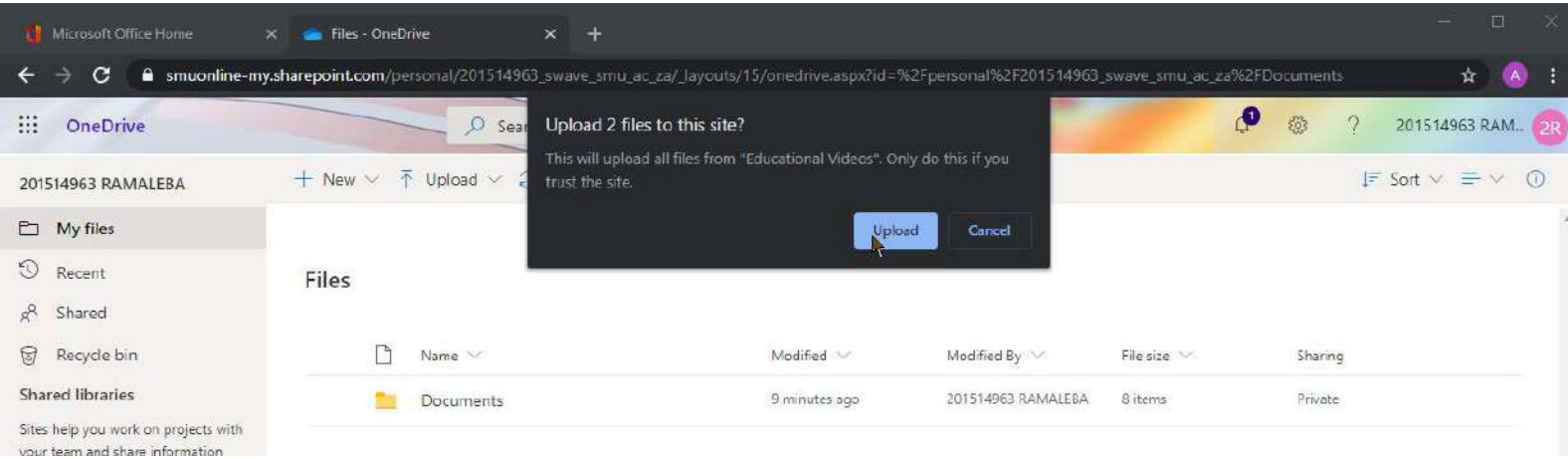
Step 02: Select the folder you want to upload



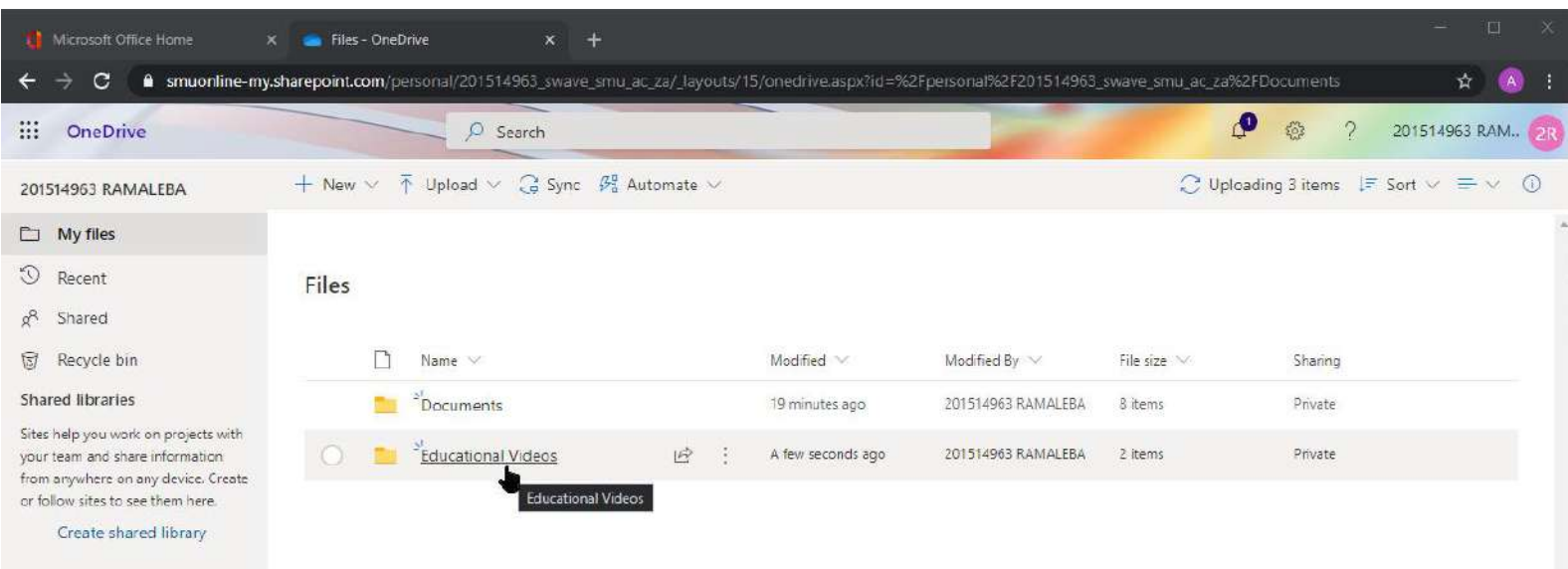
Step 03: Click on 'Upload'



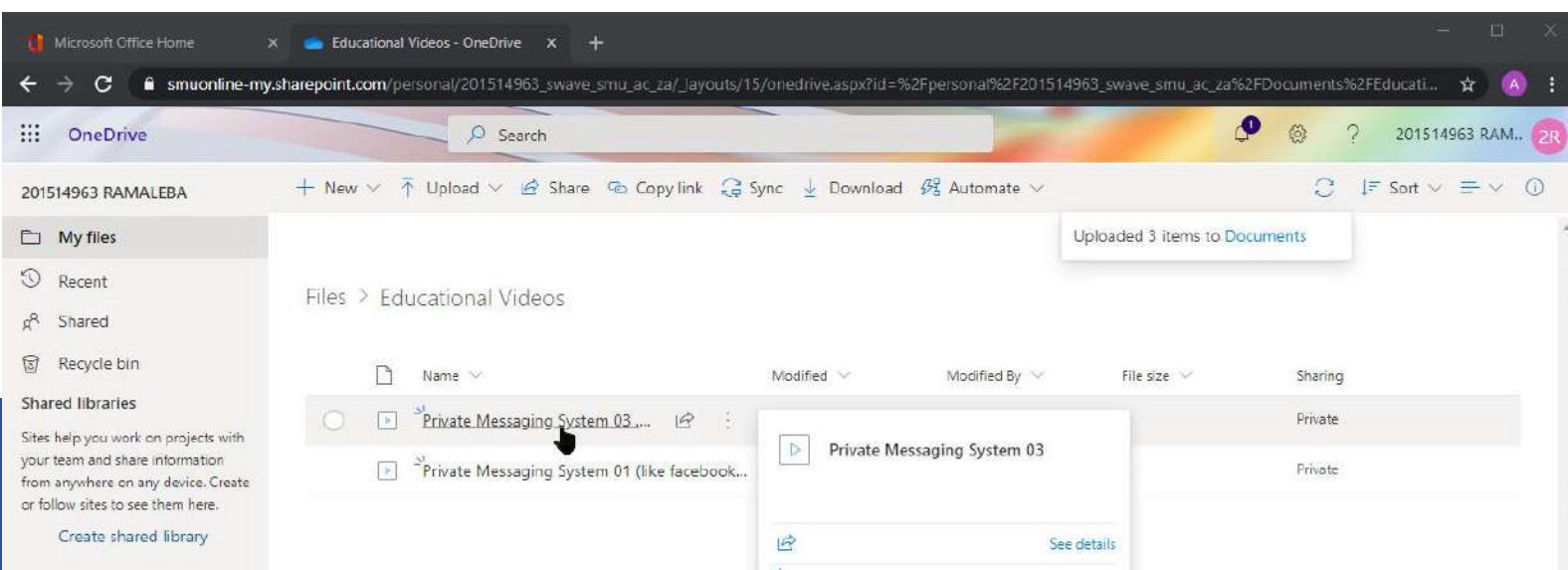
Step 04: Confirm the upload by clicking 'Upload'



Your folder will now appear on your OneDrive

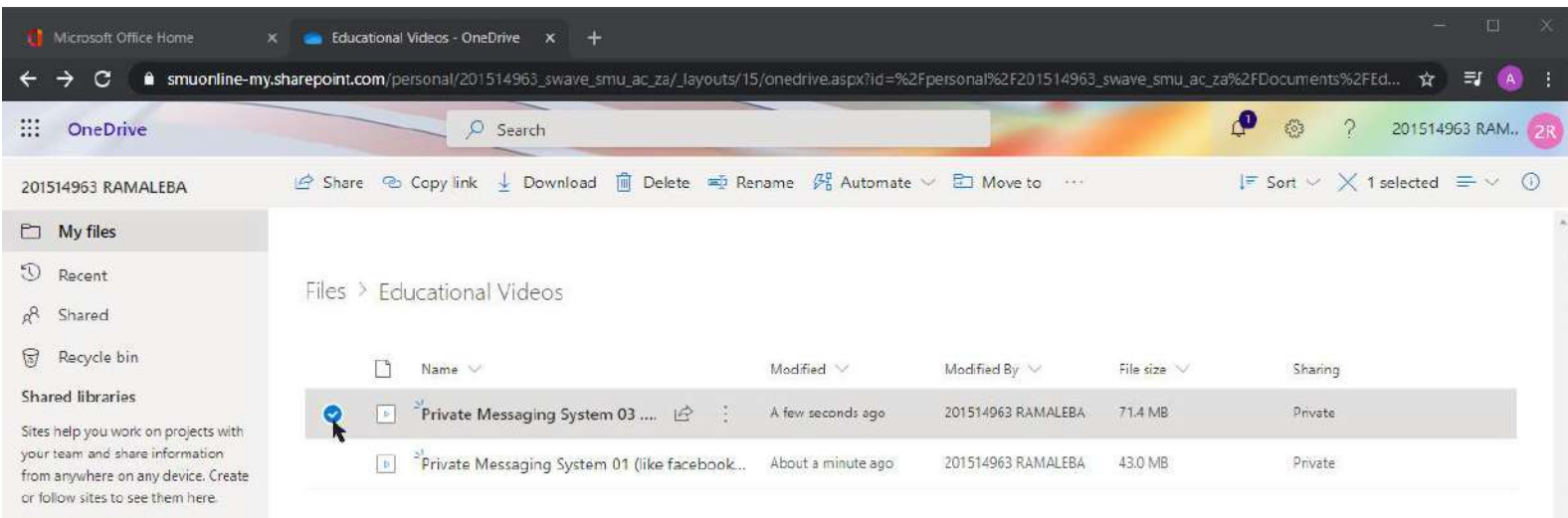


Step 05: You can now click on your uploaded folder to open it and view its contents

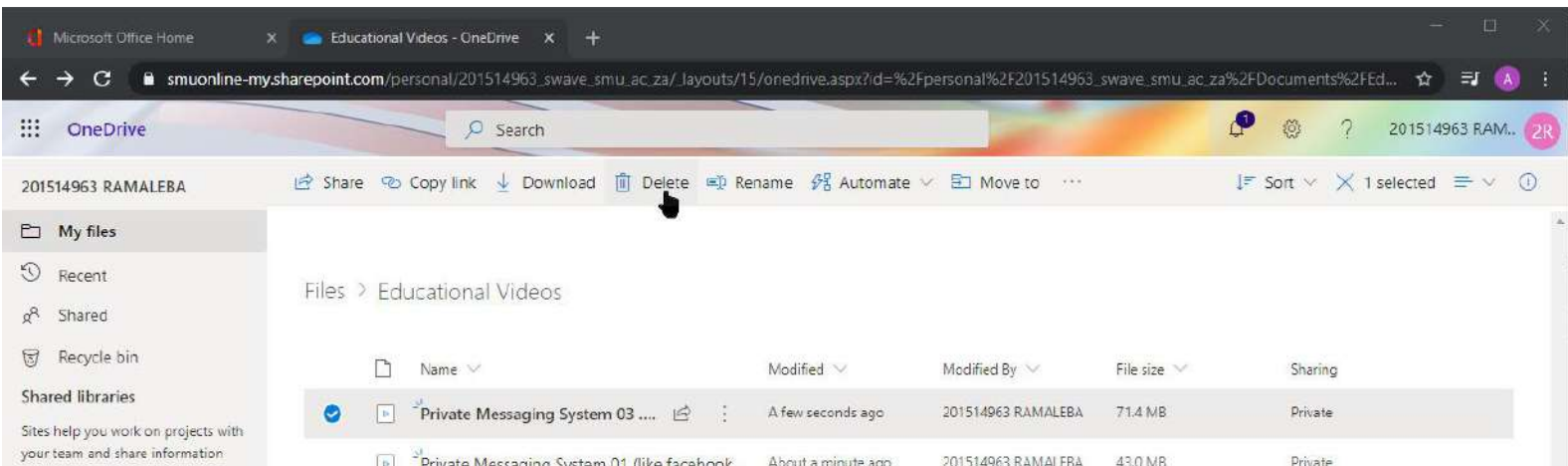


Now let's look at how you can delete the files you have on OneDrive

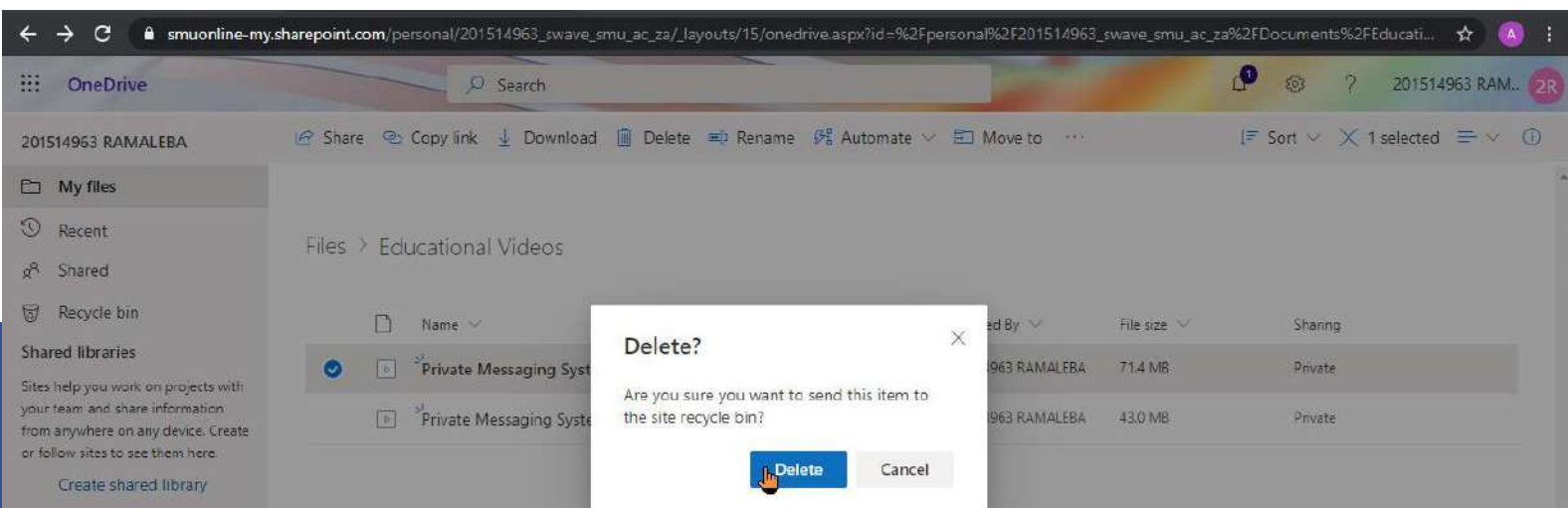
Step 01: Select the file(s)/folder you want to delete



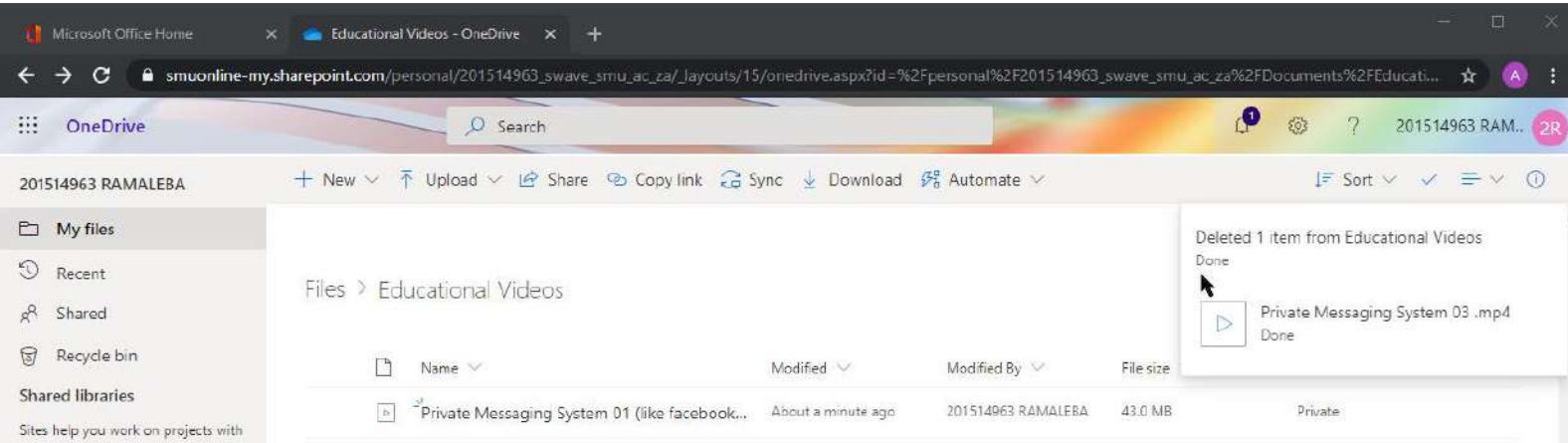
Step 02: Click on 'Delete'



Step 03: Click on 'Delete' to confirm

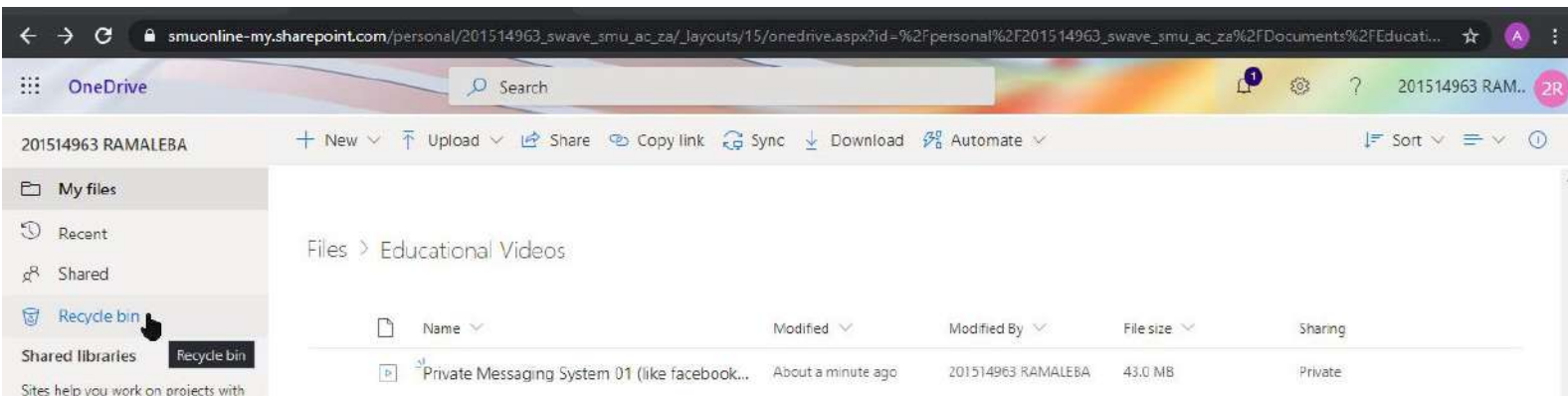


Your file will be deleted (and sent to the Recycle bin)

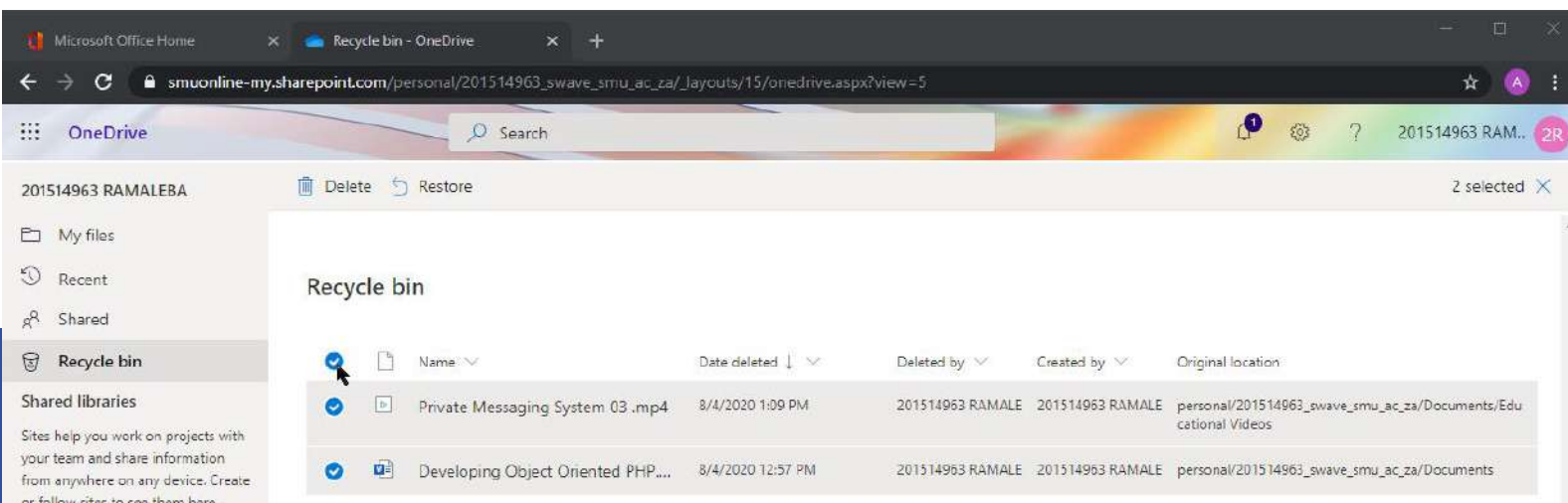


How to restore files and how to permanently delete them

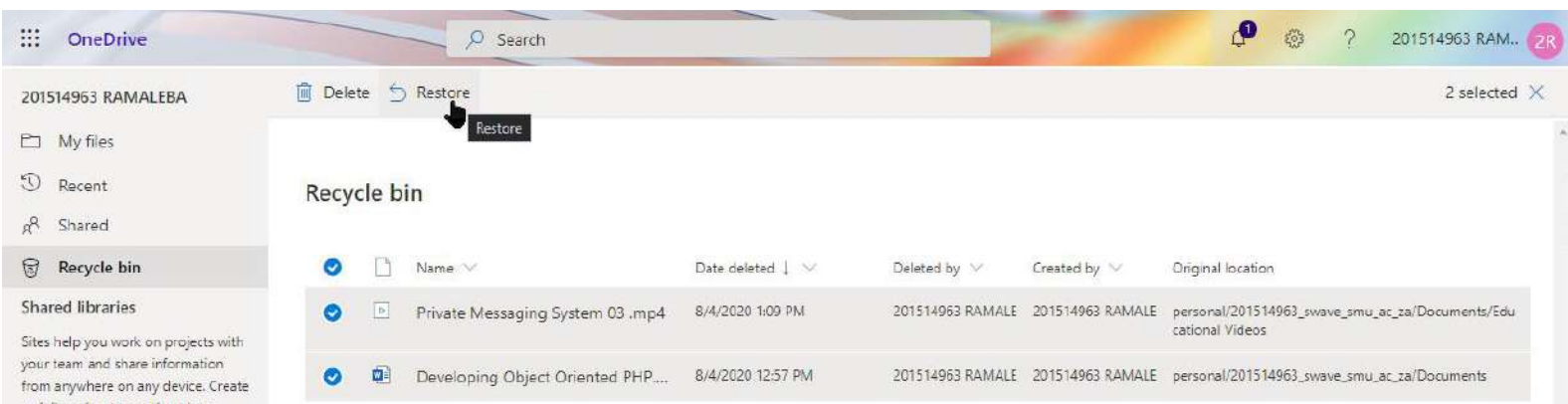
Step 01: Click on 'Recycle bin' (on the left of your screen)



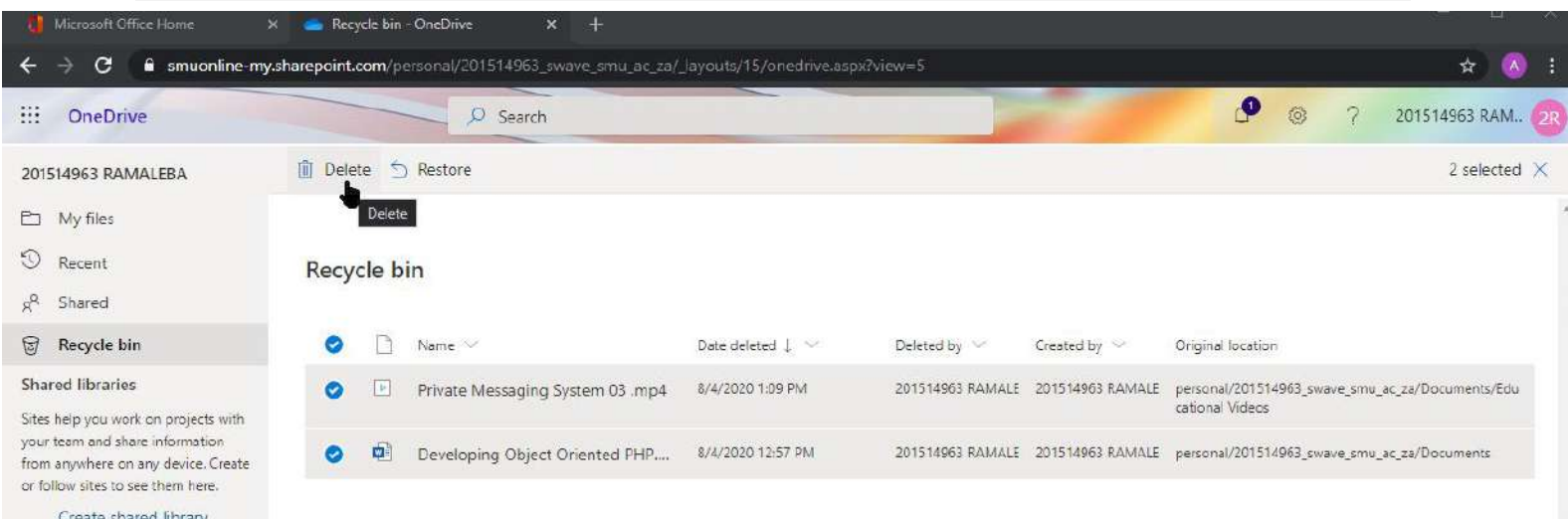
Step 02: Select the files you want to restore



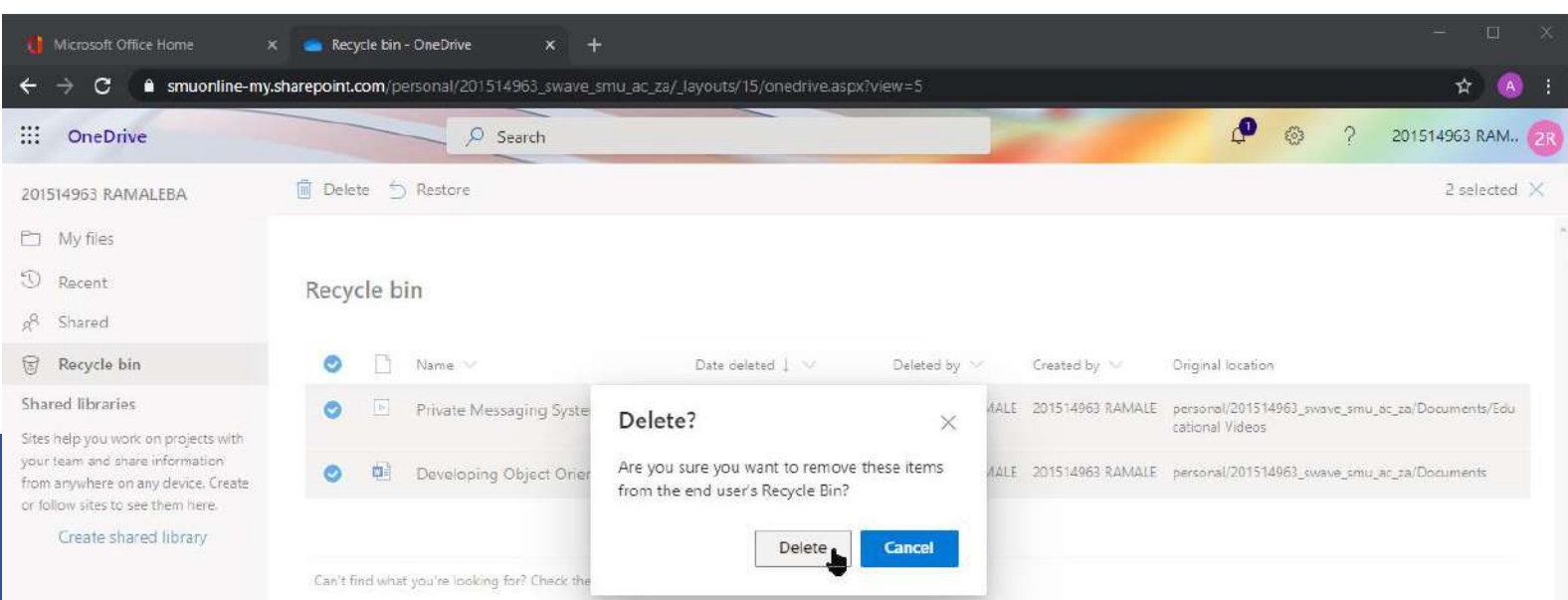
Step 03: Click on 'Restore' (Your file(s) will be restored to where they were before being deleted)



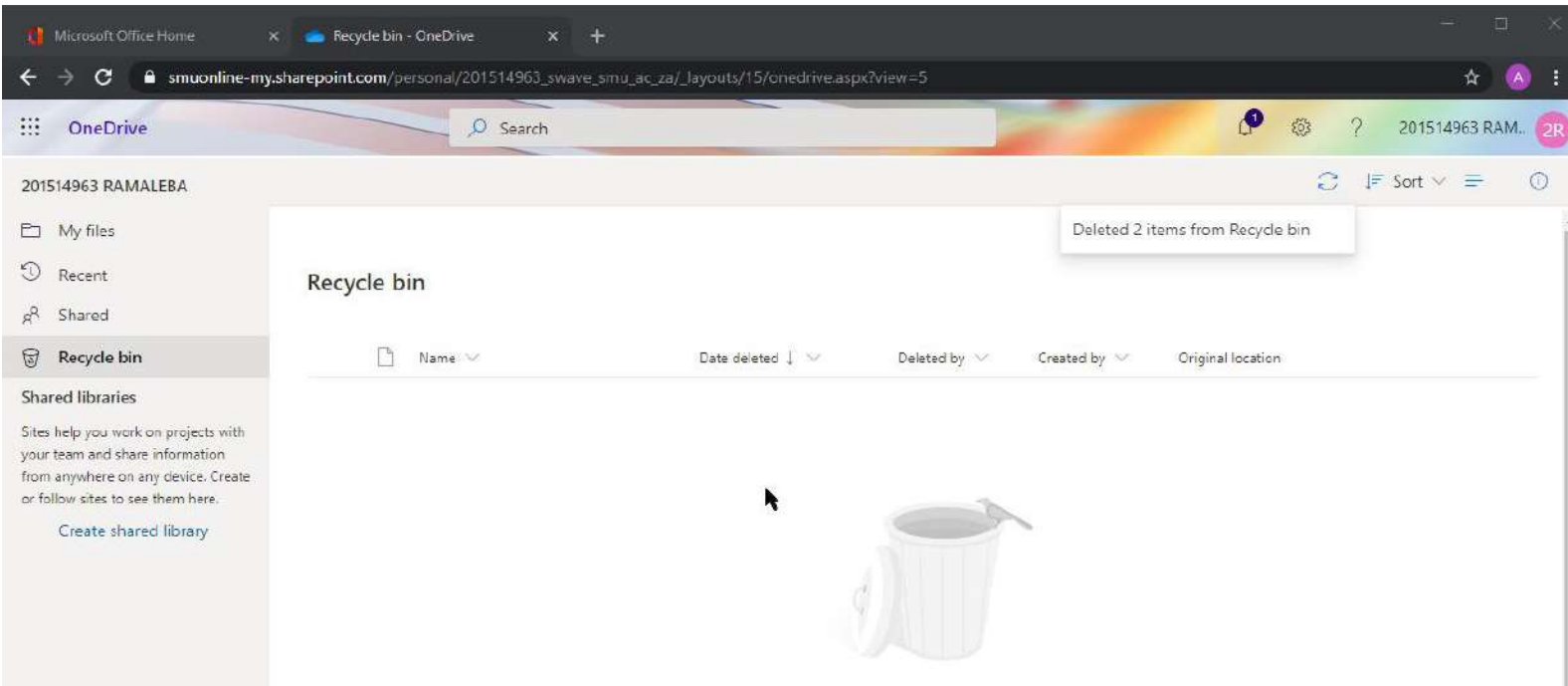
Step 04: Select all the files in your 'Recycle bin' that you want to permanently delete, then click on 'Delete'



Step 05: Click on 'Delete' to confirm

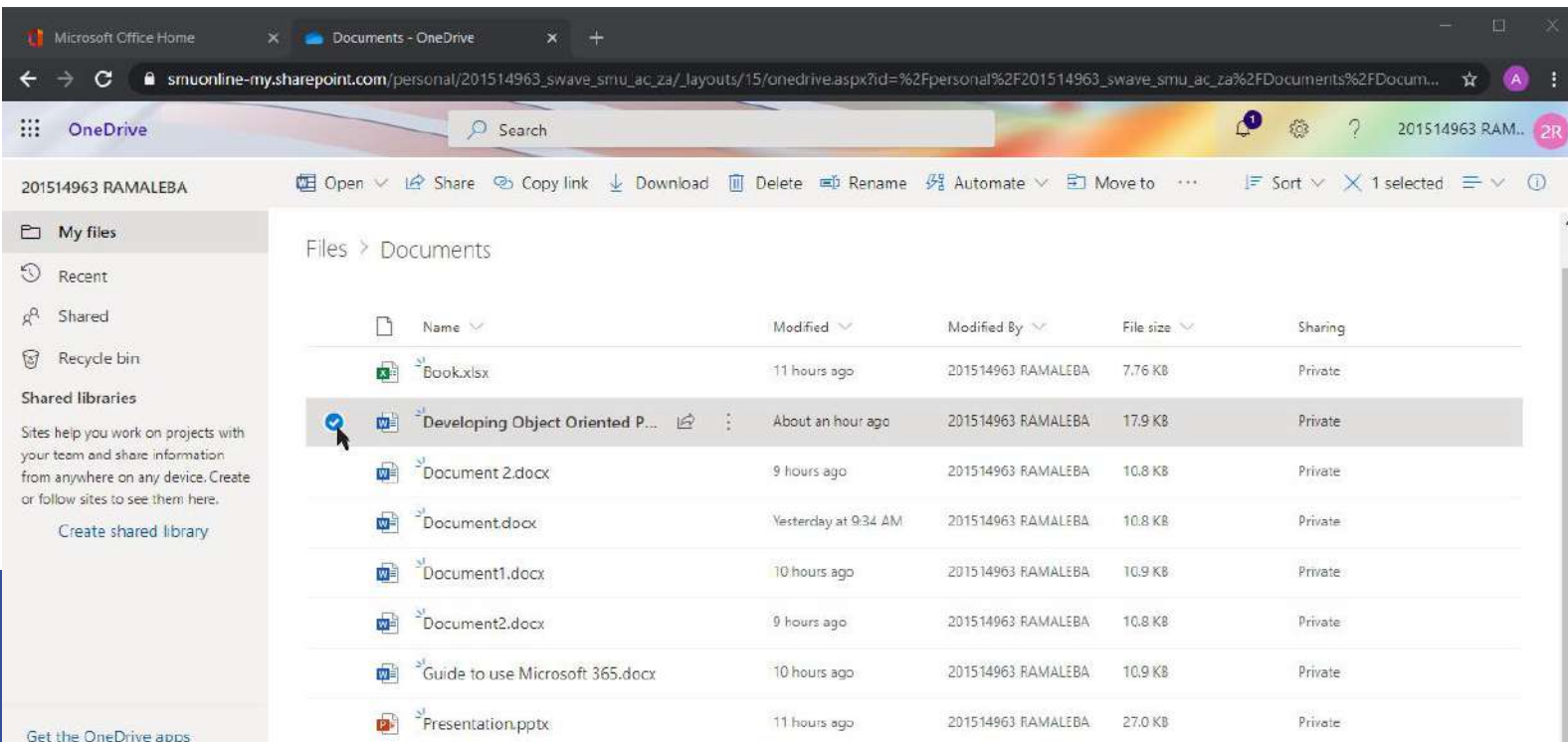


Your 'Recycle bin' will show that it's empty when all files have been deleted permanently

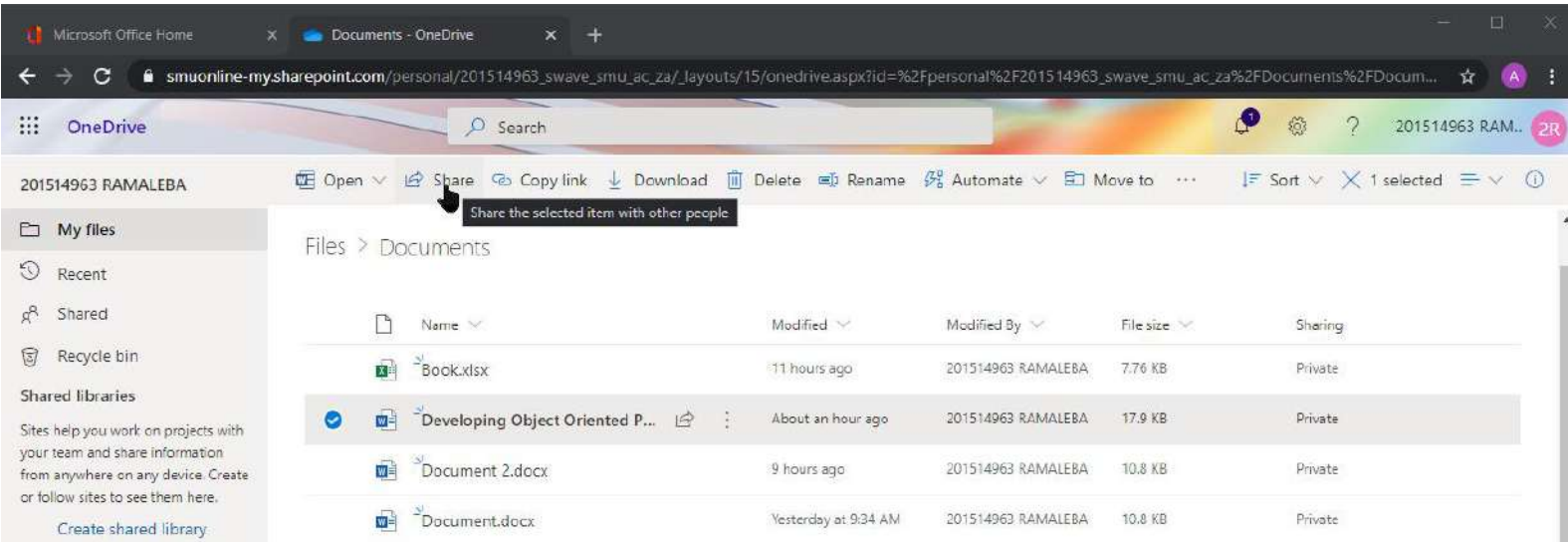


Now let's look at how you can share your content on OneDrive

Step 01: Select the file(s) or folder(s) you want to share



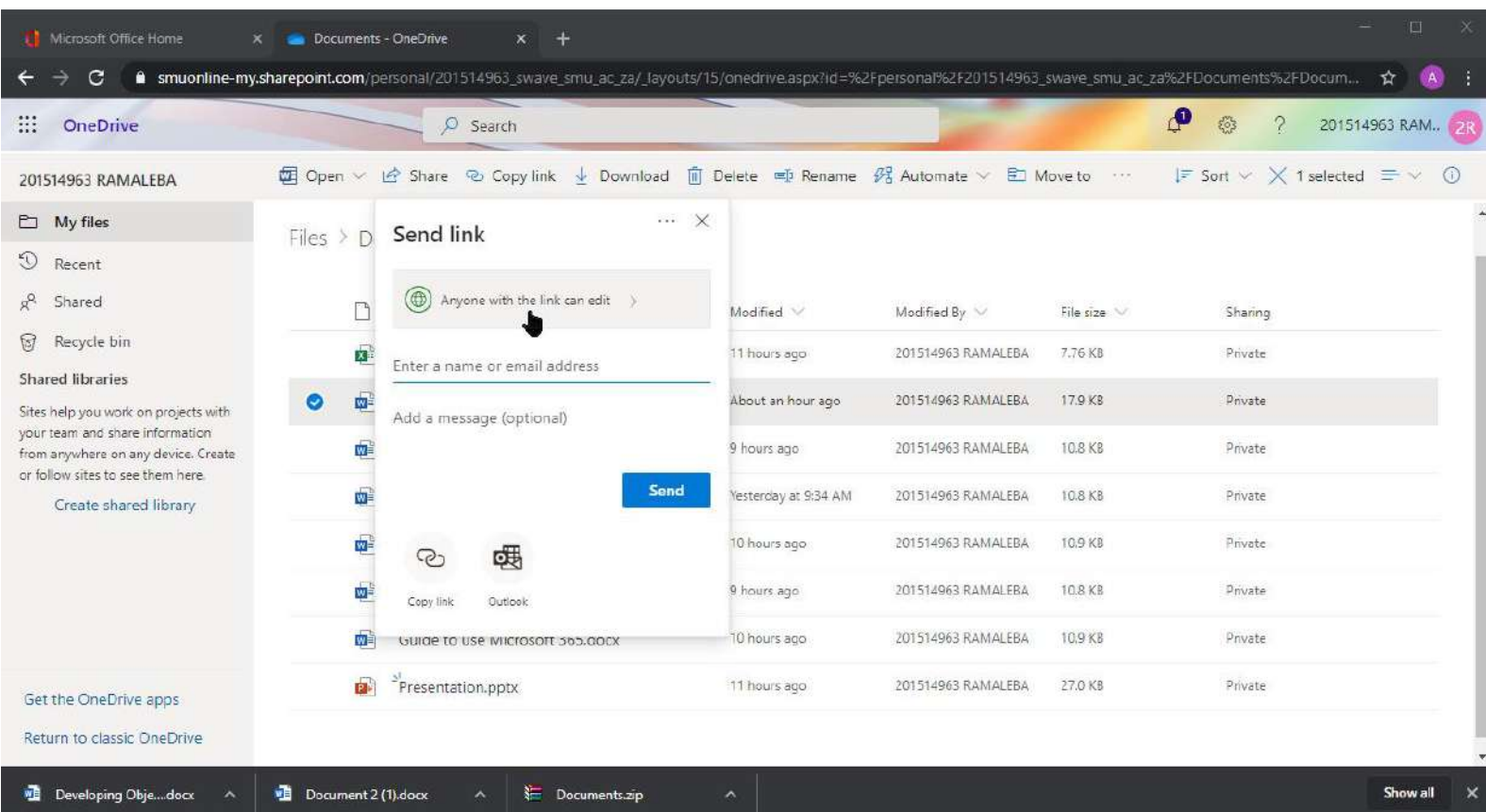
Step 02: Click on the 'Share' button



The screenshot shows the OneDrive web interface. The user is logged in as '201514963 RAMALEBA'. The top navigation bar includes 'Open', 'Share', 'Copy link', 'Download', 'Delete', 'Rename', 'Automate', and 'Move to'. The 'Share' button is highlighted with a mouse cursor, and a tooltip reads 'Share the selected item with other people'. Below the navigation bar, the 'Files > Documents' view is shown. A table lists several files, with 'Developing Object Oriented P...' selected. The table columns are Name, Modified, Modified By, File size, and Sharing.

Name	Modified	Modified By	File size	Sharing
Book.xlsx	11 hours ago	201514963 RAMALEBA	7.76 KB	Private
Developing Object Oriented P...	About an hour ago	201514963 RAMALEBA	17.9 KB	Private
Document 2.docx	9 hours ago	201514963 RAMALEBA	10.8 KB	Private
Document.docx	Yesterday at 9:34 AM	201514963 RAMALEBA	10.8 KB	Private

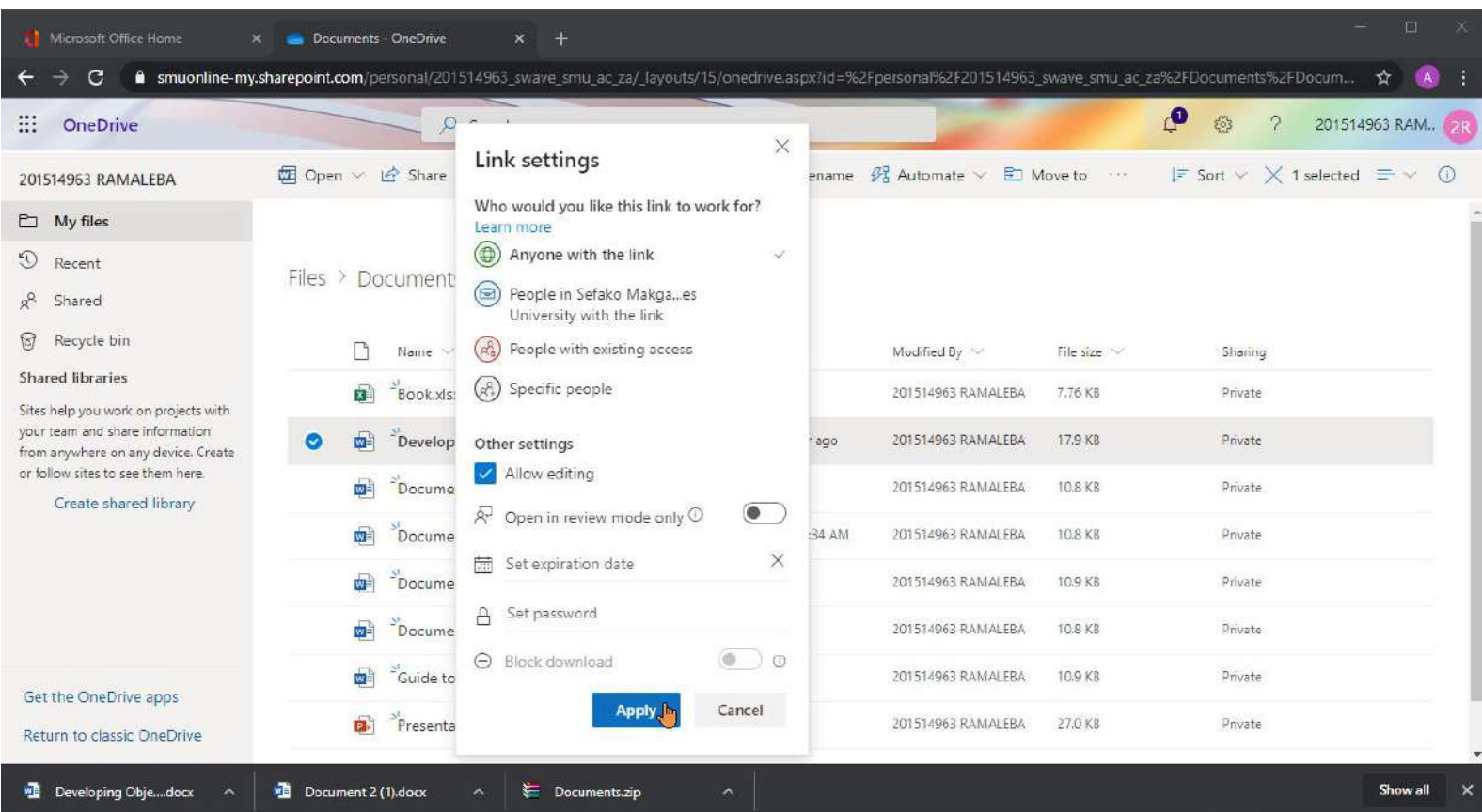
Step 03: Click on link edit options



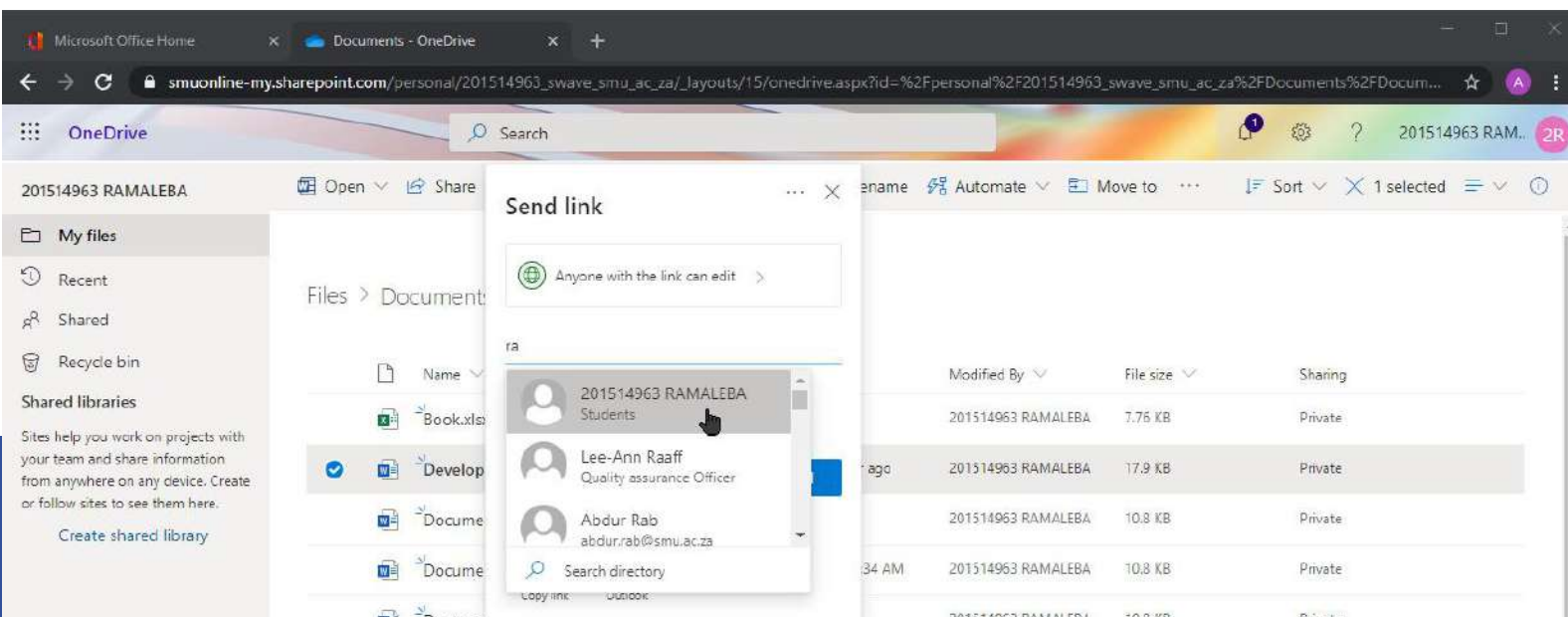
The screenshot shows the OneDrive web interface with the 'Send link' dialog box open. The dialog box has a title bar 'Send link' and a close button. It contains a dropdown menu with the option 'Anyone with the link can edit' selected. Below this is a text input field 'Enter a name or email address', an optional message field 'Add a message (optional)', and a 'Send' button. At the bottom of the dialog, there are 'Copy link' and 'Outlook' options. The background shows the same file list as in the previous screenshot.

Name	Modified	Modified By	File size	Sharing
Book.xlsx	11 hours ago	201514963 RAMALEBA	7.76 KB	Private
Developing Object Oriented P...	About an hour ago	201514963 RAMALEBA	17.9 KB	Private
Document 2.docx	9 hours ago	201514963 RAMALEBA	10.8 KB	Private
Document.docx	Yesterday at 9:34 AM	201514963 RAMALEBA	10.8 KB	Private
Document 2 (1).docx	10 hours ago	201514963 RAMALEBA	10.9 KB	Private
Document 2 (1).docx	9 hours ago	201514963 RAMALEBA	10.8 KB	Private
Document 2 (1).docx	10 hours ago	201514963 RAMALEBA	10.9 KB	Private
Document 2 (1).docx	9 hours ago	201514963 RAMALEBA	10.8 KB	Private
Document 2 (1).docx	10 hours ago	201514963 RAMALEBA	10.9 KB	Private
Document 2 (1).docx	11 hours ago	201514963 RAMALEBA	27.0 KB	Private

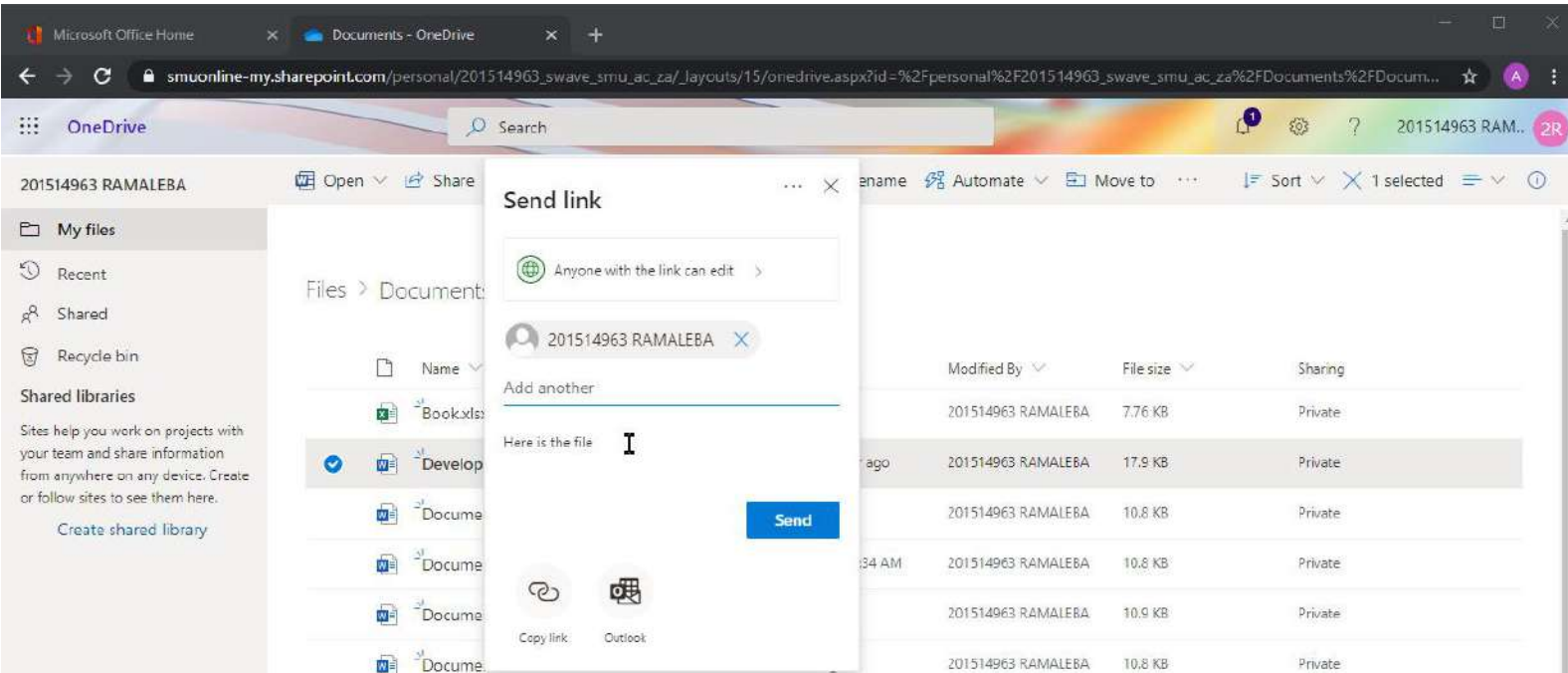
Step 04: Here you'll be able to select who you want the link to work for, whether the person can edit the link or not, you can set expiry date for the link, a password and whether one can download or not. When your done with the settings, click on 'Apply' for the changes to take effect



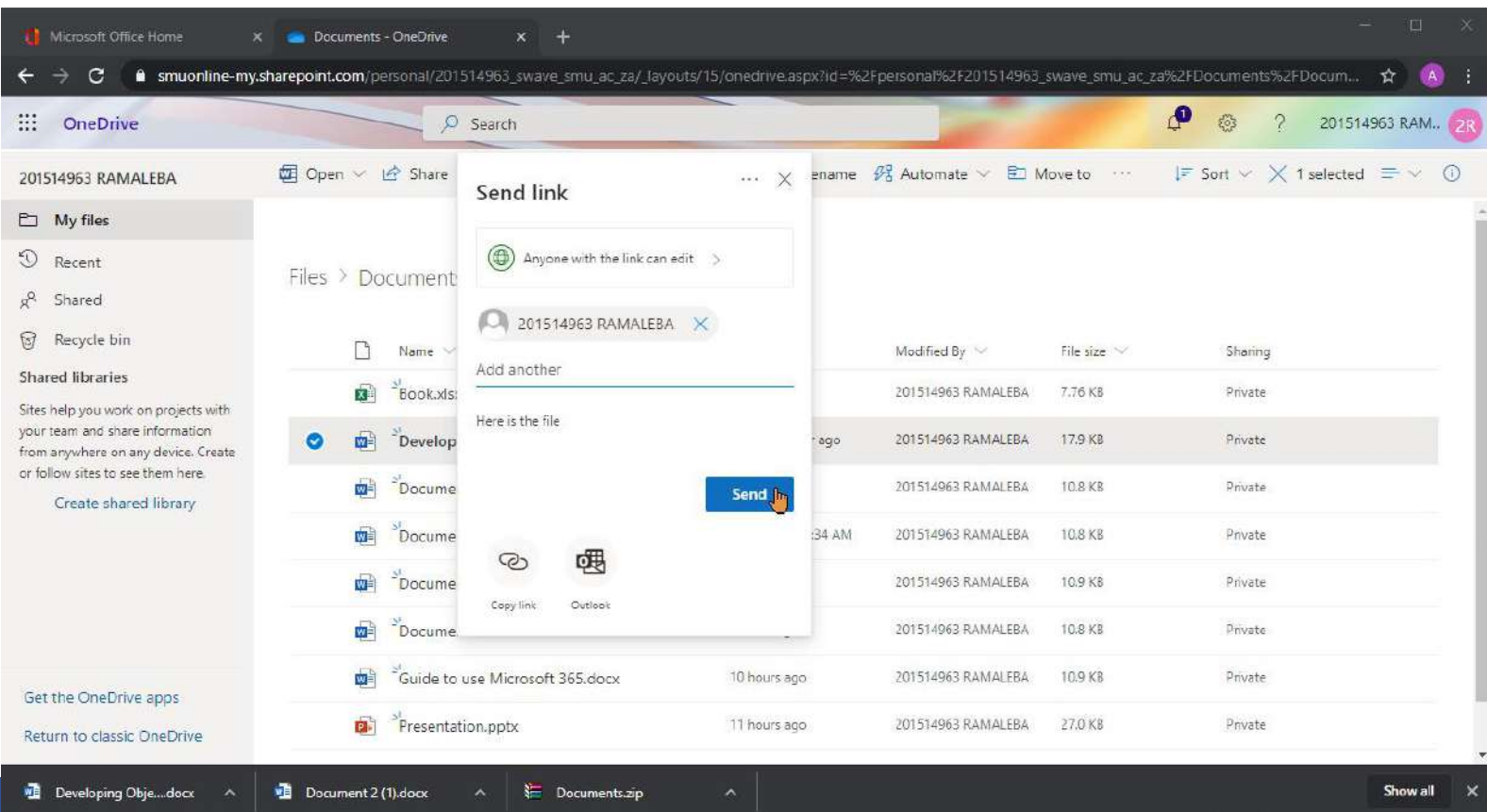
Step 05: Type the name or email address of the person you want to share your file with (as you type, the system will search to see if the user is in the system, if so, you can simply select from the results)



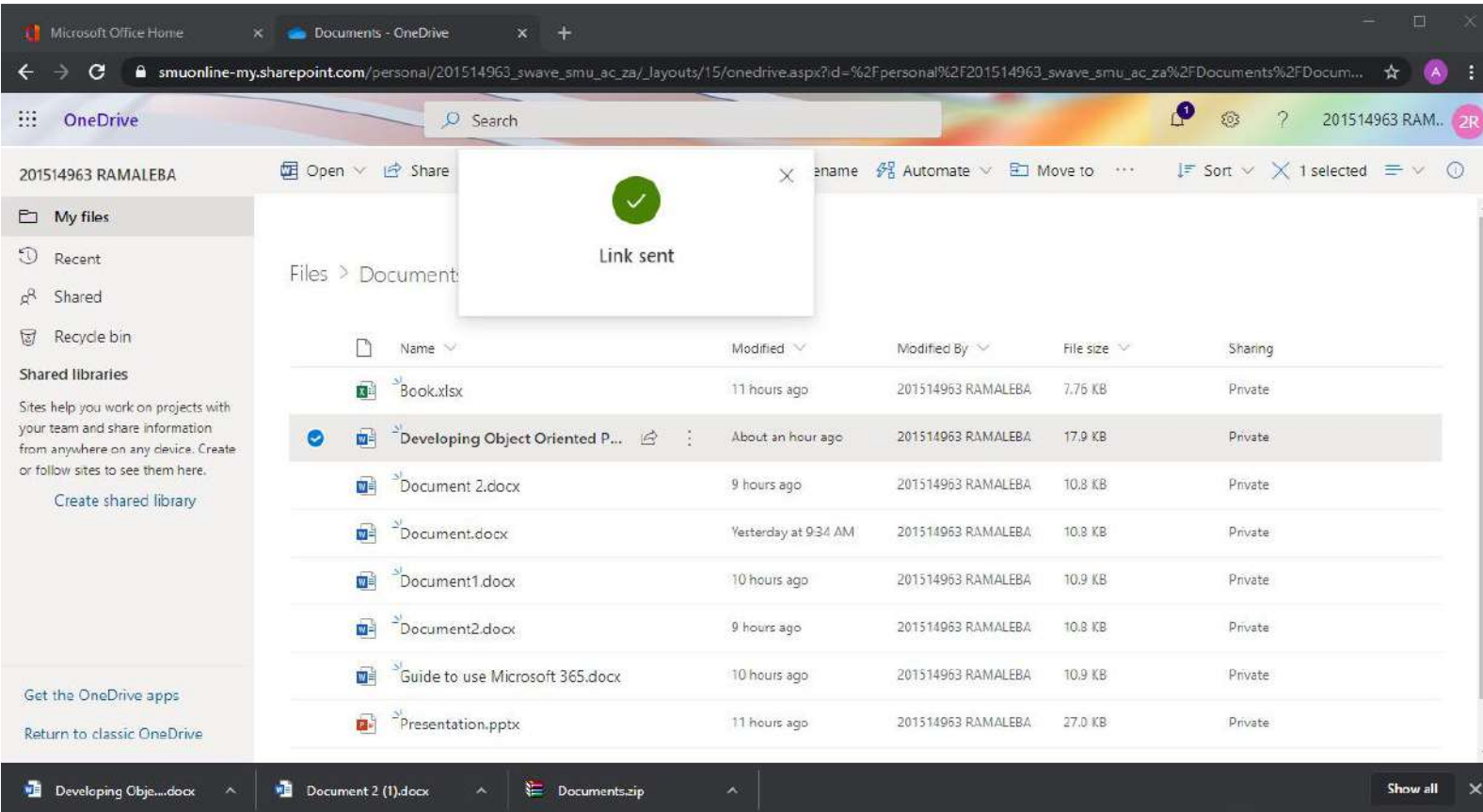
You can also add a message if you want



Step 06: Then click the 'Send' button to send your file

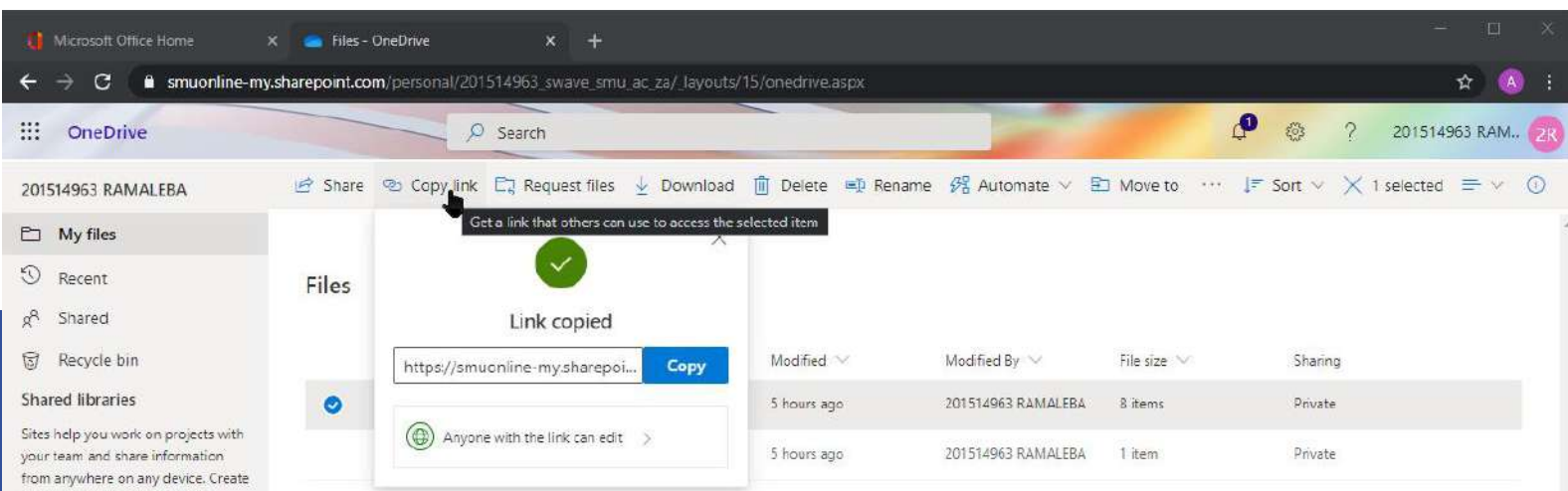


It'll then show you that the link for your file has been sent



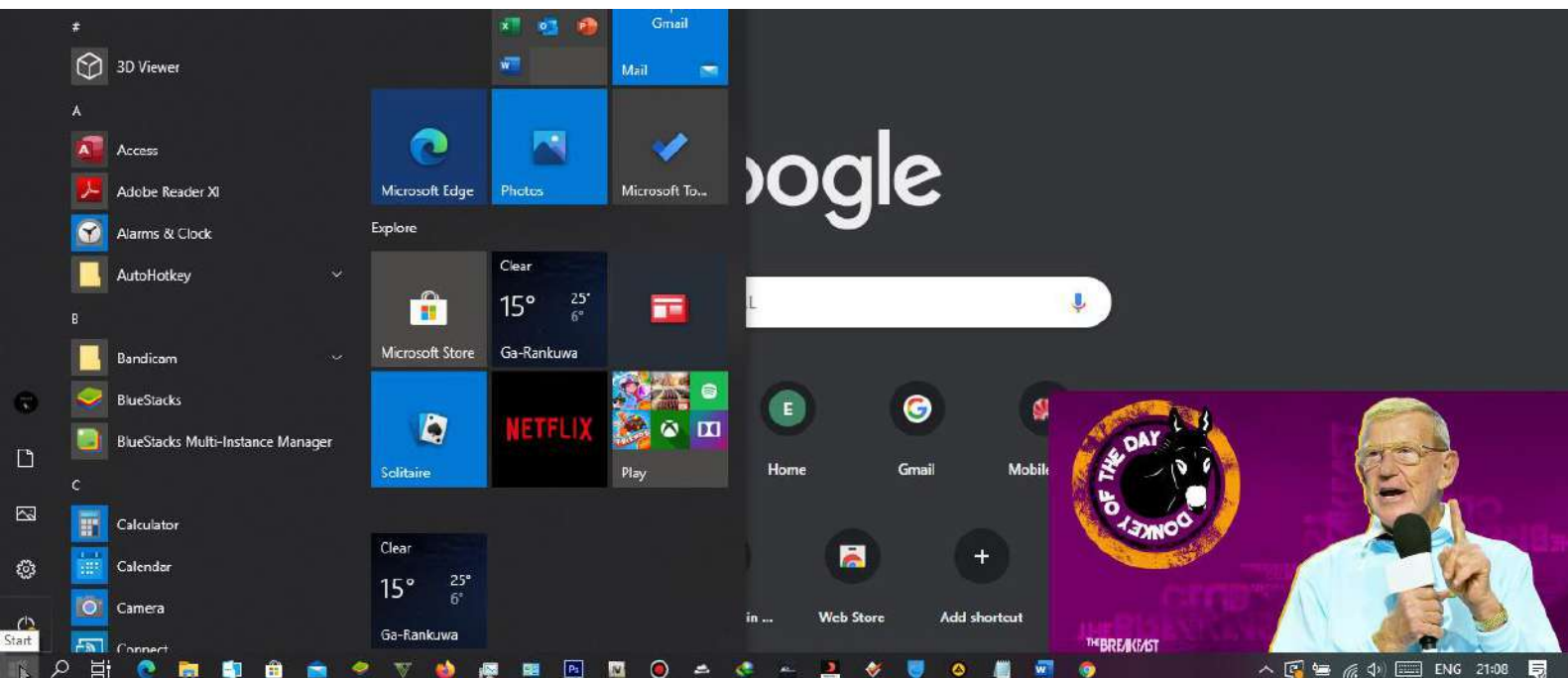
You can also just copy your file link and send it to someone

Step 01: Select the file, then click on 'Copy link' (it'll show you that the link has been copied) You can also edit link options here, when you're done, you can send this link using any platform of your choice (Gmail, WhatsApp etc.), you'll simply paste the link as a text.

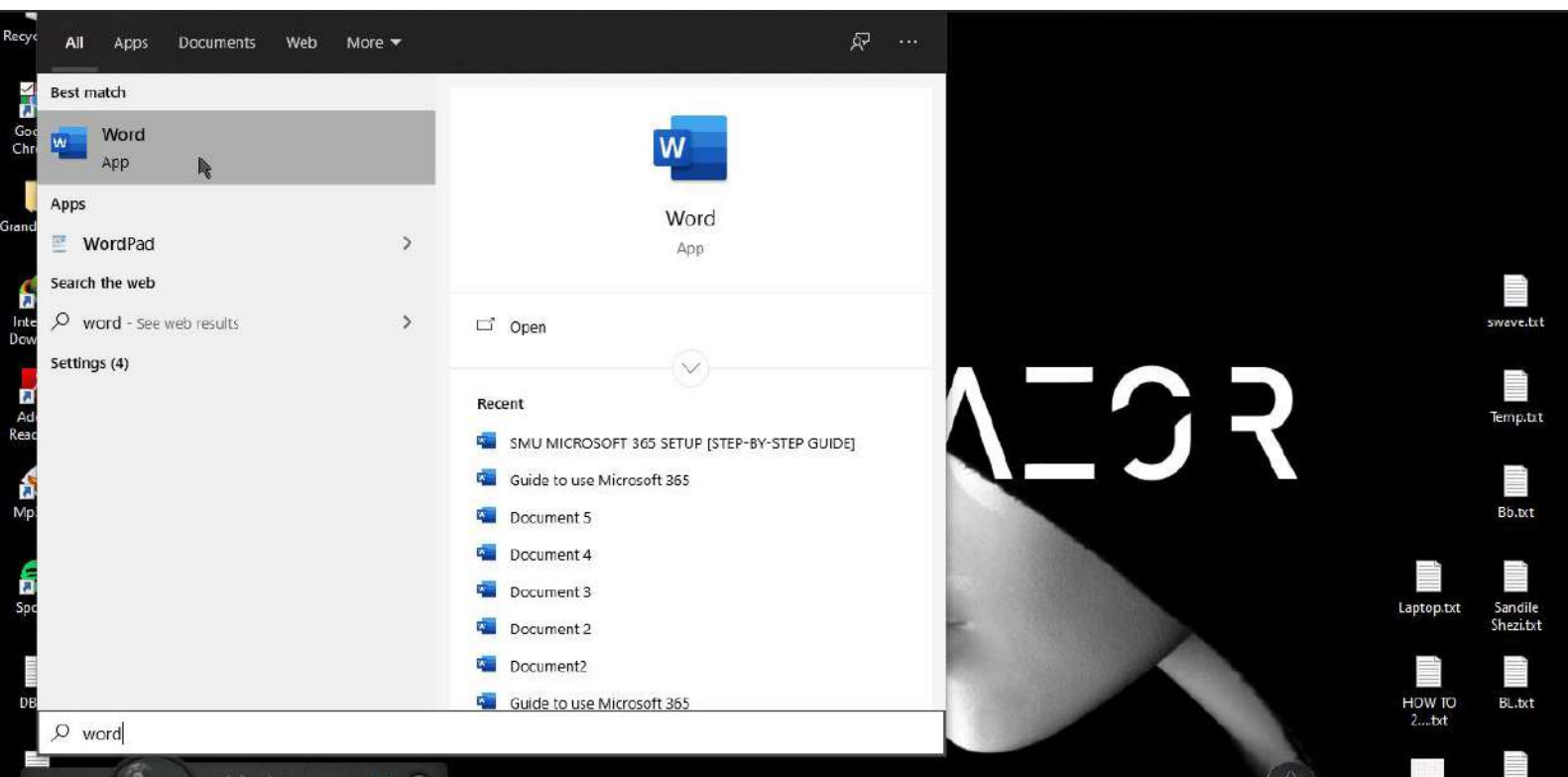


Installing office 365 to use offline (Case 01: Your laptop came with office 365 already installed)

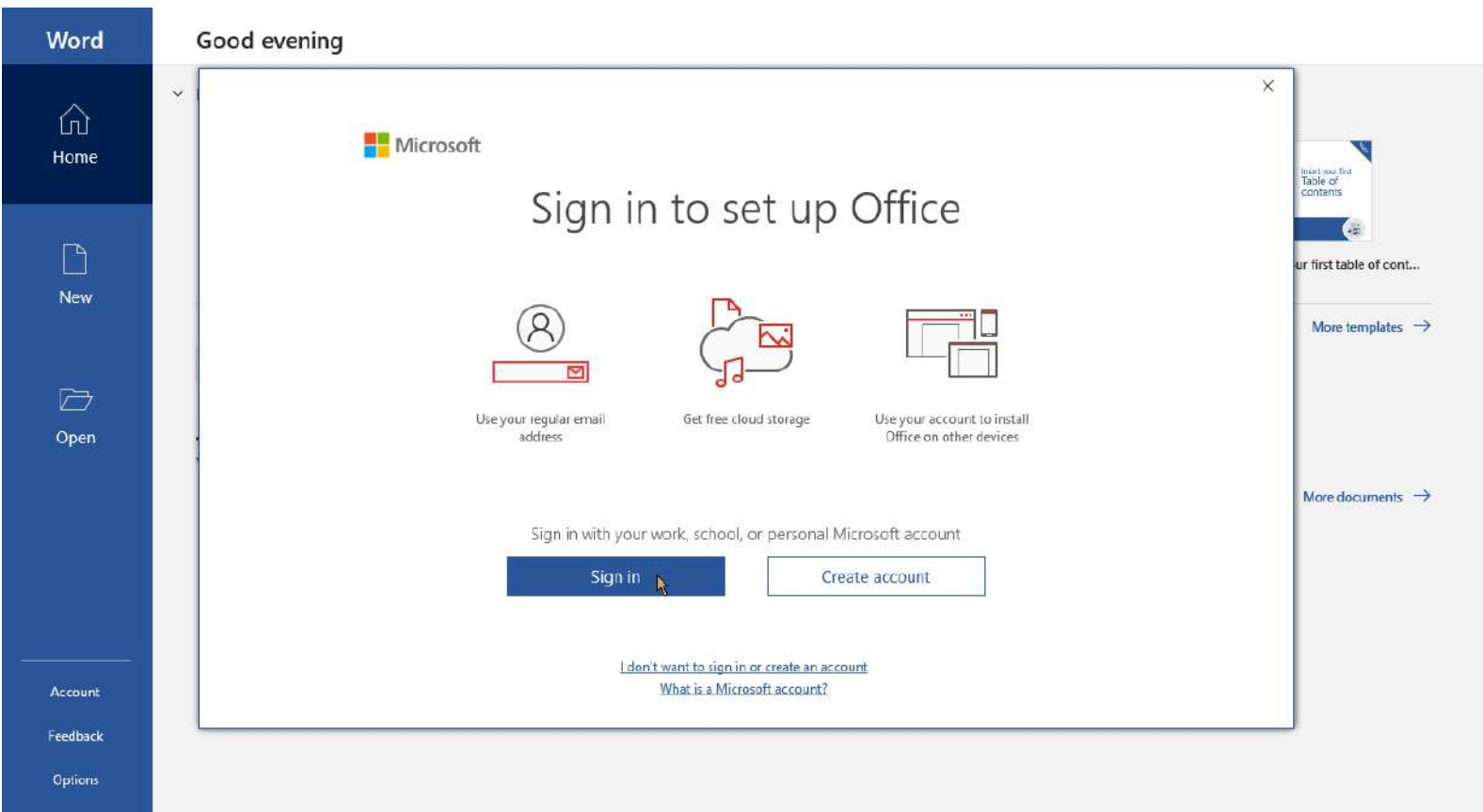
Step 01: Click on the start button (located at the task bar, normally at the bottom left) or press the windows button on your keyboard.



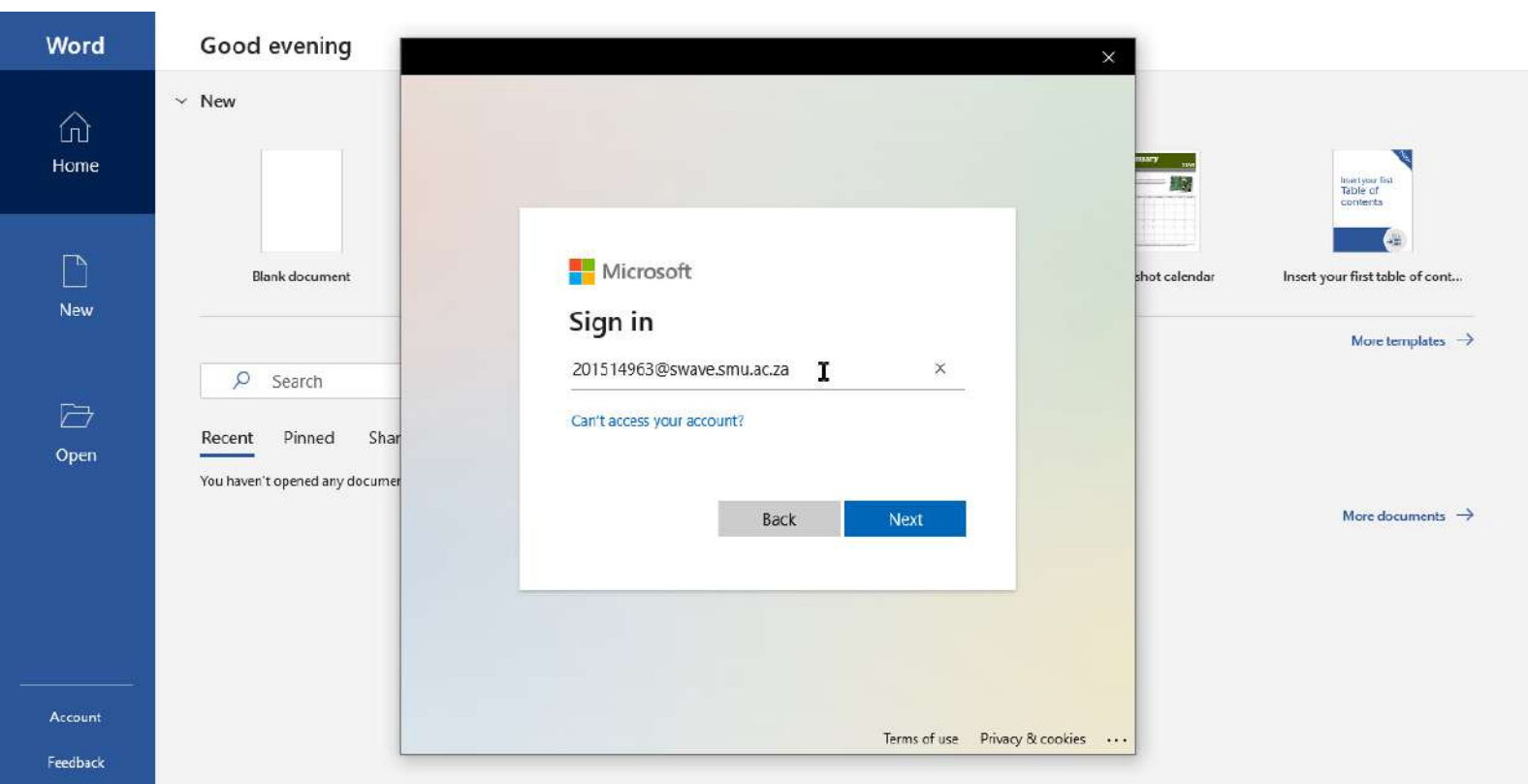
Step 02: Search/type 'word' and click on the word app to open it (the word icon should look as shown below for Office 365)



Step 03: Click on 'Sign in'



Step 04: Enter the username and password you've been provided with



Step 05: Click on 'Ok'

Word

Good evening

New

Blank document

Search

Recent Pinned Shared

You haven't opened any documents

Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. You may need to let your organization manage some settings on your device.

Allow my organization to manage my device

No, sign in to this app only

OK

Your account will reflect at the top when you're logged in

Word

201514963 RAMALEBA

Word

Good evening

New

Blank document

Welcome to Word

Single spaced (blank)

Blue grey resume

Snapshot calendar

Insert your first table of contents

More templates →

Search

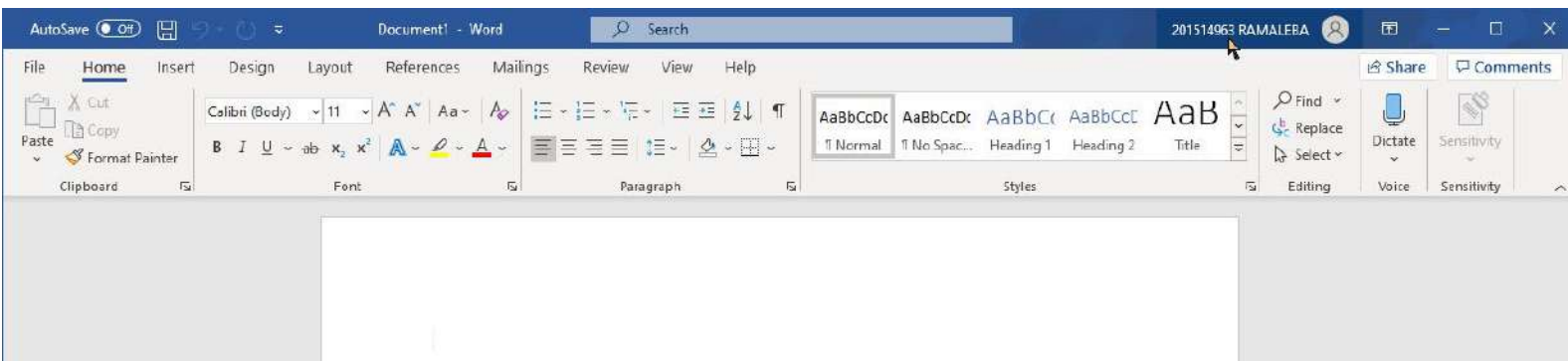
Recent Pinned Shared with Me

Name	Date modified
SMU MICROSOFT 365 SETUP [STEP-BY-STEP GUIDE].docx C:\r420r\Work\Guide to use Microsoft 365\Final	30m ago
SMU MICROSOFT 365 SETUP [STEP-BY-STEP GUIDE].docx https://smuonline-my.sharepoint.com/personal/201514963_swave_smu_ac_za/Documents/Documents	4h ago
Guide to use Microsoft 365.docx https://smuonline-my.sharepoint.com/personal/201514963_swave_smu_ac_za/Documents/Documents	4h ago
Document 5.docx https://smuonline-my.sharepoint.com/personal/201514963_swave_smu_ac_za/Documents	7h ago

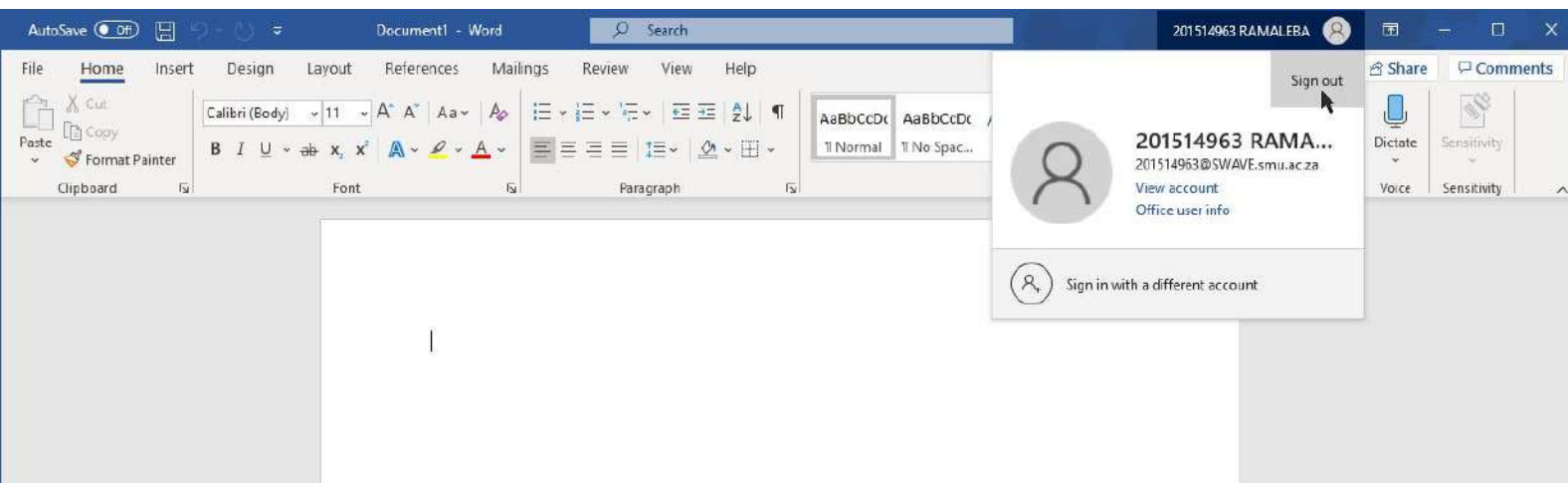
If you already had a personal account signed into your Office 365, simply sign out and sign in with your SWAVE account

Step 01: (a). Click on the name of the account, (b). then click on sign out, (c). confirm to sign out

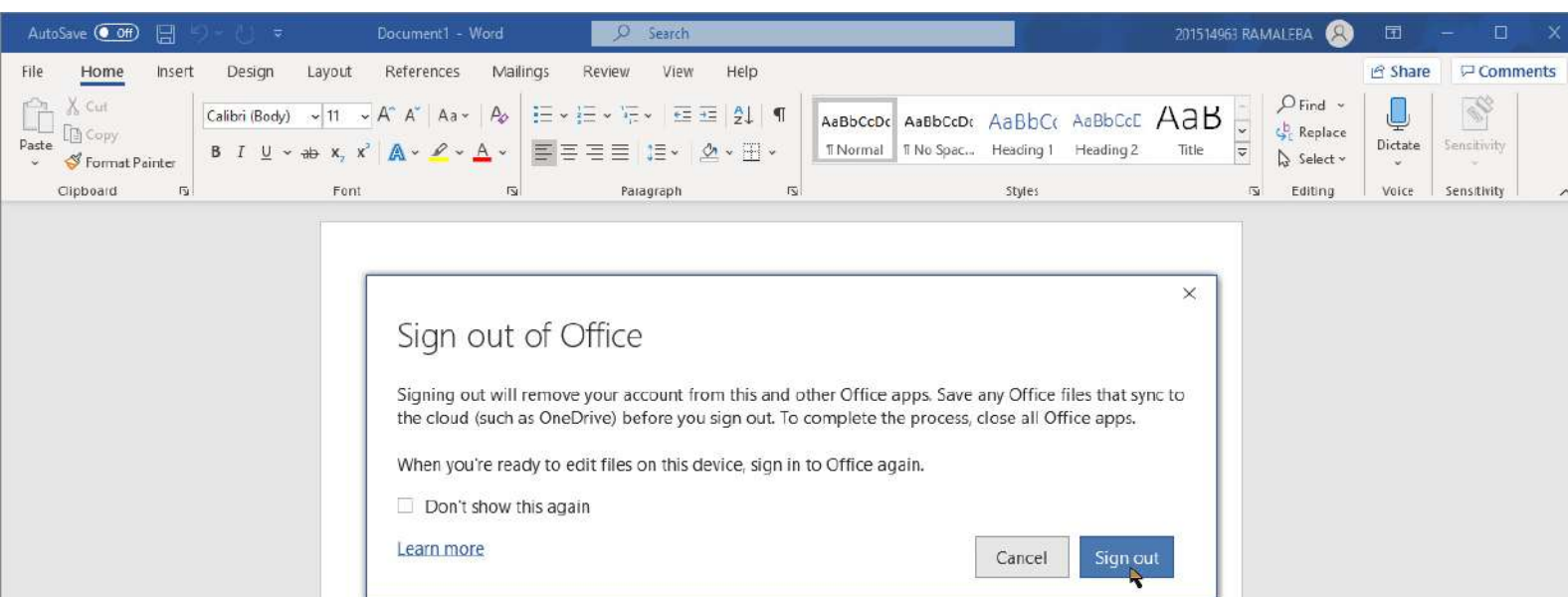
(a).



(b).

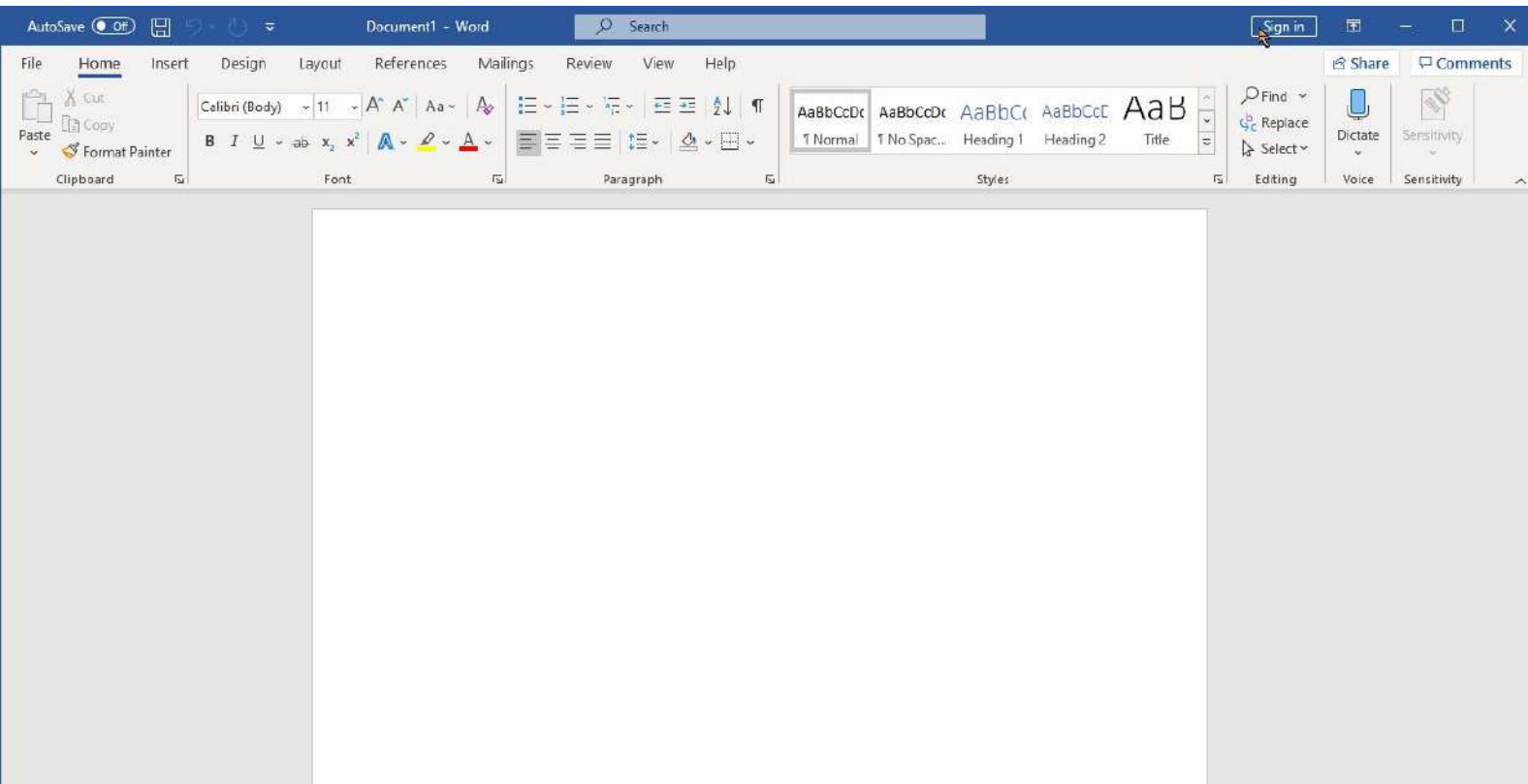


(c).

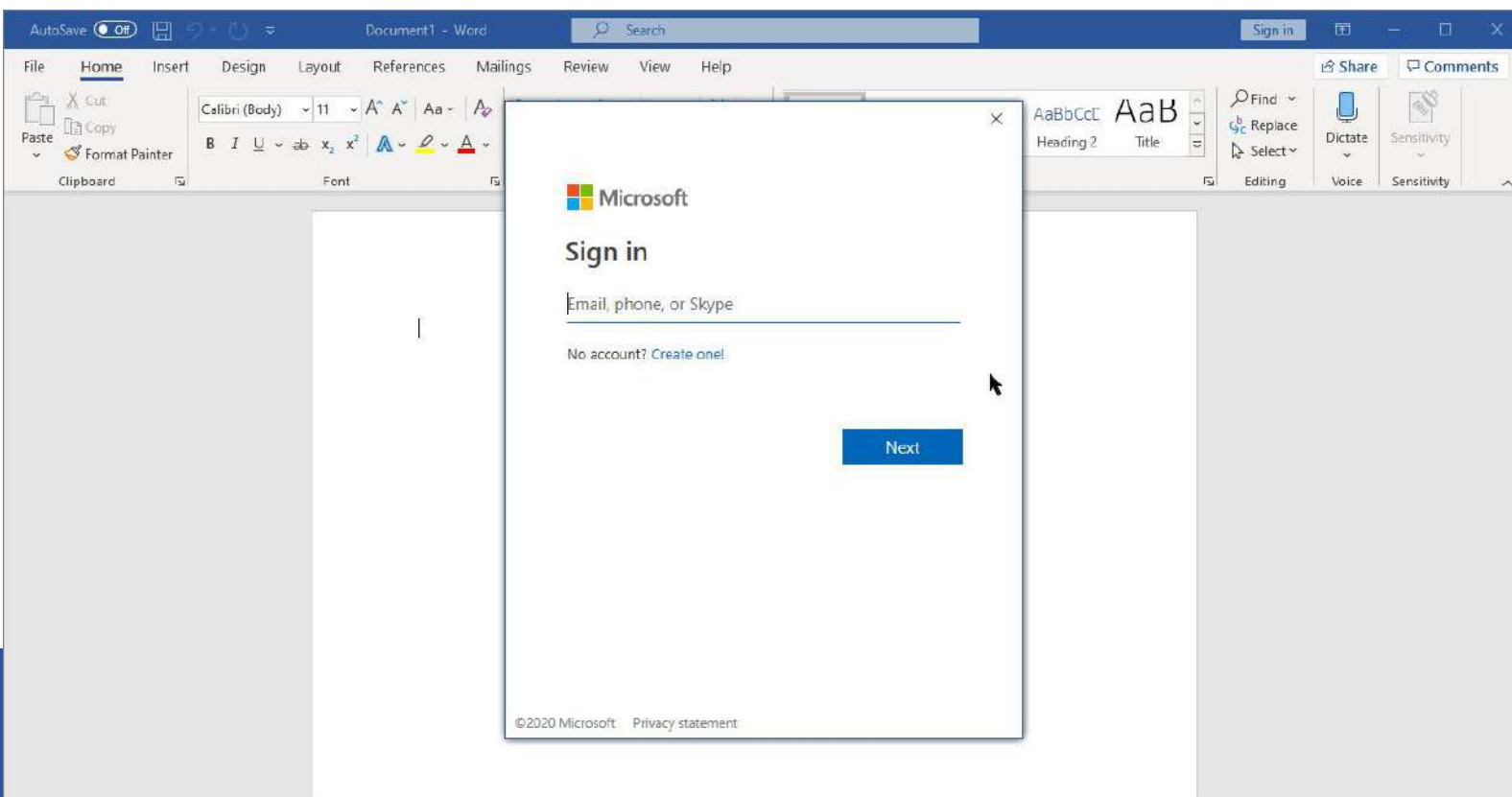


Step 02: (a). Click on 'sign in' at the top, (b). then use your SWAVE account details to sing in

(a).

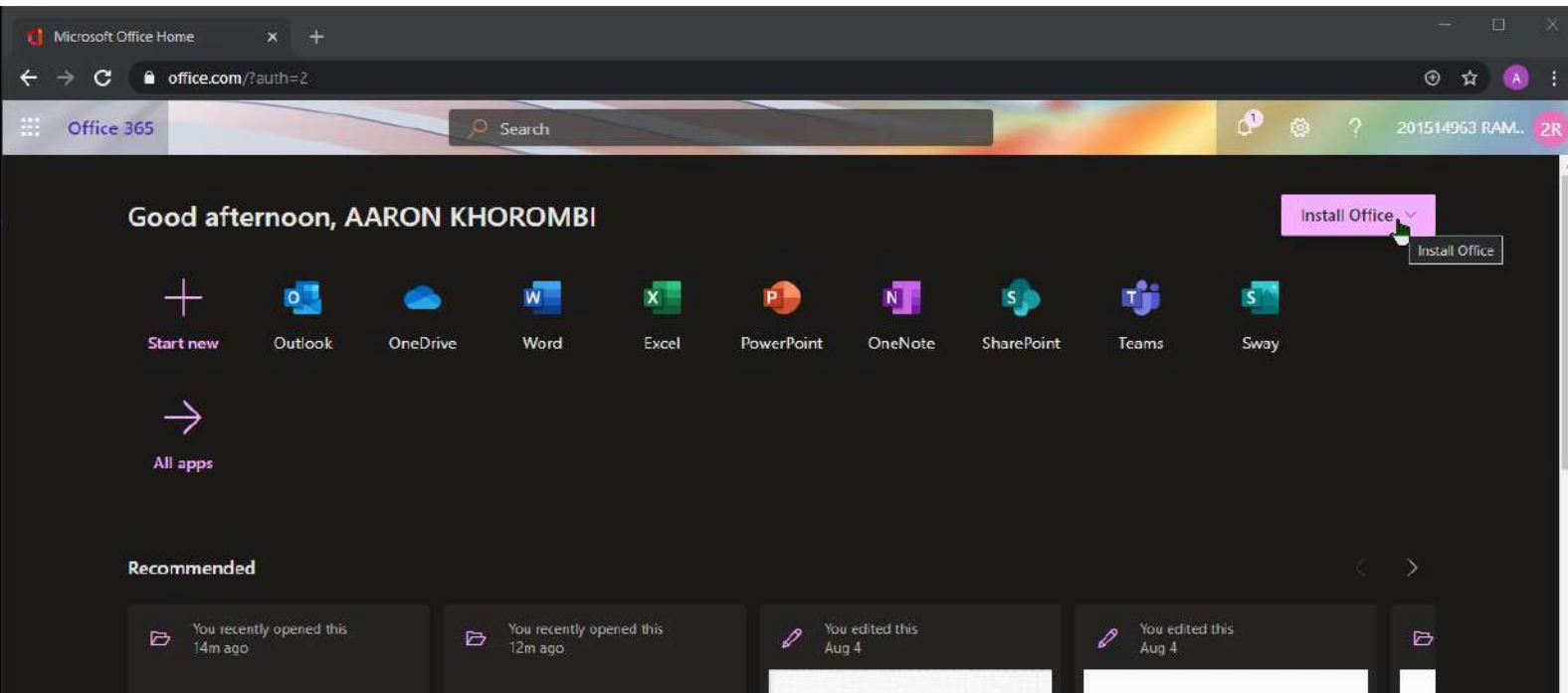


(b).

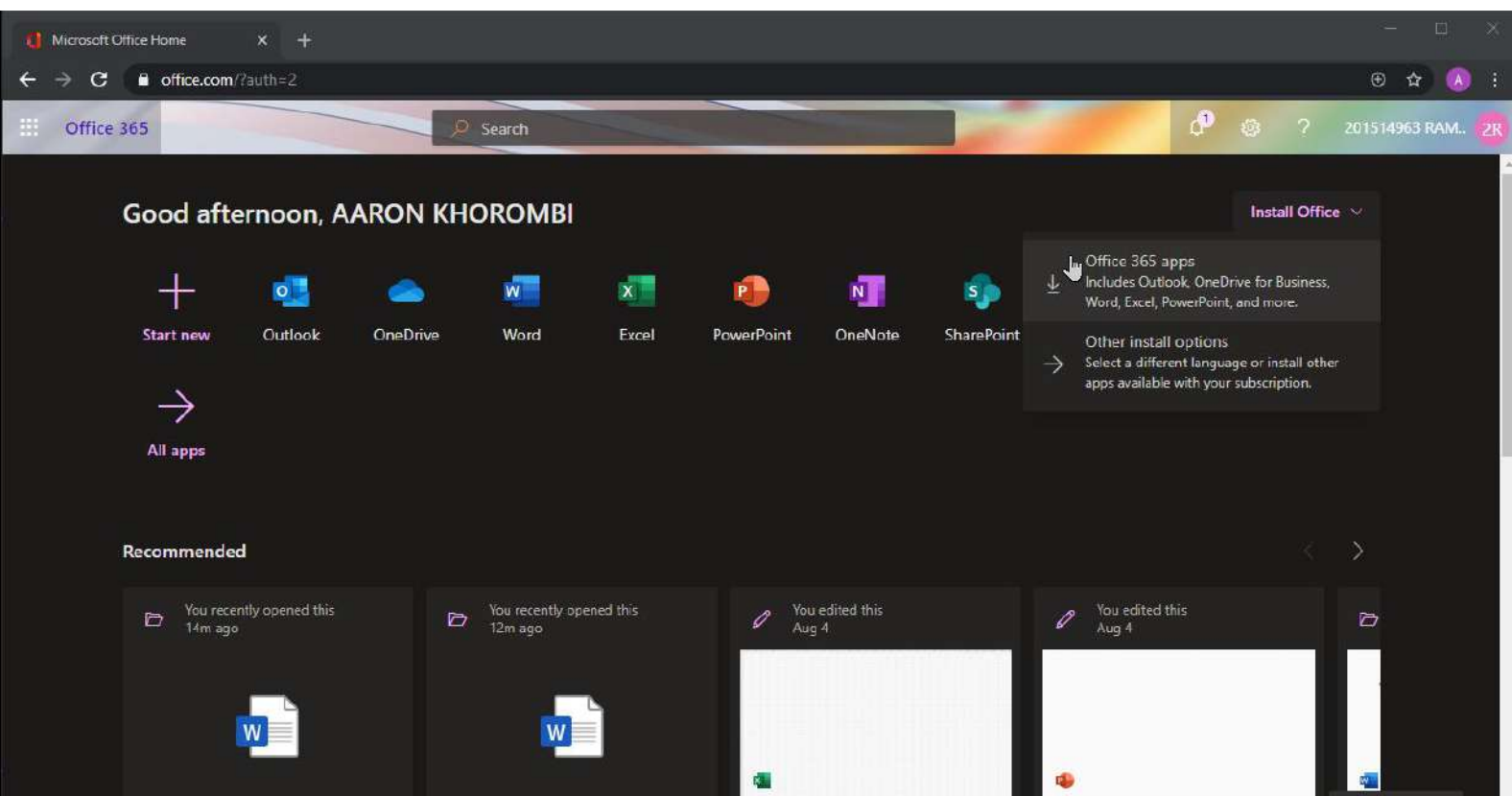


(Case 02: Your laptop did not come with office 365 already installed)

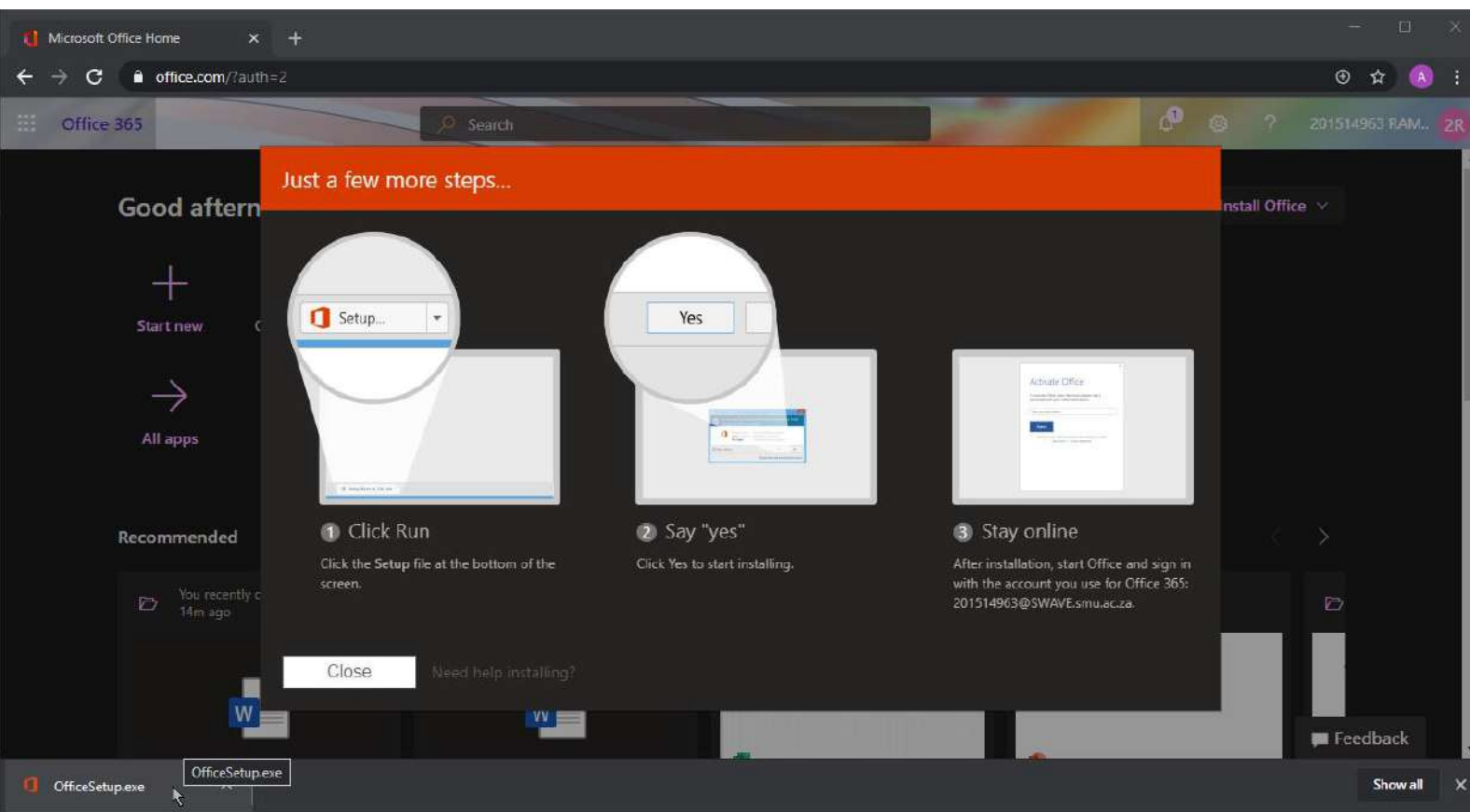
Step 01: Go to office.com and log into your account. When you're logged in, click on 'Install Office' located at the top right.



Step 02: Select the first option 'Office 365 apps'



Step 03: OfficeSetup.exe will download, click on the downloaded file to start installing

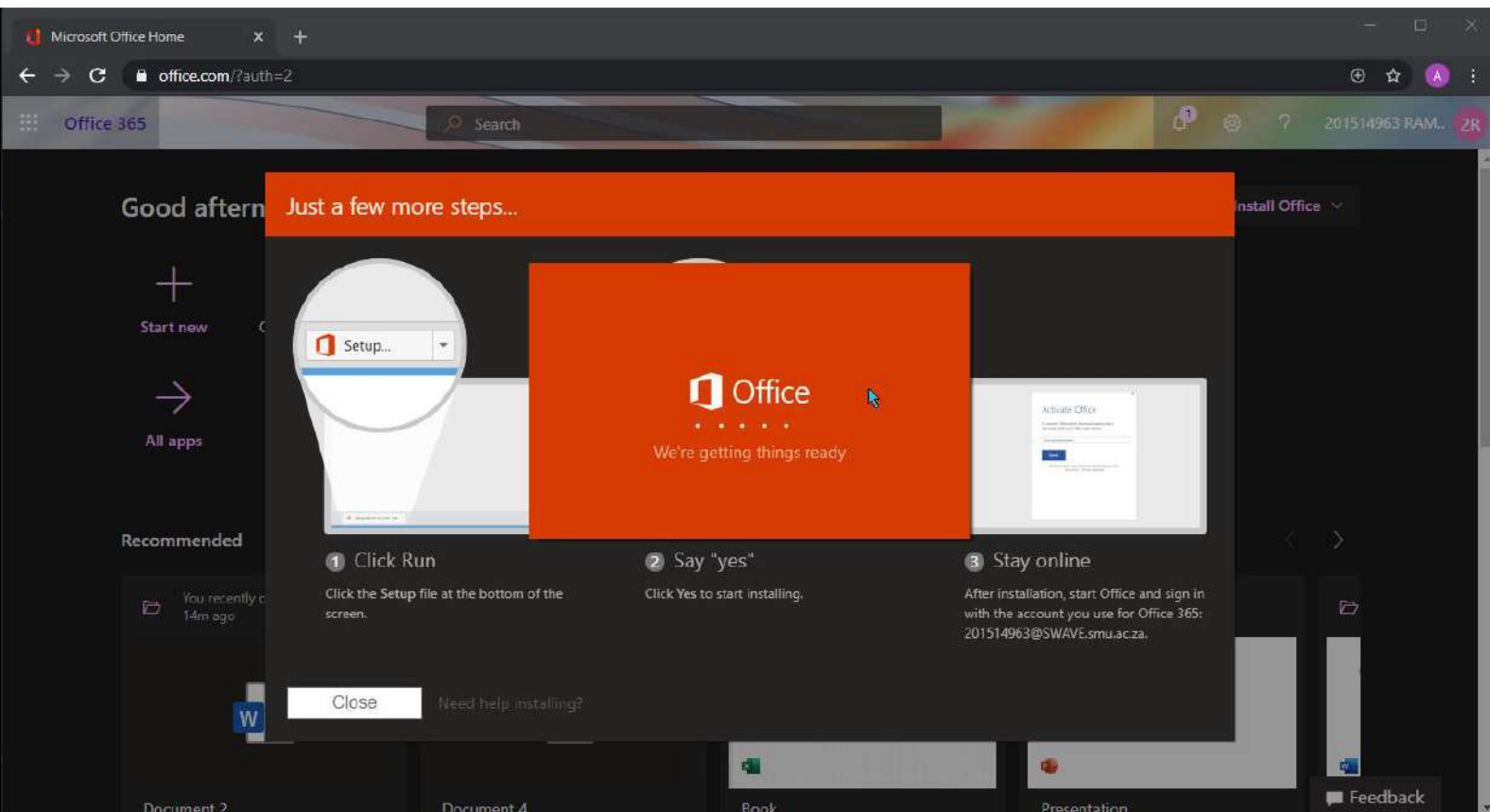


Step 04: Click on 'Yes'

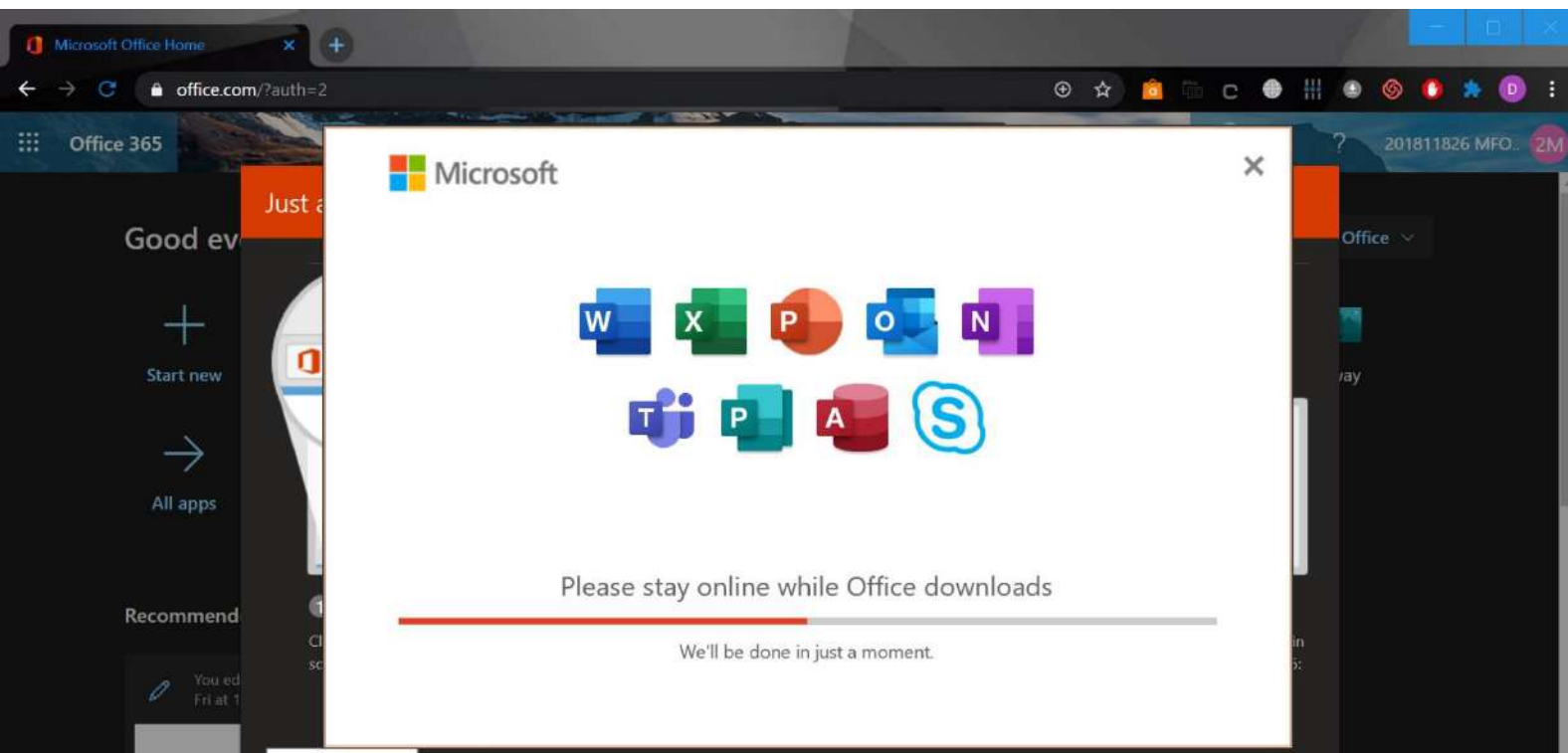


Office 365 will start the installation process

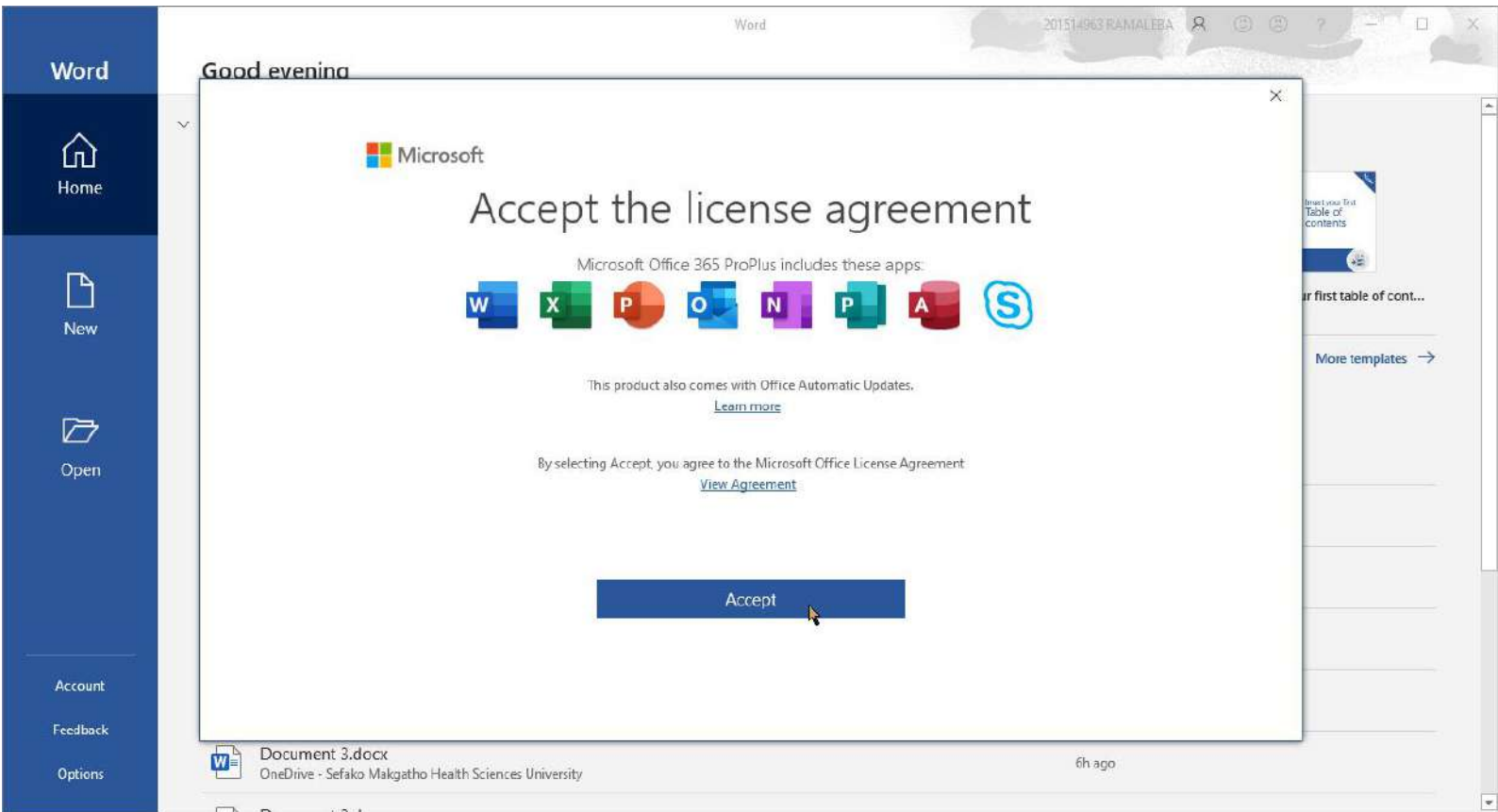
1).



2).



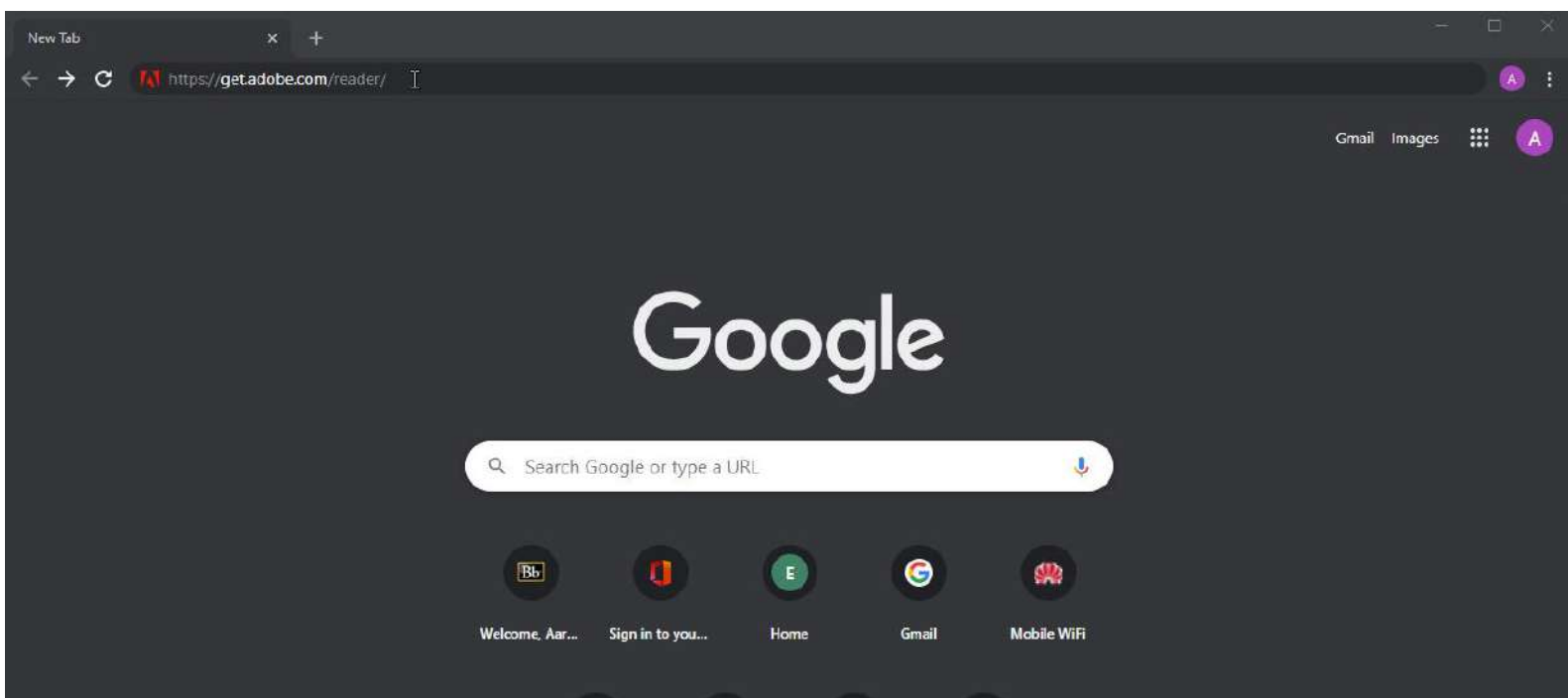
When the installation is done, do the 'Case 01 steps above' (from page 32)
When the licence window below pops up, click on 'Accept'



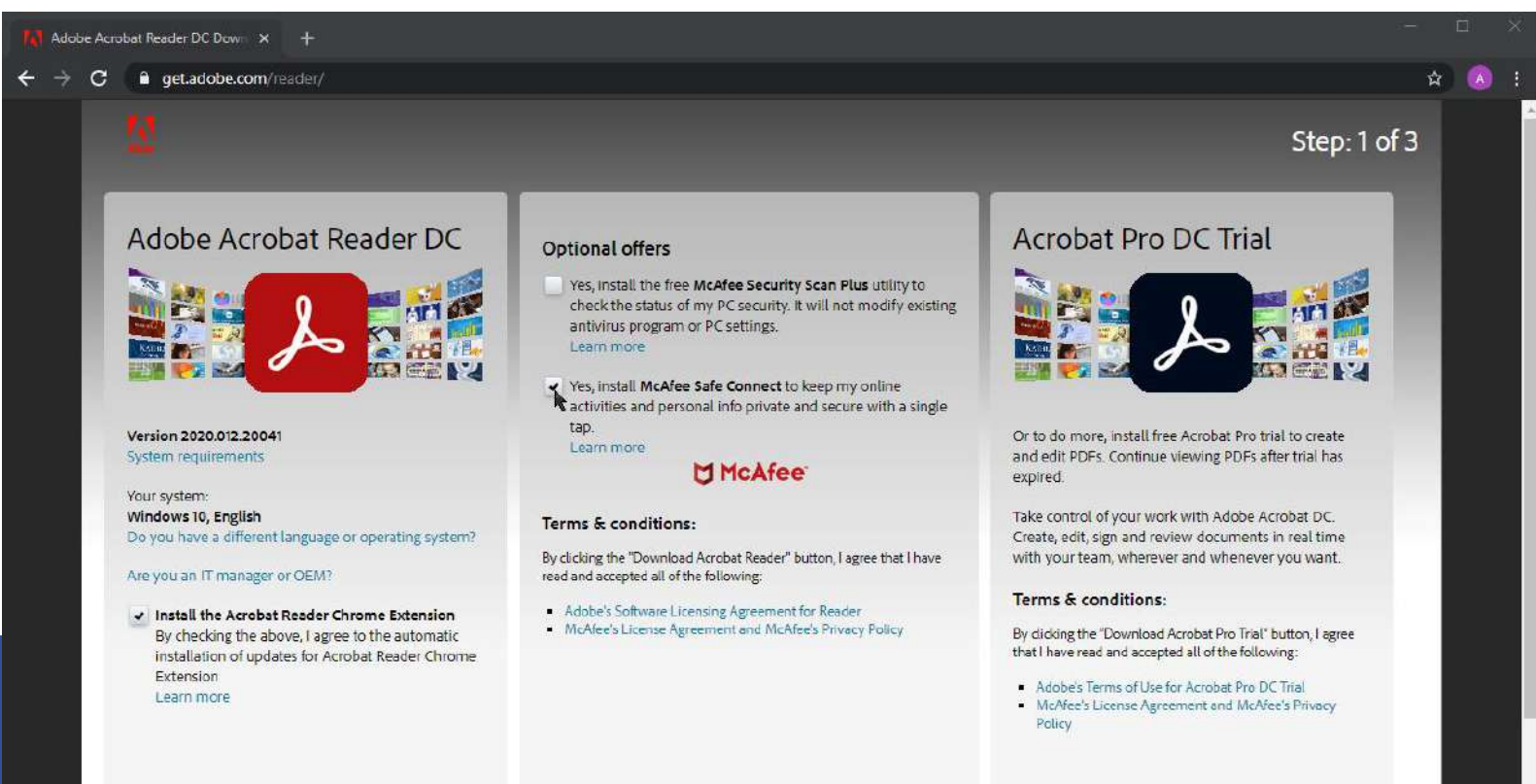
After signing into your SWAVE account on your installed Office 365, you'll be able to use Office apps (i.e. Word, Power Point, Excel etc.) offline.

How to install Adobe Reader on your device

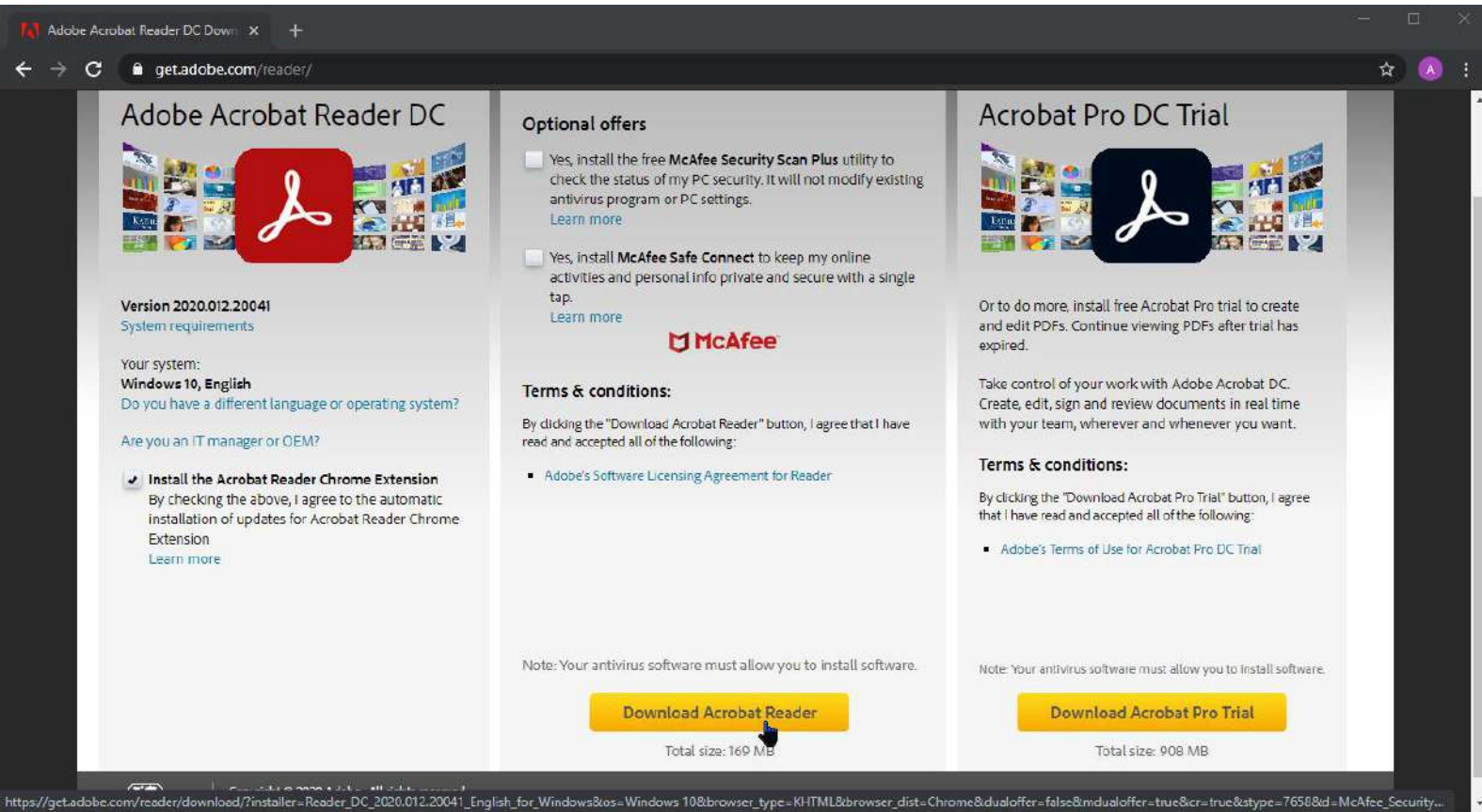
Step 01: Open your browser and type in this URL: <https://get.adobe.com/reader/> and press enter



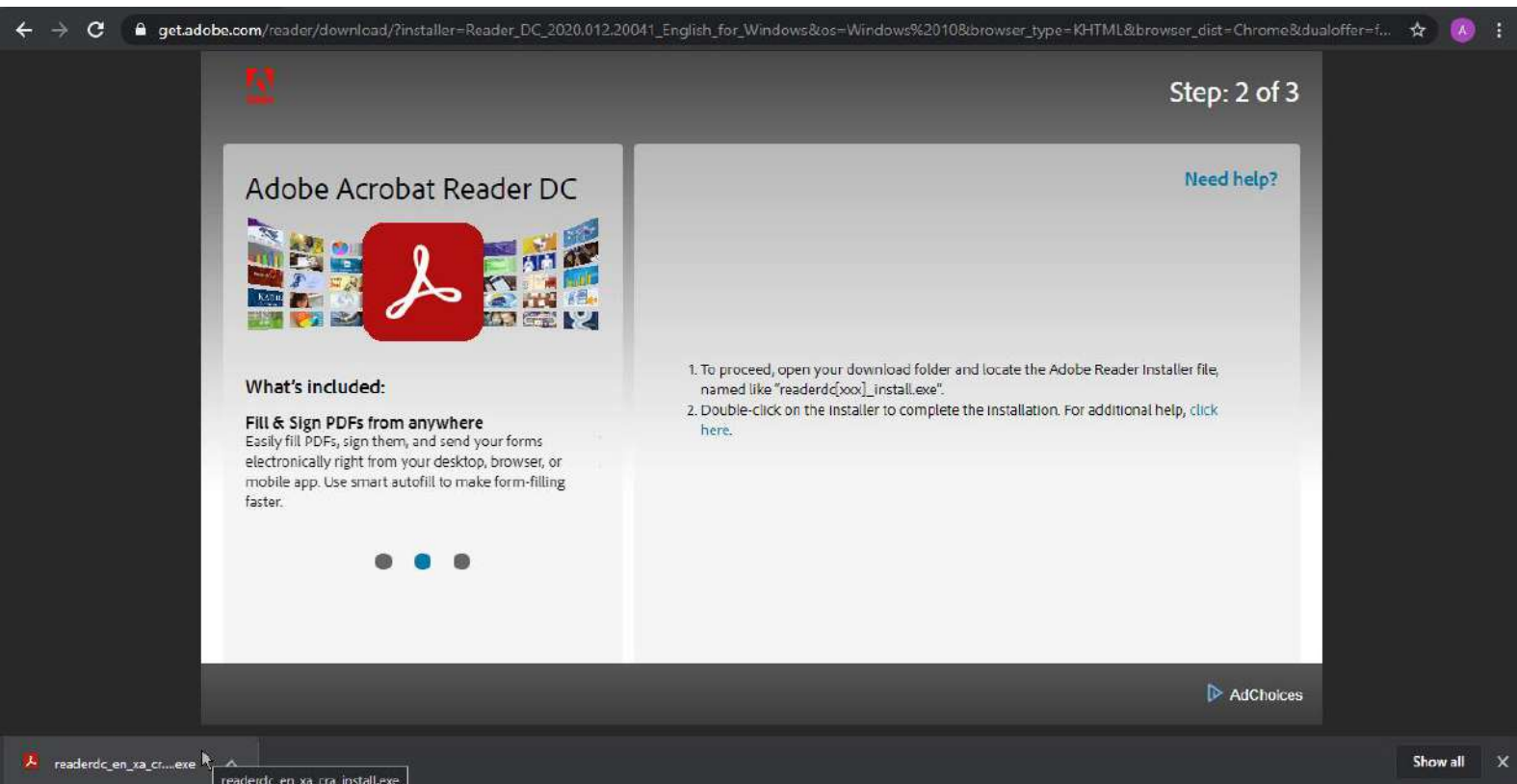
Step 02: Untick all the McAfee offers



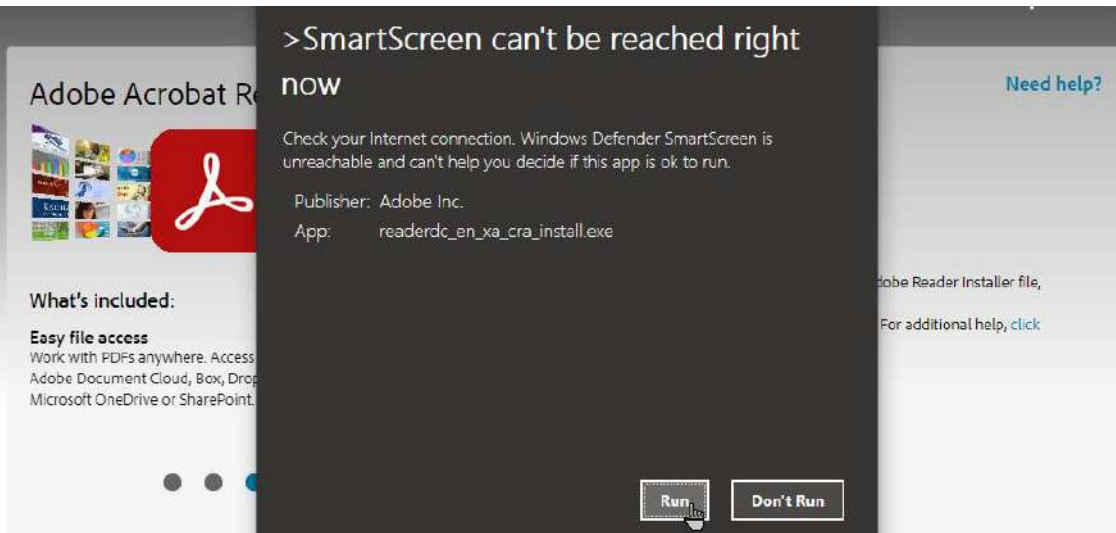
Step 03: Click on 'Download Adobe Reader'



Step 04: Open the downloaded '.exe' file



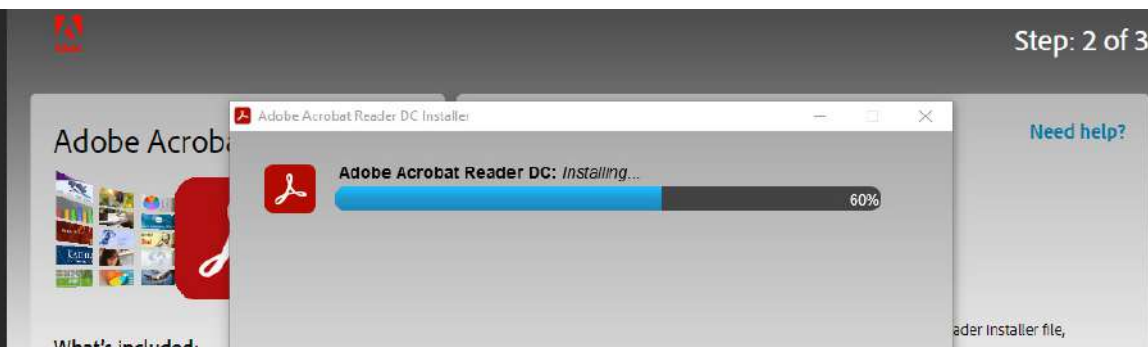
Step 05: If this window pops up, click on 'Run'



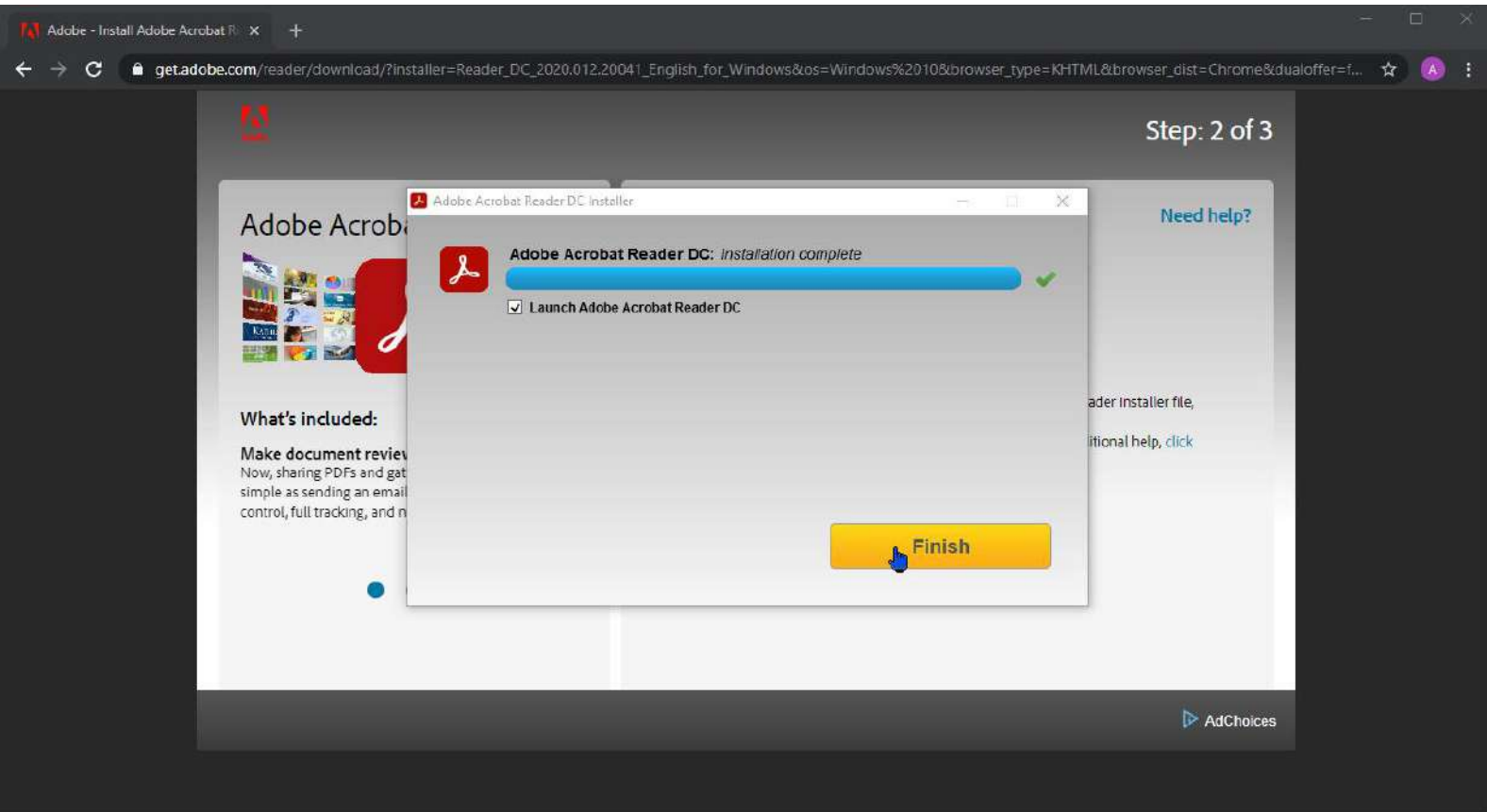
Click on 'Yes'



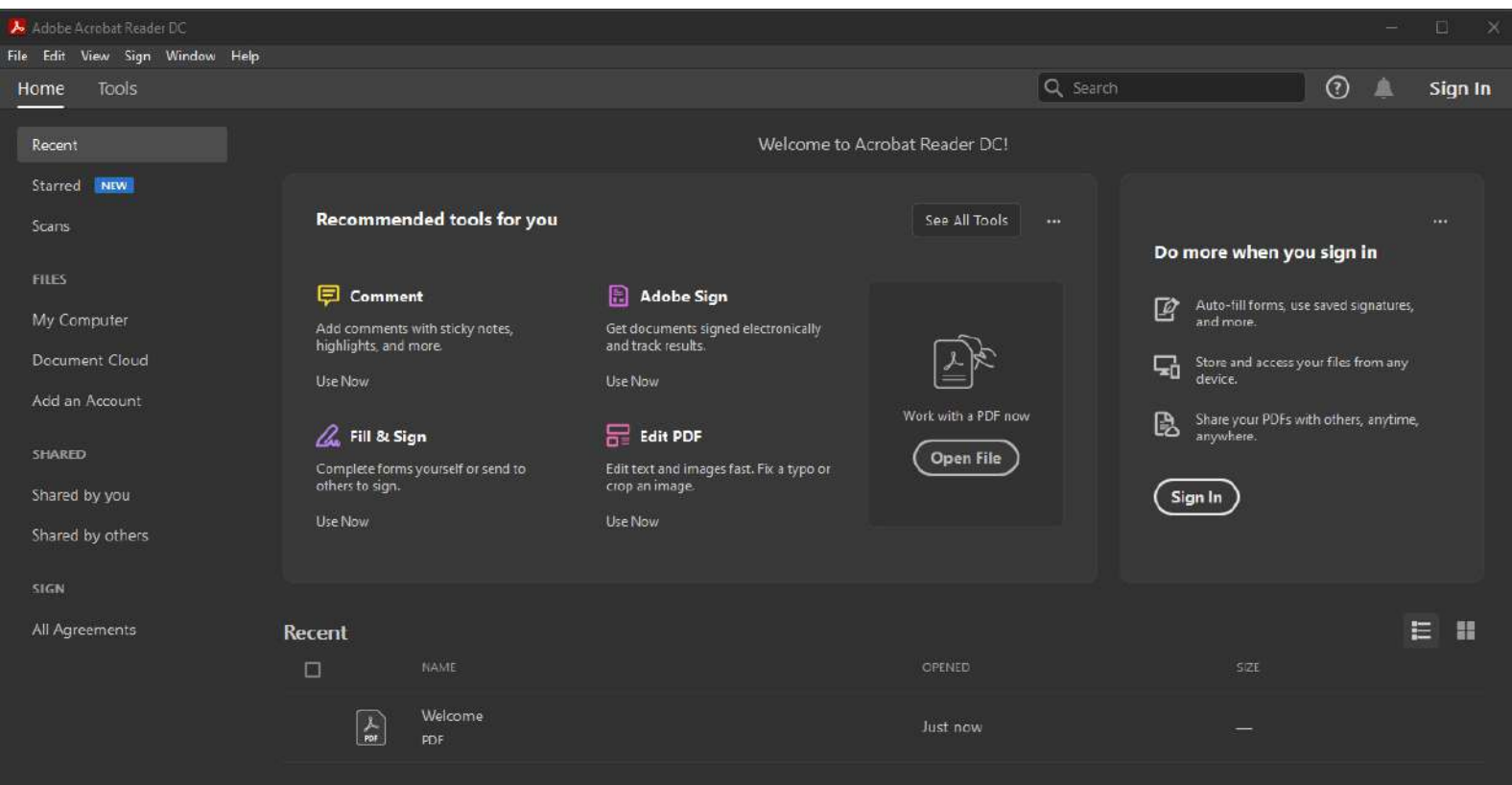
The download will start



Step 06: When the download is finished, click on 'Finish'



Step 07: You can use Adobe Reader to view your pdf files



For queries or additional information, you can contact the *ICT Student Technical Support Services* unit by sending an email to:

ictstudent_support@swave.smu.ac.za

Call:

[012 521 5768/5988](tel:0125215768)