

# Office for Education – Faculty/Staff



Go to [www.office.com/getOffice365](http://www.office.com/getOffice365) , type in your northweststate.edu email address and click **Get Started**

Microsoft

Office ▾ For home Plans & pricing For households > CHAT WITH SALES > BUY OFFICE 365 >

## Get Office 365 for free

It's not a trial! Students and teachers are eligible for Office 365 for Education, which includes Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools.

All you need to get started is to enter a valid school email address below.

Enter your school email address **Get started**

School leaders and IT pros, sign up your school →



On the next page click **I'm a teacher**

## Office 365 Education

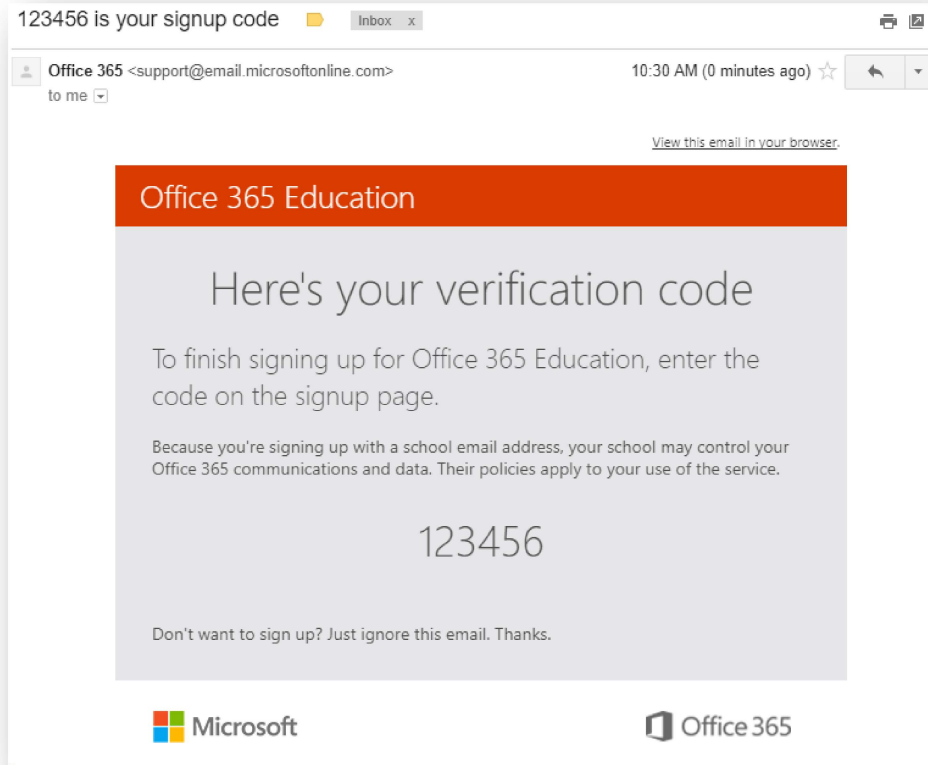
### Are you a student or a teacher?

We'll provide the Office 365 tools you need in the classroom and online. If you're an IT admin, [enroll your school](#).

**I'm a student** → **I'm a teacher** →



Please check your email for an email from Microsoft with a signup code



Fill out the form and click **Start**

Office 365 Education

## Create your account

First name

Last name

Create password

Confirm password

We sent a verification code to **nkeller@northweststate.edu**. Enter the code to complete signup.

Verification code  [resend signup code](#)

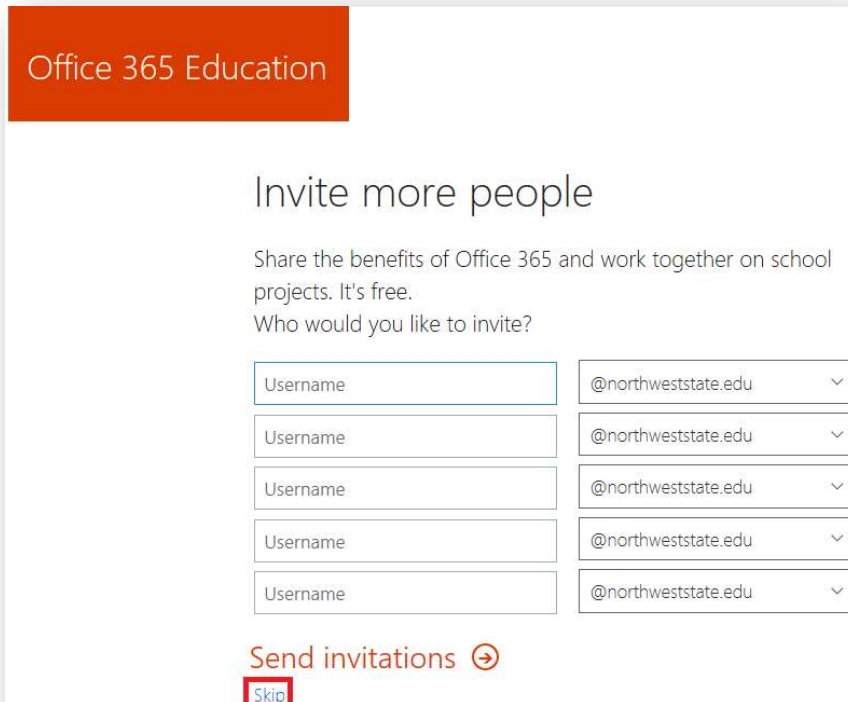
Microsoft will send you promotions and offers about Microsoft products and services for businesses. You can unsubscribe anytime.

By choosing **Start**, you agree to our [terms and conditions](#) and understand that your name and email address will be visible to other people in your institution. [Microsoft Privacy Policy](#)

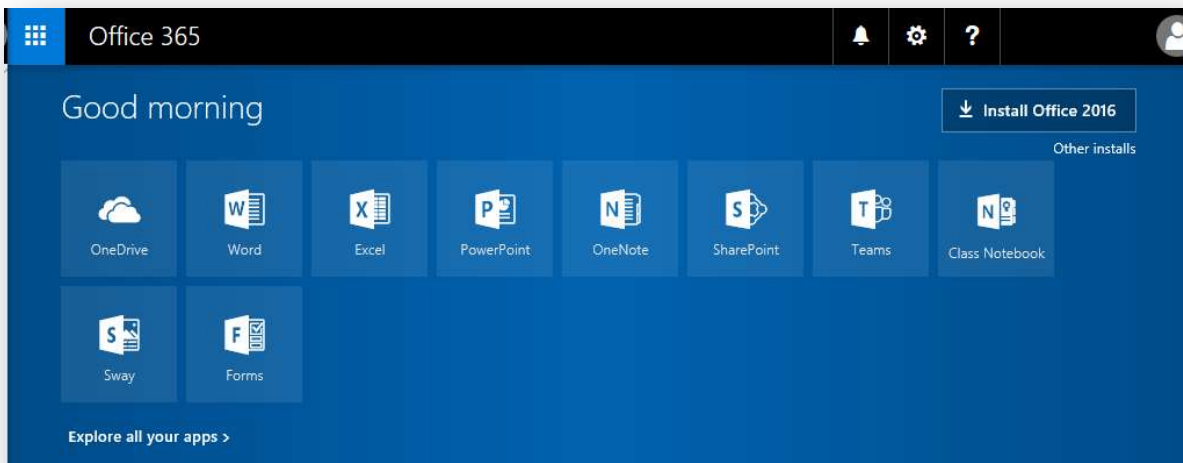
**Start**



On the **Invite more people** page click **Skip**



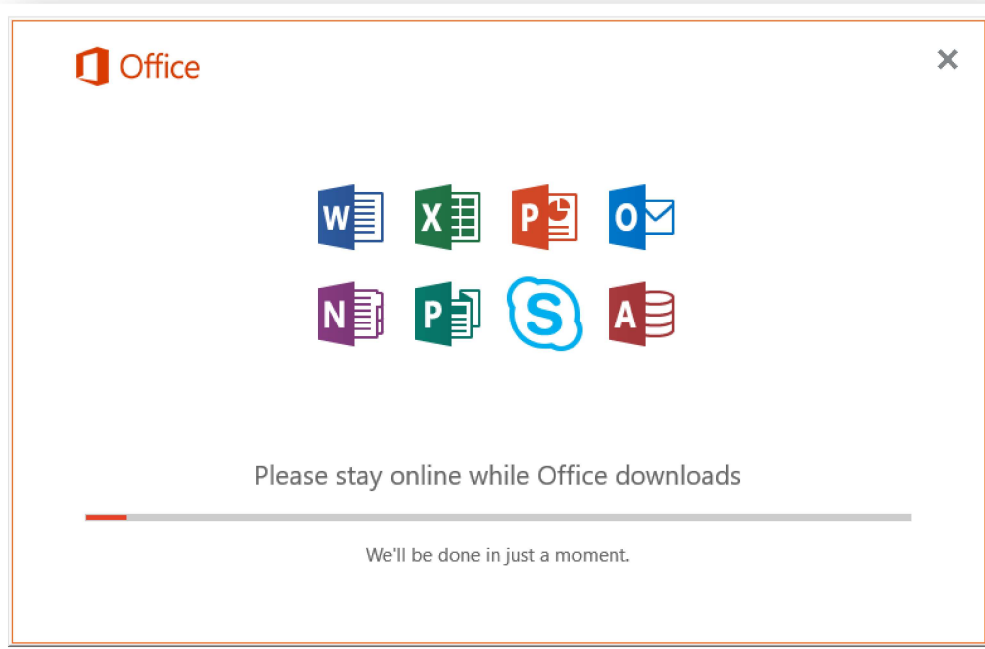
You will now be taken to the main Office 365 page, click **Install Office 2016** in the top right



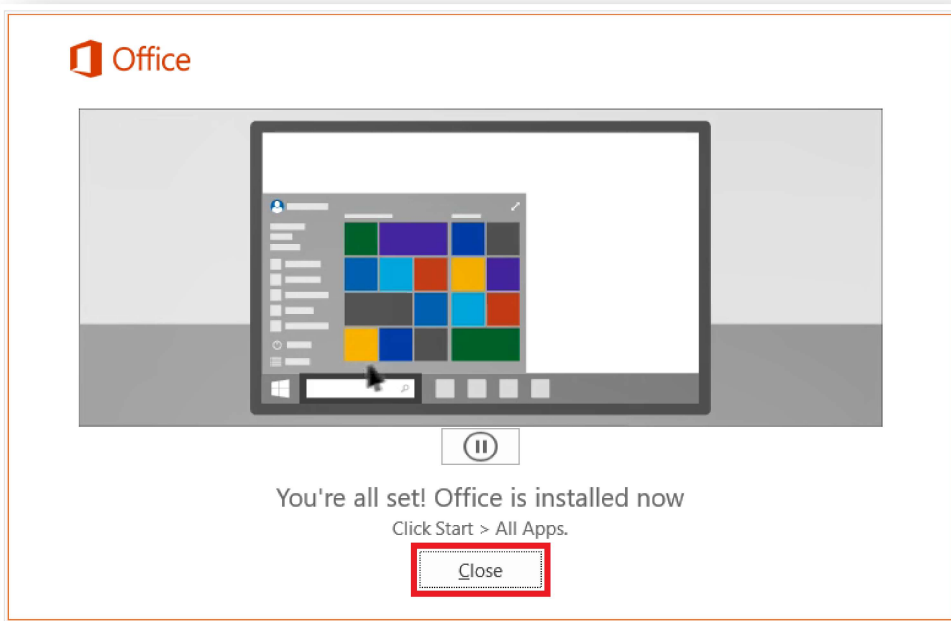
An **.exe** file that begins with **Setup.X86.en-US\_O365ProPlusRetail** will be downloaded, either run the file directly or open it after it is saved to your downloads folder.



Office will now download all files required for installation and perform the installation. This step will take some time.



Once complete it will display the following, click **Close**



You can launch any of the Microsoft Office products by finding them in the **Start Menu**

# Need additional Help?

- Go to <https://products.office.com/en-us/student/office-in-education?tab=students> and look through the **Frequently asked questions** section towards the bottom of the page.
- If you are having trouble installing Office, you can visit the following link for common installation issues and other questions:
  - <https://support.office.com/en-us/article/Troubleshoot-installing-Office-with-Office-365-for-business-35ff2def-e0b2-4dac-9784-4cf212c1f6c2?ui=en-US&rs=en-US&ad=US>