

# Office for Education



Go to [www.office.com/getOffice365](http://www.office.com/getOffice365) and click on **Find out if you're eligible**

Office 365

## Office in education

Inspire, engage, collaborate, and work wonders in and out of the classroom with Office 365.

Students Teachers Schools

## Get Office 365 for you and your classroom

If your school provides Office at work, you and your students could be eligible to get Office 365 Education for free! Install the latest version of Office on up to 5 PCs or Macs and on other mobile devices, including Android, iPad®, and Windows tablets. Includes 1 TB of storage from OneDrive so you and your students can easily work together and stay connected.



[Find out if you're eligible](#)

If you're eligible, so are your students. Have them sign up at [www.office.com/getOffice365](http://www.office.com/getOffice365).



On the **Get Started** page, enter in your full school email address in the box and click **Sign Up**

Office 365 Education

## Get started

[Sign up](#) →



Please check your email for instructions on how to finish signing up.



Read the email and click on **Complete Office 365 Education signup**



## Finish signing up for Office 365 Education

We received a request from [bob@northweststate.edu](mailto:bob@northweststate.edu) to sign up for Office 365 Education.

To finish signing up, click this link:

[Complete Office 365 Education signup](#)

Or copy and paste the following link into your browser:

<https://portal.office.com/Start/Confirm?Token=17NPz%2bS4Jkdo0H53Ln6bOrWhLT3KVtliNgsailIY91nuzyEtUm7SMcMRkHidWRPZ1A3kDzV3WlQlIRsaUGTsv61GG7PVDJUSo%3d&culture=en-US&sku=e82ae690-a2d5-4d76-8d30-7c6e01e6022e&ru=https://portal.office.com/>

Didn't try to sign up for Office 365 Education? Don't worry. You can ignore this email. The request will be canceled automatically.

Thank you,  
The Microsoft Office 365 Team

*If you're a Microsoft customer, and you'd like to set your contact preferences for other communications, [click here](#).*



Fill out the information and click **Start**

# One last thing...

Your date of birth

   ?

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** →



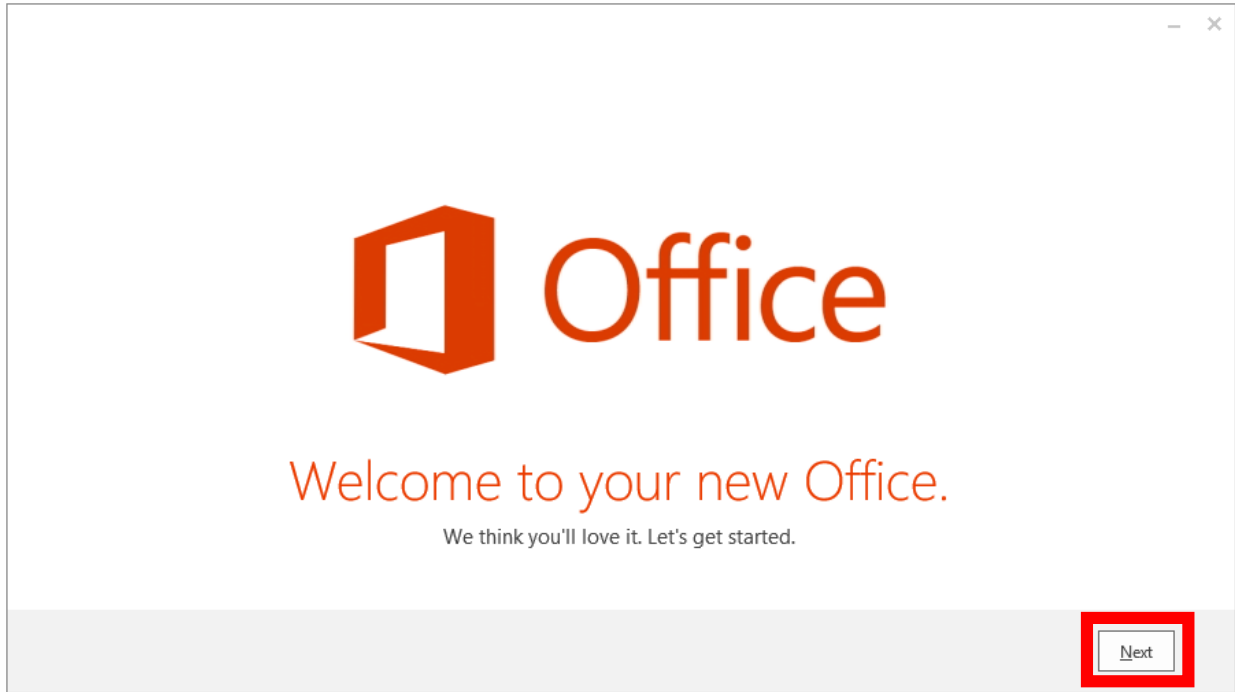
Once the next page is loaded select whether or not you would like to **Make Bing your search engine** or **Make MSN your browser homepage** and click **Install Now**



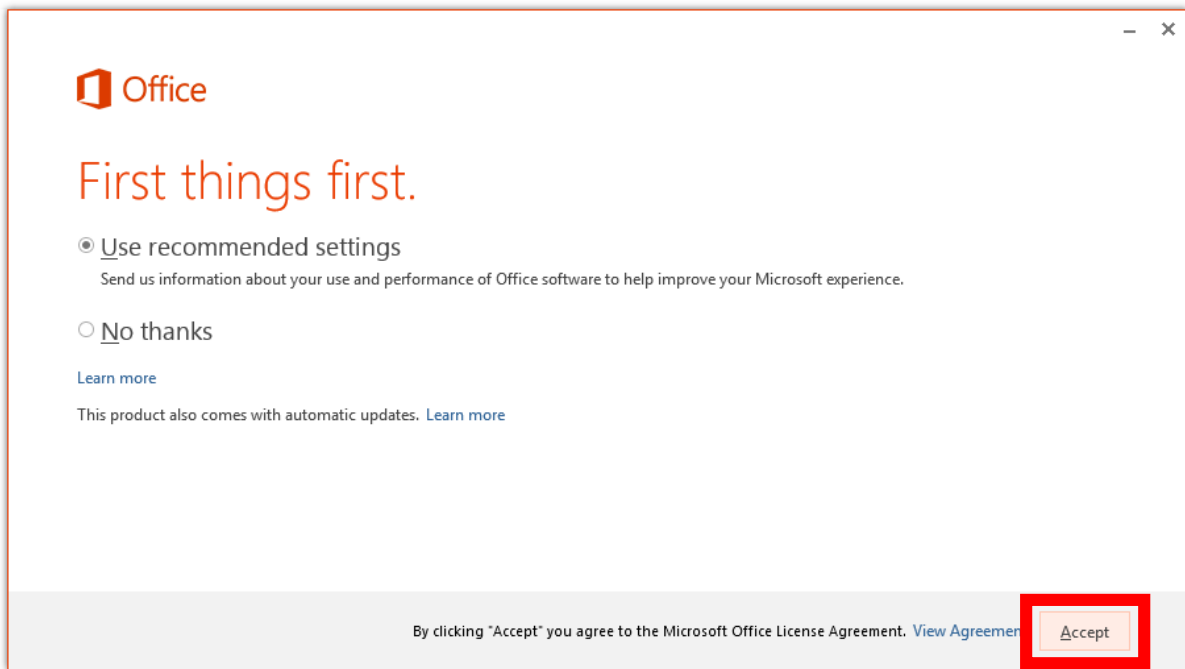
An .exe file that begins with Setup.X86.en-US\_O365ProPlusRetail will be downloaded, either run the file directly or open it after it is saved to your downloads folder.



Office will initialize and display a welcome screen...click **Next**



Choose whether or not to use recommended settings and read the Microsoft Office License Agreement and if you accept the terms click **Accept**





Read about OneDrive and click **Next**

Office

## Meet OneDrive.

Signing in to Office means you can save documents to the cloud with OneDrive.

OneDrive gives you anywhere access to your files and makes it easy to share with the people who need them.

[Learn more](#)

Next



Select the look of your Office applications and click **Next**

Office

## Hello

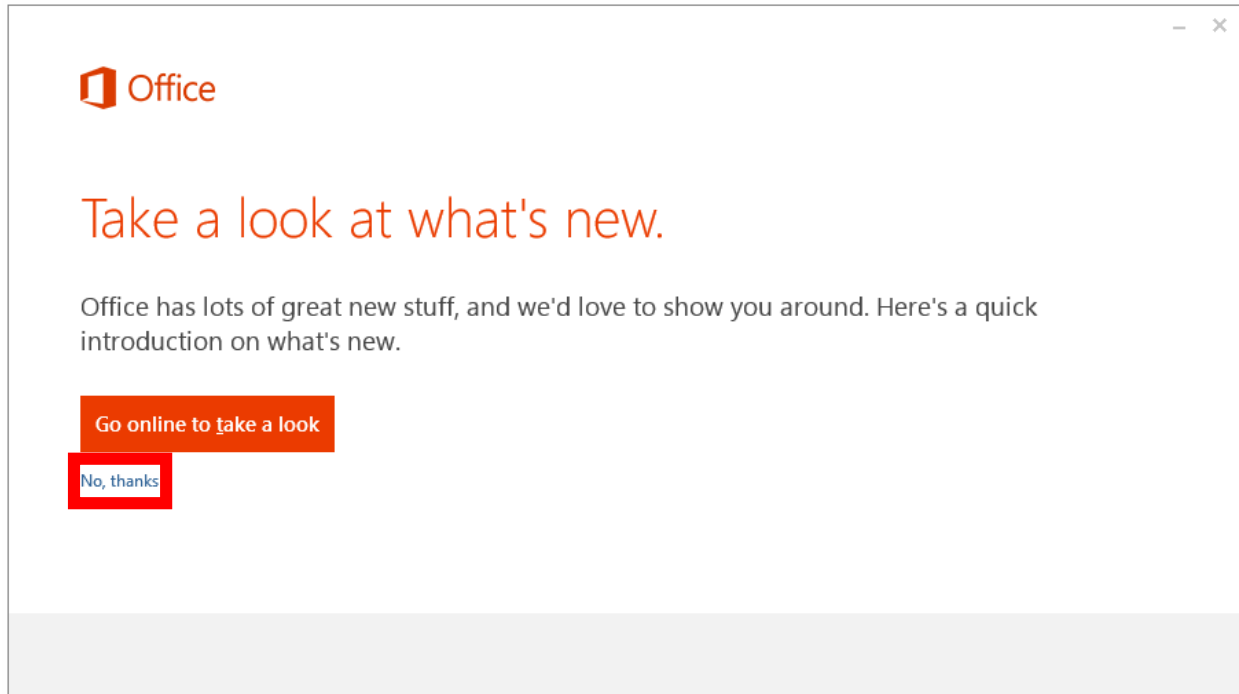
How would you like your Office to look?

- No Background
- Calligraphy
- Circles and Stripes
- Circuit**

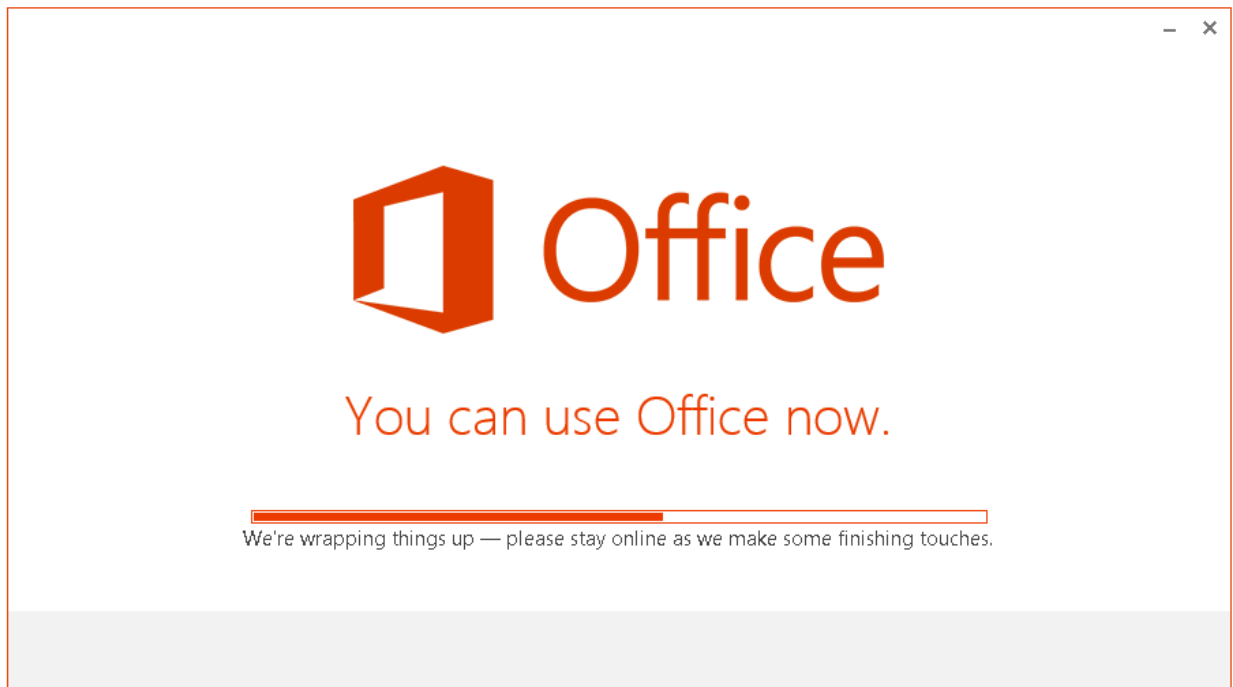
Next



Read how to learn more on how to use Office, when done click **No, thanks**



Office will now download and install...during this period you will need to stay connected to the internet. This step can take some time so wait until it is completely finished.





When complete you can click the **All done!** button to finish



You can launch any of the office products by finding them in the **Start Menu** in the **All Programs>Microsoft Office 2013** folder.

## 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>