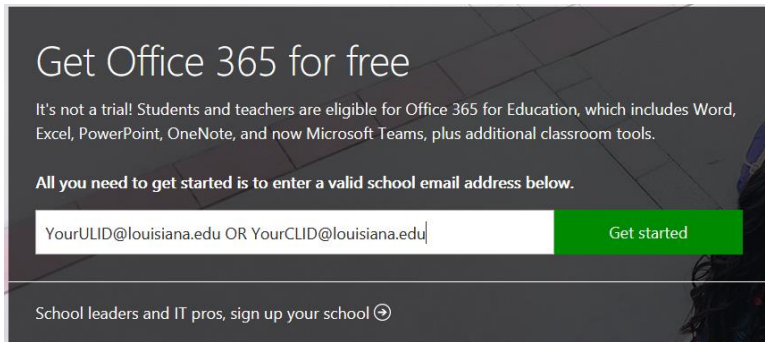


Microsoft Office 365

1. Navigate to **Office.com/GetOffice365**
2. Enter in your **University email address** & click **Get started**



If you receive this error message

Sorry...

We can't finish signing you up.

Your IT department has turned off signup for Office 365 Education. Contact them to complete signup.

[Learn about other ways to get Office](#)

**We promise we haven't turned off signup, this error means you're using the incorrect email address. If you're using your ULID switch to your CLID and vice versa.*

3. Choose your role -- **I'm a student OR I'm a teacher**

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](#) →

4. You will receive the message “You have an account with us”, click **Sign in**

You have an account with us

To get your free Office, sign in with your Office 365 user ID and password.

[Sign in](#) →

Work or school account

Keep me signed in

[Sign in](#)

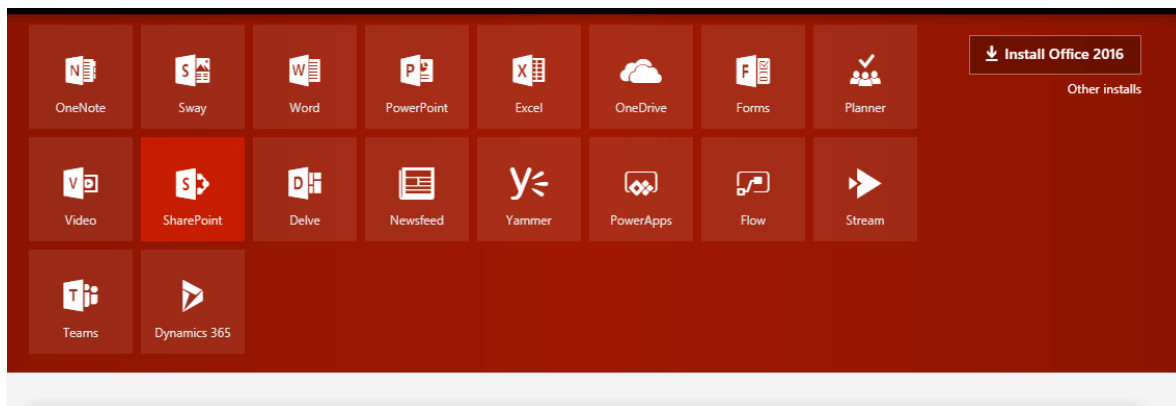
*You may possibly receive the message “No need to sign up”, click **OK, got it***

No need to sign up

You already have a license for Office 365 Education.

OK, got it →

5. Once logged in to your Office account, click **Install Office 2016**



6. Follow the prompts on the screen to install your very own copy of Office 2016.

Microsoft Office is a large download & install. Installation times will vary depending on your computer and internet speed.