

Setup Instructions

On your home Computer

- 1) Staff go to: office.com/GetOffice365 & Click on Teachers
- 2) Click on "Find out if you're eligible" (Even though you know you are) ☺

Get Office free from your school

Office 365 Education for Students is available for free to students who are enrolled at qualifying schools. Install Office on up to 5 PCs or Macs and on other mobile devices, including Windows tablets and iPad®.



- 3) Enter your school email address and click "Sign up" (@district140.org OR @student.district140.org)



- 4) Go Check your Email, if it does not show up within 5 minutes, check your Spam or click resend



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5) Click the “Complete Office 365 Education signup” link



We received a request from [@student.district140.org](mailto:student.district140.org) 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=QzNZ%2fc9xEebZrNQZyuTDwoY8wii%2bNTK9vsFweYqJzdRin9TLsr40VIm2cu29YvJW1p6ITdnJCRAuNjKmq8Fspy0opOIAgxjw5%2fkqEXX1NQOoH1ZOkdlorHh145yz34lS8O%2fqXnCqRKeIpJqbQwhL%2bT479%2bfVbqgoWnx%2bJ9DJVxp3jwidxlq376rz58ltwhZ&sku=e82ae690-a2d5-4d76-8d30-7c6e01e6022e&offerid=&ru=https://portal.office.com/>

6) Enter the Information and create a password for your Microsoft Account

a. (This password will be separate from your Email, Skyward, and Virtual Password)

One last thing...

First name Last name

Confirm your password

Your date of birth

January 01 1996

By choosing **Start**, you agree to our [terms and conditions](#)

Start

Your password must have 8-16 characters and combine at least 3 of the following:

- Uppercase letters (A-Z)
- Lowercase letters (a-z)
- Numbers (0-9)
- Symbols including ! @ # \$ % ^ & * _ + = [] \ | : ; ' , . ? / ~ " < > () ;

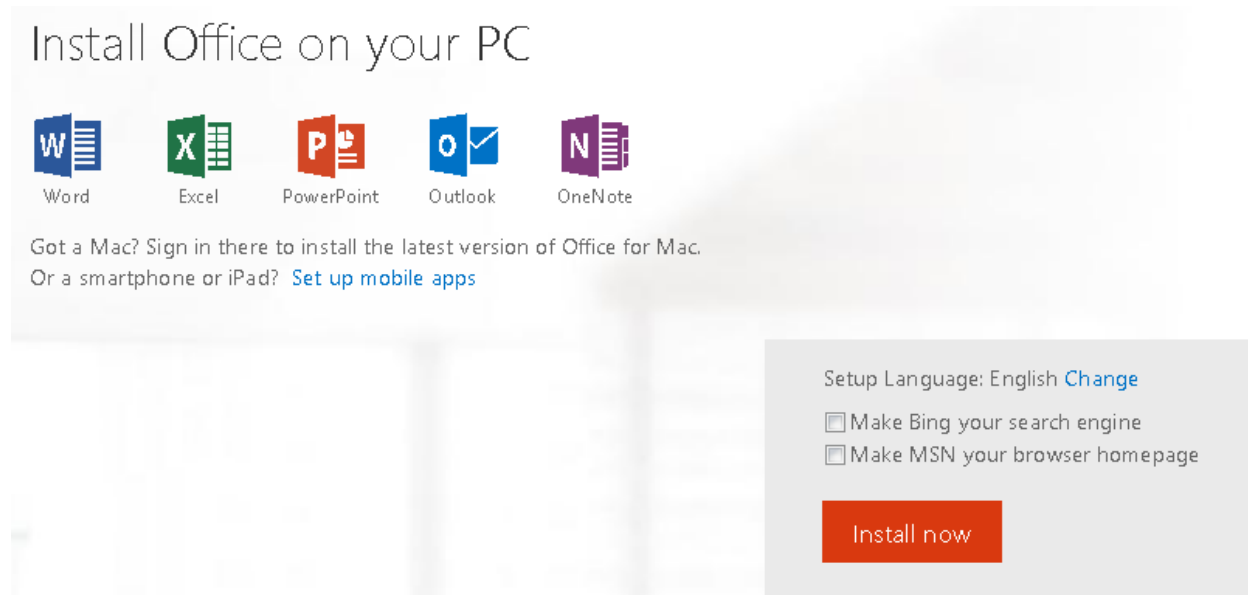
Be Patient

Hang on. This can take up to a minute...

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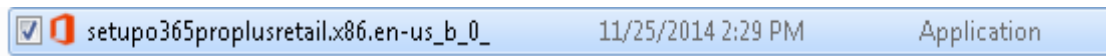
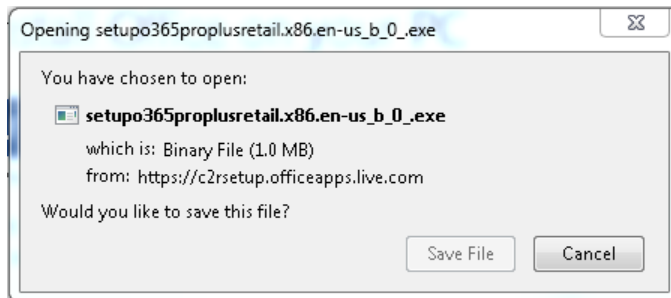
7) To Download Microsoft Office for your computer

- a. Uncheck "Make Bing your search engine"
- b. Uncheck "Make MSN your browser homepage"
- c. Click Install Now

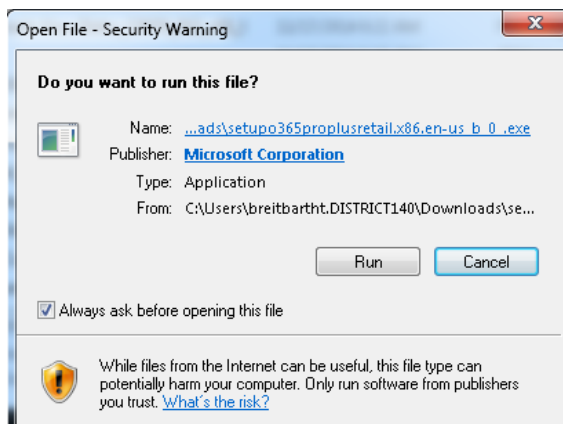


8) Save the file to your downloads folder on your computer

- a. This may appear differently depending on your internet browser.



9) Open the File, Click Run if any Security Settings Pop Up, Make sure your antivirus allows install

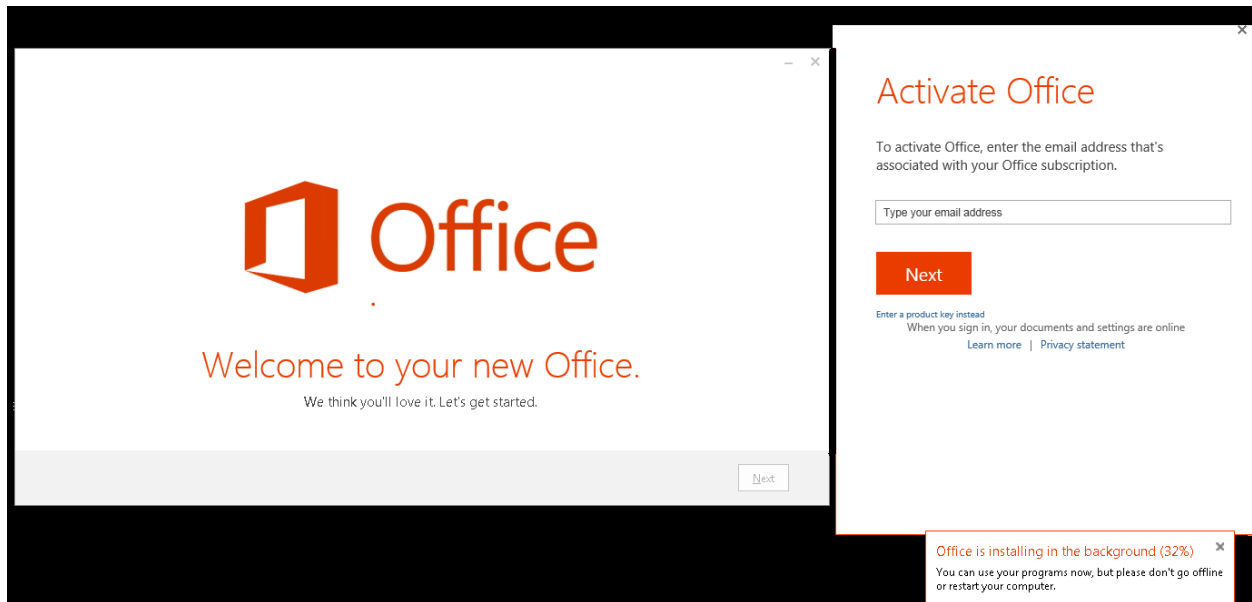


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10) Office will start installing.

a. (This may take a while depending on your internet connection speed)

11) All that is needed to activate is to sign in with your student email address and your microsoft account password. (Not your school network password)



(End)