HOW TO INSTALL OFFICE 365 ON COMPUTER WITH CMSV

1. Go to https://www.microsoft.com/en-us/education/products/office/default.aspx

2. Under "***Get started with Office 365 for free***", type in your school email address provided by computer services and click on **"Get started."**

Get started
with Office 365
for free

Students and educators at eligible institutions can sign up for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. All you need is a valid school email address. It's not a trial – so get started today.

Enter your school email address

..student@mountsaintvincent.ed

GET STARTED

3. Under the question "*Are you a student or a teacher?",* click on **"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. Under "Create your account", fill in the information asked below which will include your first name, last name, and birth date, and the verification sent to your student email address. To view the verification code, check your student email and insert the numbers that were included in the email. You will also have to create your Microsoft password for the Office 365 account. We highly suggest the password be the same as the student CMSV email, for better remembrance.

Create your account

First name   Last name

Create password

Confirm password

We sent a verification code to   ..student@mountsaintvincent.edu. Enter the code to complete signup.

Verification code   resend signup code

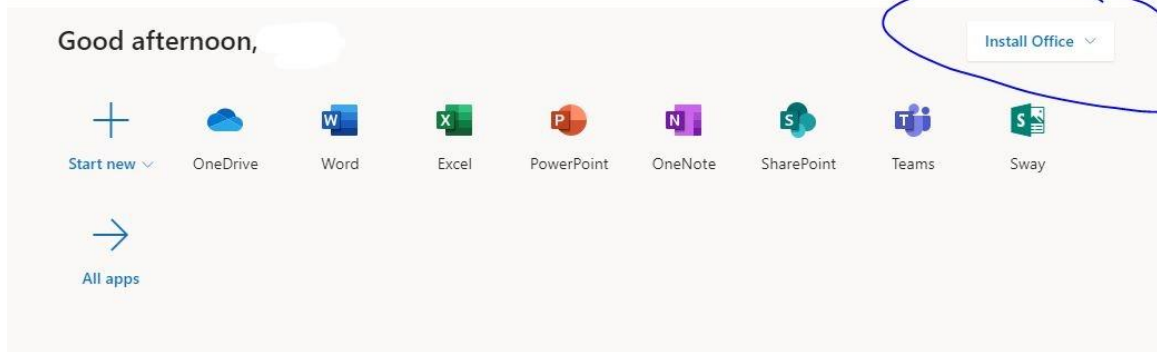Your date of birth ⑦

Month ▼   Day ▼   Year ▼

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By choosing **Start**, you agree to our terms and conditions and Microsoft Privacy Policy and acknowledge that your email address is associated with an organization (and is not a personal use or consumer email address). You also understand an administrator of your organization may assume control over your account and data and that your name, email address, and trial organization name will be visible to other people in your organization. Learn more.

Start ⊖

5. Then, click on the upper right hand corner of the screen where it says *"Install Office"*, and install the program.

Good afternoon,

Install Office ∨

Start new   OneDrive   Word   Excel   PowerPoint   OneNote   SharePoint   Teams   Sway

All apps

6. Click on the document after it is downloaded, and follow the instructions.