

# Office 365 for Students

*It is easy and **FREE** with your Fort Scott student email address!*

1. Click [HERE](#) to visit the Office 365 Education website.
2. Type your FSCC email address in the 'Enter your school email address' field and press 'Get Started.'
3. When prompted, select 'I'm a student'.

## You have two options at this point!

1. If you do not have a Microsoft account attached to your FSCC email address, please register for an account on the page that appears after selecting 'I'm a student'.
2. If you already have an account, you will see this on the screen:

You have an account with us

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

Sign in 



Click this sign-in button on the Microsoft webpage!

3. Please note: you must set up a few recovery methods such as phone number and personal email address to complete the account setup process.
4. Provide other proof of your student status if Microsoft asks, such as your student ID or a photo of your student ID.

## Congratulations, you now have access to Office 365!

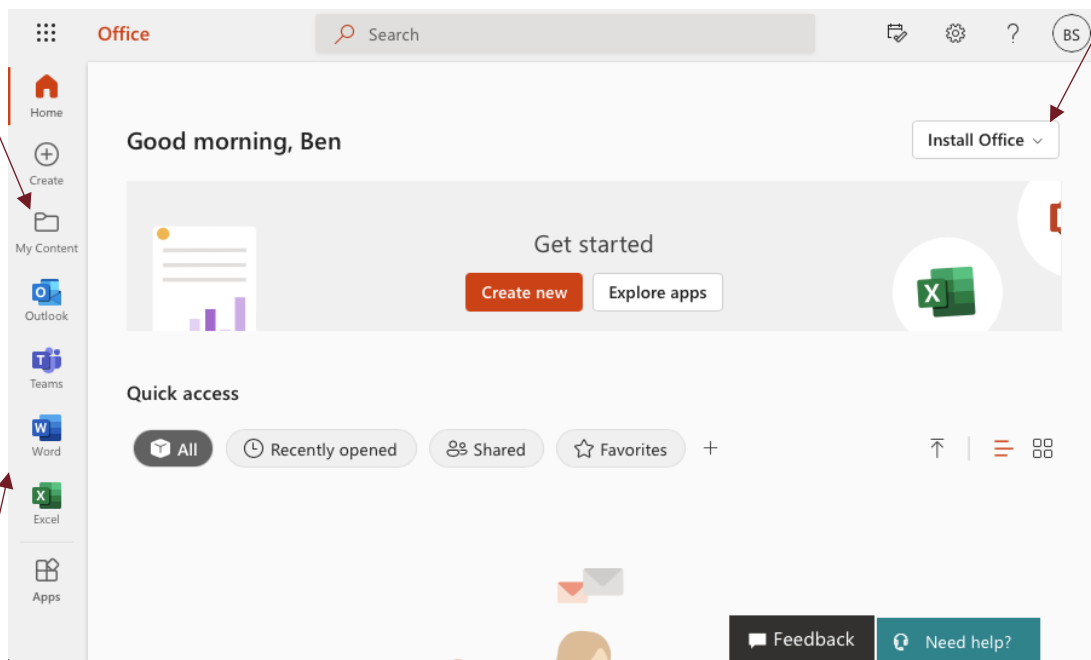
See the next page for more info on how to use it



Go to [www.office.com](http://www.office.com) anytime to access your Office 365 apps!

View your files here.

Click this to install Office directly onto your computer. Read instructions for Windows and Mac below!



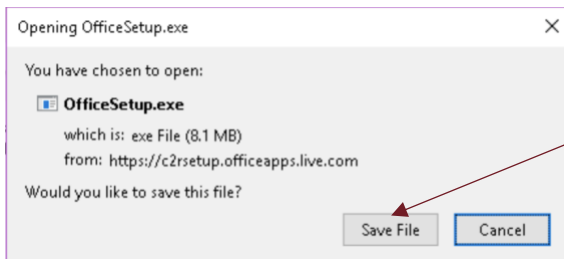
Use any Office 365 app directly in your browser and save to the cloud.

Keep reading for instructions on installing Office 365 directly onto your Windows or Mac computer



# Installing Office 365 Education on Windows

1. Click the 'Install Office' button at [www.office.com](http://www.office.com) (pictured above).
2. Select 'Office 365 Apps' when asked.
3. An 'OfficeSetup.exe' file will download to your computer. Choose to 'Save' the file if asked:

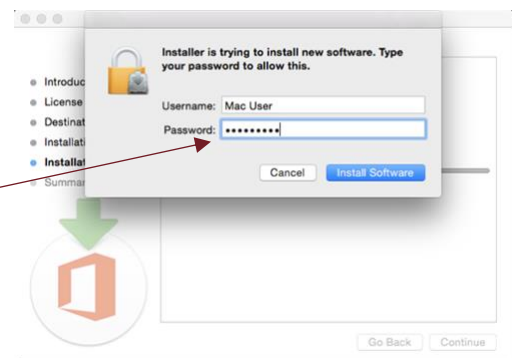


4. Find the file and run it — it is most likely in your 'Downloads' folder.
5. Office 365 will begin to install, and will let you know when it is done.
6. Open any Office 365 App on your computer and sign in with your FSCC email address if it does not sign you in automatically.
7. Start using Office 365 Apps directly on your computer.

# Installing Office 365 Education on Mac

1. Click the 'Install Office' button at [www.office.com](http://www.office.com) (pictured above).
2. Select 'Office 365 Apps' when asked.
3. A Microsoft Installer .pkg file will begin downloading (the name might vary).
4. Open the .pkg file — it is most likely in your 'Downloads' folder.
5. Click 'Continue' or 'Agree' to pass through the installation menus.

6. 🙅 hold up! You will be prompted with a login screen at the end of the installer:



7. When the installer is successful, close it.
8. Open any Office 365 App on your computer and sign in with your FSCC email address if it does not sign you in automatically.
9. Start using Office 365 Apps directly on your Mac.