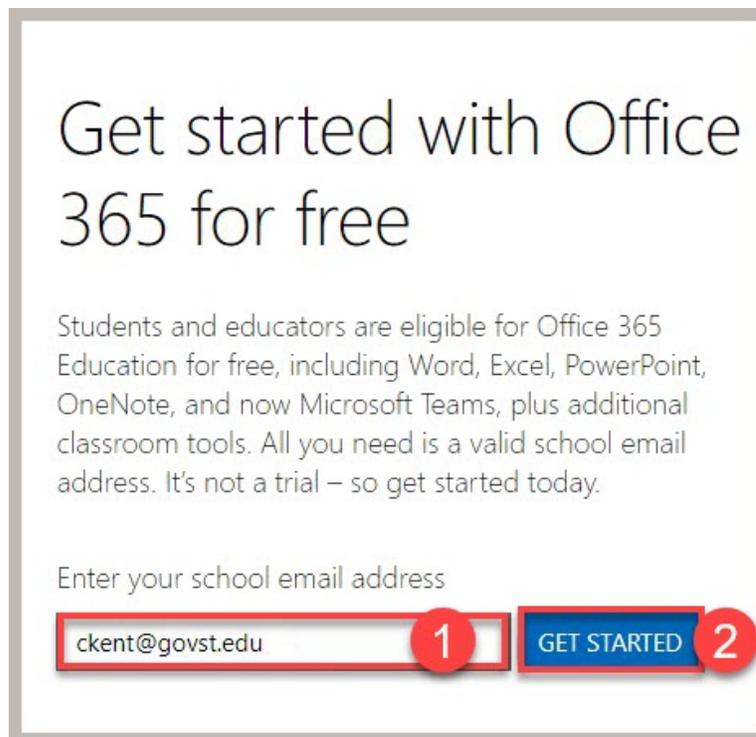


Step 1

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

Step 2

Enter your GSU email address and select **Get Started**



Get started with Office 365 for free

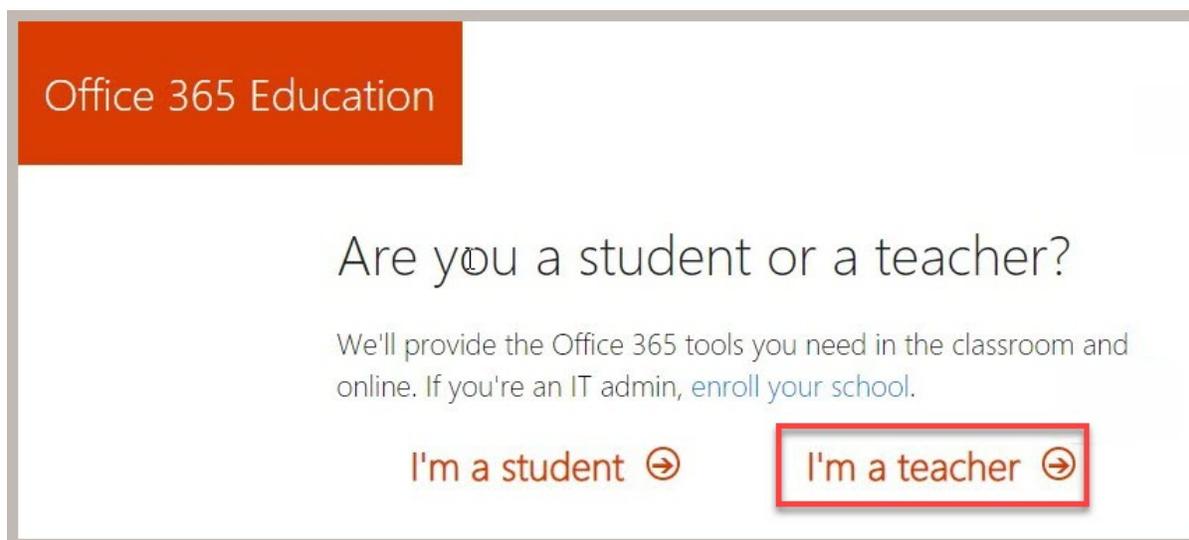
Students and educators are eligible for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. All you need is a valid school email address. It's not a trial – so get started today.

Enter your school email address

ckent@govst.edu **1** **GET STARTED** **2**

Step 3

Select **I'm a teacher**



Office 365 Education

Are you a student or a teacher?

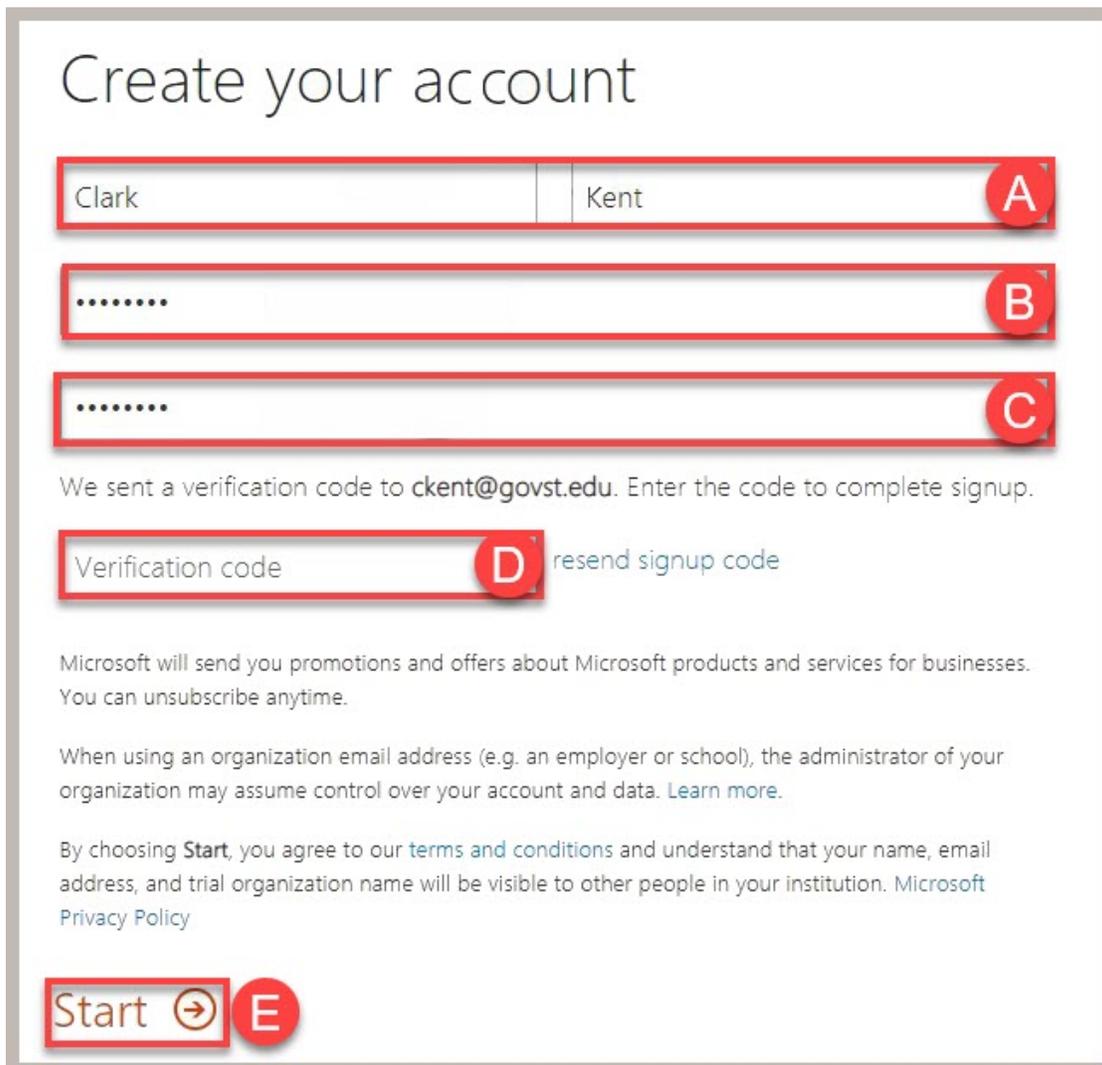
We'll provide the Office 365 tools you need in the classroom and online. If you're an IT admin, enroll your school.

I'm a student → **I'm a teacher →**

Step 4

Fill in the following information:

- Your first name and last name
- Create a password for your account and type it in.
- Confirm your password
- Enter Verification code that was sent to your email. (If you didn't receive a Verification Code, check your junk folder it may have gone in there.)
- Select **Start**



Create your account

Clark Kent **A**

..... **B**

..... **C**

We sent a verification code to **ckent@govst.edu**. Enter the code to complete signup.

Verification code **D** [resend signup code](#)

Microsoft will send you promotions and offers about Microsoft products and services for businesses. You can unsubscribe anytime.

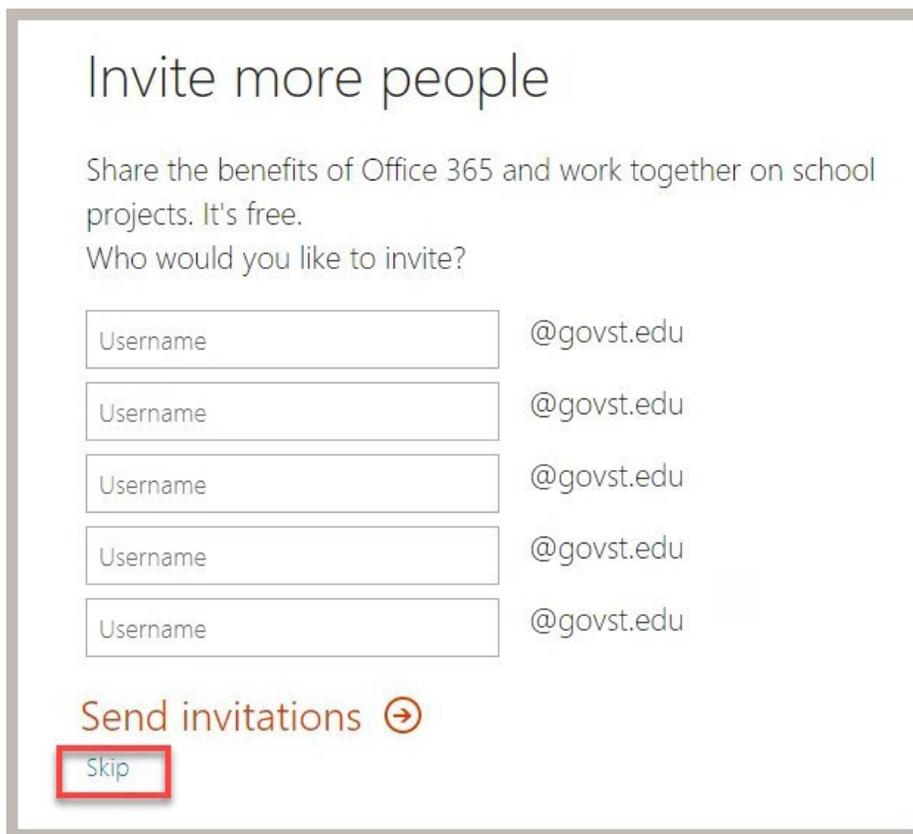
When using an organization email address (e.g. an employer or school), the administrator of your organization may assume control over your account and data. [Learn more.](#)

By choosing **Start**, you agree to our [terms and conditions](#) and understand that your name, email address, and trial organization name will be visible to other people in your institution. [Microsoft Privacy Policy](#)

Start  **E**

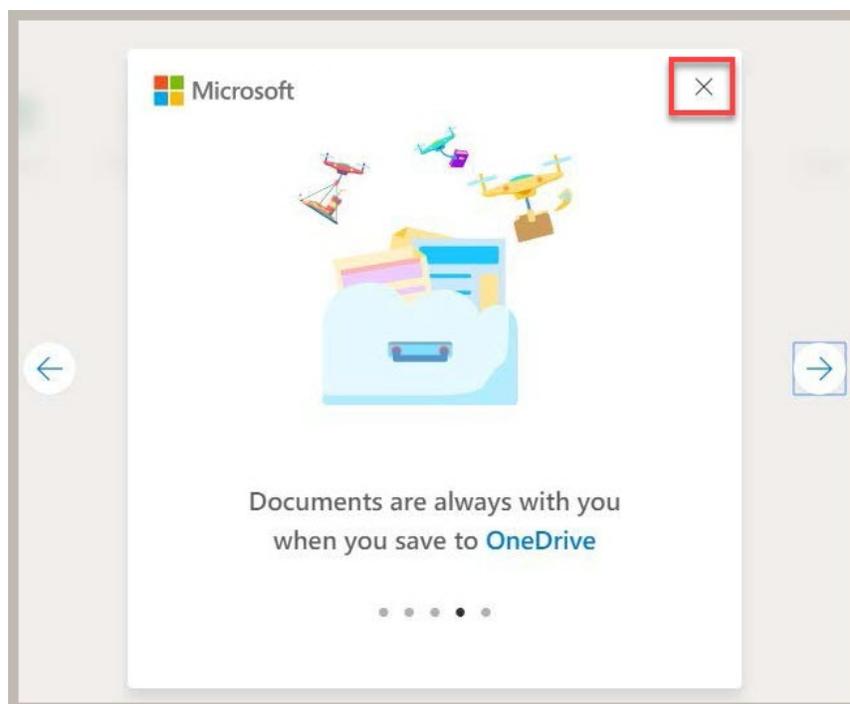
Step 5

Select **Skip**



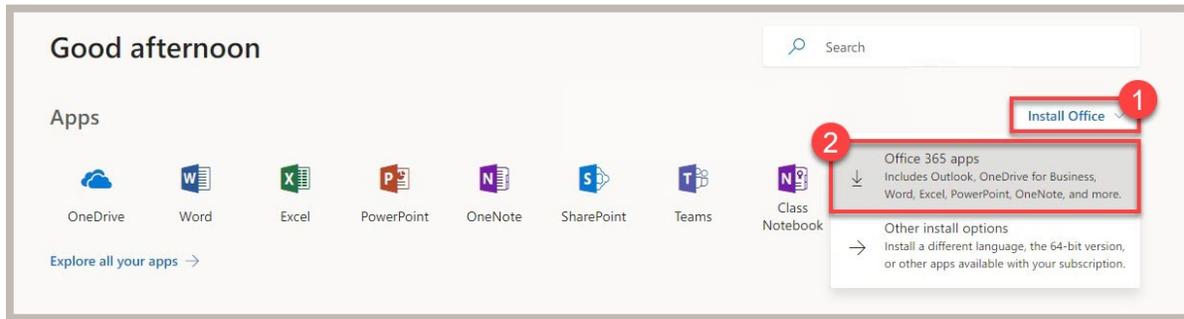
Step 6

An Internet browser will open and a popup will appear. In the popup, click the "X" in the top right corner of the Microsoft box.



Step 7

Select **Install Office** than **Office 365** apps to download the install file



Step 8

At this point, follow the on-screen instructions to complete the install.

If you have any questions, please contact the ITS Service Desk.

Contact ITS Service Desk:

- Phone: 708.534.HELP (4357) or ext. 4357
- Email: help@govst.edu
- Online: help.govst.edu