

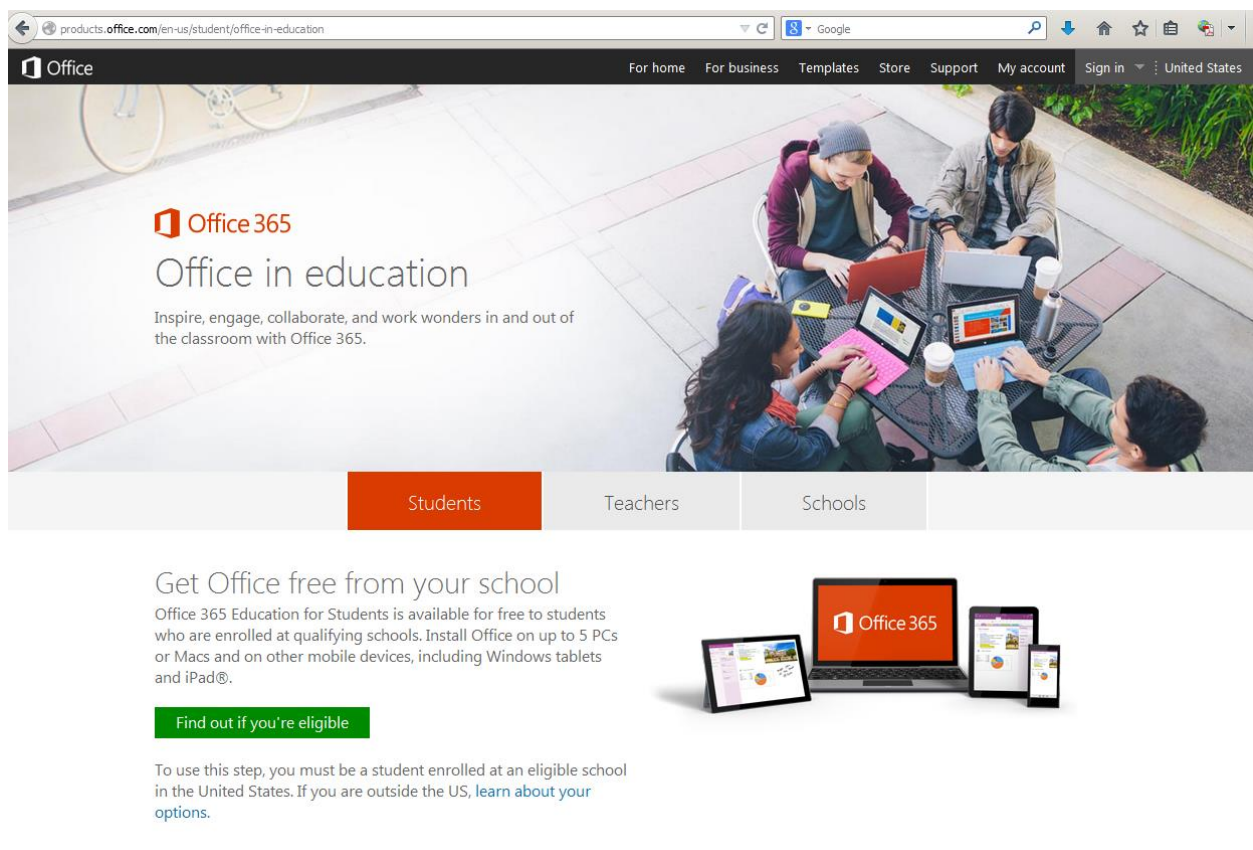
Austin Community College District is providing Microsoft Office to every student and employee free of charge. This means the latest version of the full Office productivity suite, including Word, Excel, PowerPoint, OneNote, and more available for offline and online use to best prepare you for class. As long as you are a student/employee here and as long as Microsoft extends this benefit, you will be able to use this software for free. Since this is a free benefit from Microsoft, ACC will not provide any support for installation on personal devices. This does not take the place of Google email or Google Apps. Google is still the College email system.

- Install on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad)
- PC's and Windows tablets must be running Windows 7 or higher to install
- Macs must be running OS X 10.6 or higher to install
- iPads must be running iOS 7.0 or higher to install

To get your Office follow these simple steps:

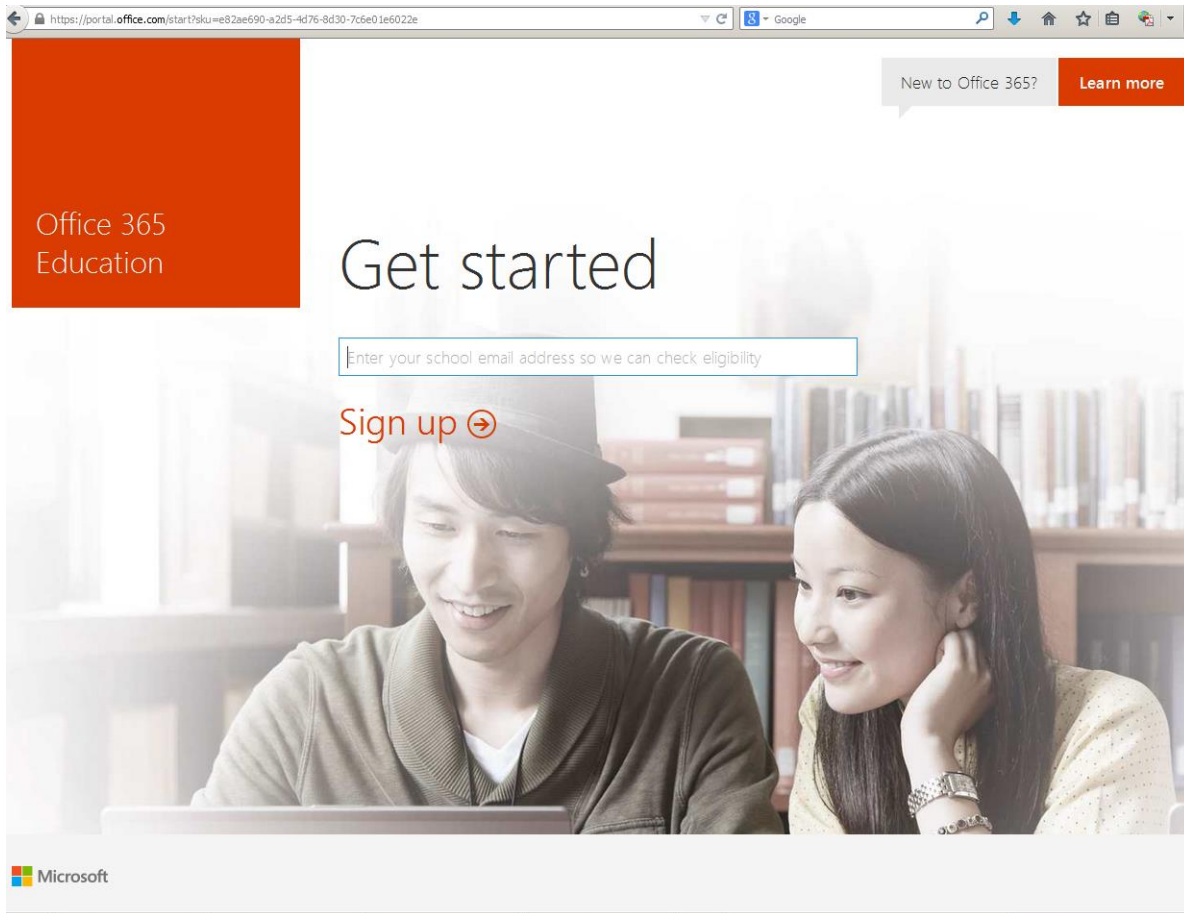
I. For PC and Mac:

1. Visit [Office.com/GetOffice365](https://products.office.com/en-us/student/office-in-education) (Students go to the **Students** tab, Employees go to the **Teachers** tab)
2. Click the Green box that says "Find out if you're eligible"

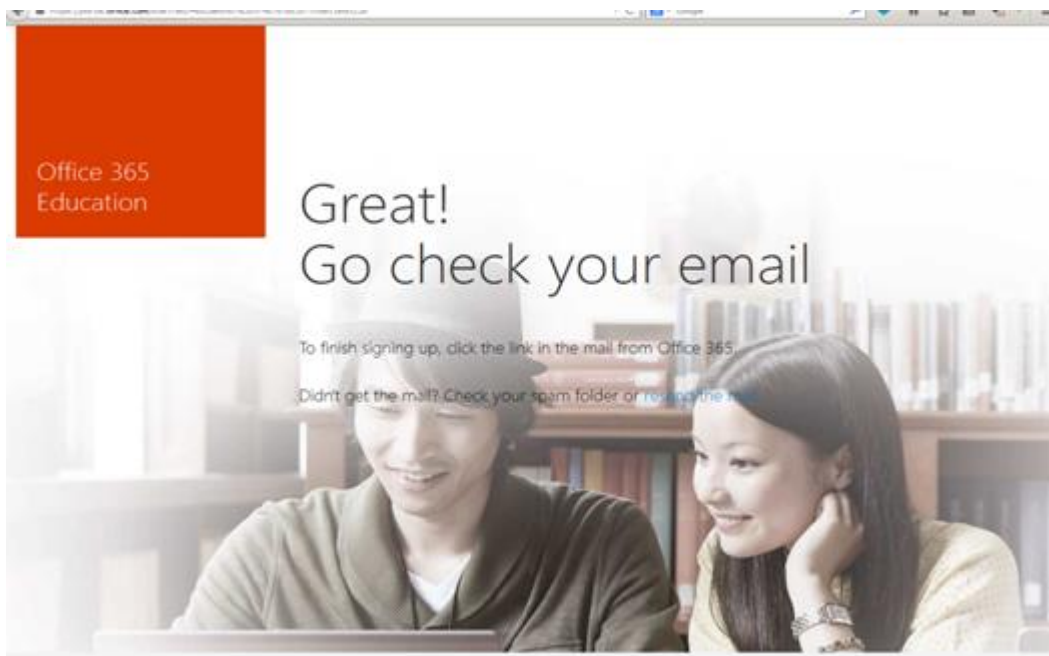


The screenshot shows the Office 365 Education website for students. The browser address bar displays "products.office.com/en-us/student/office-in-education". The page features a navigation bar with links for "Office", "For home", "For business", "Templates", "Store", "Support", "My account", "Sign in", and "United States". The main content area includes the Office 365 logo, the text "Office in education", and the tagline "Inspire, engage, collaborate, and work wonders in and out of the classroom with Office 365." Below this is a navigation bar with tabs for "Students", "Teachers", and "Schools". The "Students" tab is selected. The main content area is titled "Get Office free from your school" and includes the text: "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®." A green button labeled "Find out if you're eligible" is prominently displayed. Below the button, it states: "To use this step, you must be a student enrolled at an eligible school in the United States. If you are outside the US, [learn about your options.](#)" To the right of the text is an image of various Office 365 devices, including a laptop, a tablet, and a smartphone.

3. Enter your ACC gmail address. Then click Sign Up.



4. You will be taken to this screen.



5. You will need to go check your ACC gmail. You will see a message like this. Click on the link that says "Complete Office 365 Education signup".
*Be sure and click on the link on the personal computer you want to install Office on.

ACC

Mail ▾

COMPOSE

Inbox (320)

Starred

Important

Chats

Sent Mail

Drafts

All Mail

Spam

Trash

More ▾

Search people...

tgerman@austinc...

Time to complete Office 365 Education signup

Microsoft Office 365 Team <Office365@email.microsoftonline.com> Oct 15 (1 day ago)

Finish signing up for Office 365 Education | [View this email in your browser.](#)

Office 365

Finish signing up for Office 365 Education

We received a request from tracie.german@g.austincc.edu to sign up for Office 365 Education. To finish signing up, click this link:

[Complete Office 365 Education signup](#)

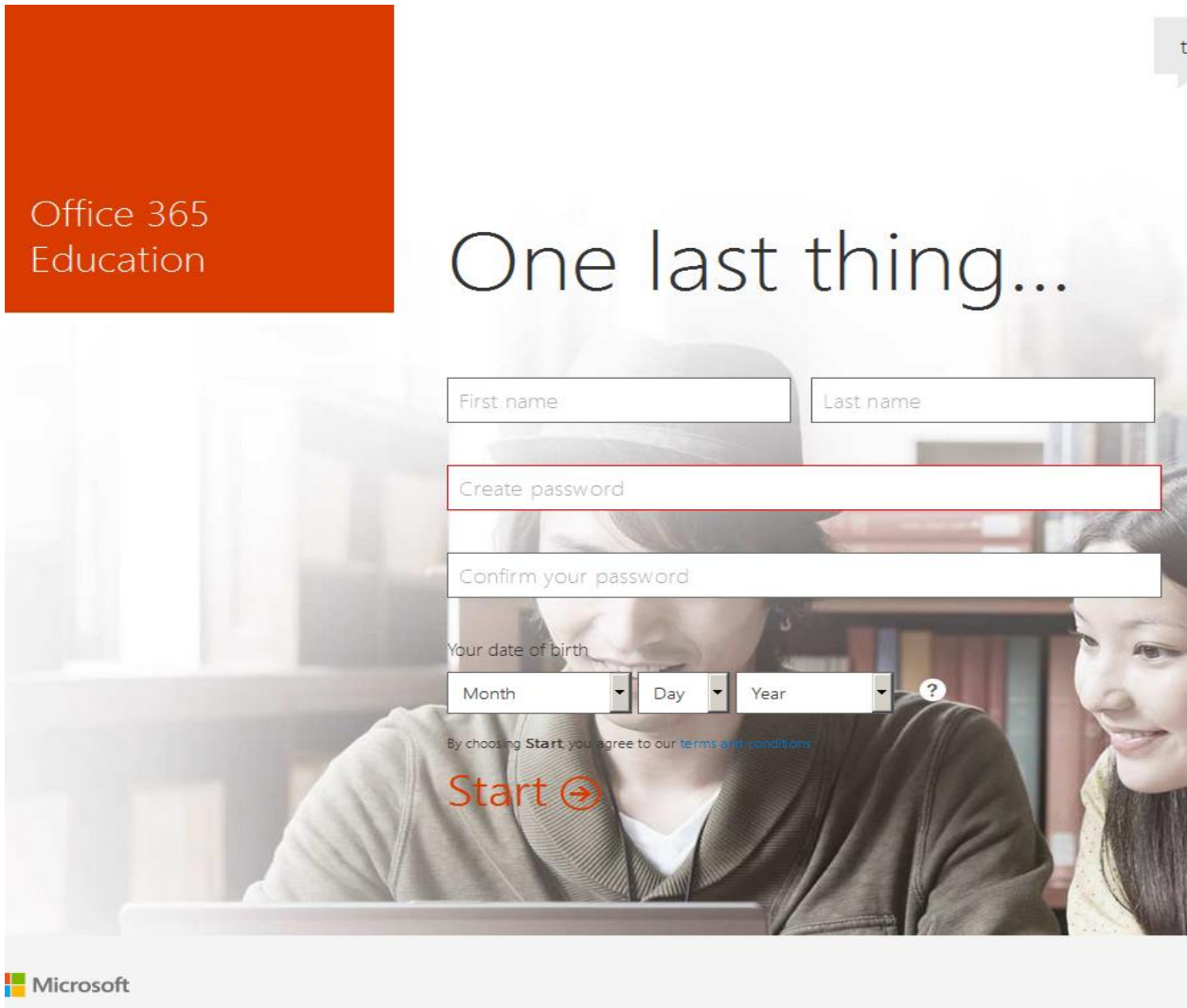
Or copy and paste the following link into your browser:
<https://portal.office.com/Start/Confirm?Token=6Su4r1bK21FJMO1QG6mWdsWNT0sPzIgm2GFaOb0EcsYcxFWJhLqQQAdVrm%2bOY4UXpYyORndZq4aQoHhmbSs8HMhdekNJmubLmLhGoG6qYZMigJAEsURK7j4S11Ys94OTMbO6sa8oh5qASKk3YKRIVLrvidMQK4P7FcMhvQfoj0%3d&sku=e82ae690-a2d5-4d76-8d30-7c6e01e6022e&offerid=&ru=https://portal.office.com/>

Didn't try to sign up for Office 365 Education? Don't worry. You can ignore this email. The request will be canceled automatically.

Thank you,
The Microsoft Office 365 Team

If you're a Microsoft customer, and you'd like to set your contact preferences for other communications, [click here.](#)

6. You will be taken to an Office 365 page. You will need to create an Office 365 password that meets Microsoft password criteria. This will be the password that you use if you download Office 365 to other devices (PC's, Macs, iPads) It can be the same as your ACC email password if Microsoft will accept that password. This needs to be done on the personal computer that you want to install Office on.



Office 365
Education

One last thing...

First name

Last name

Create password

Confirm your password

Your date of birth

Month Day Year ?

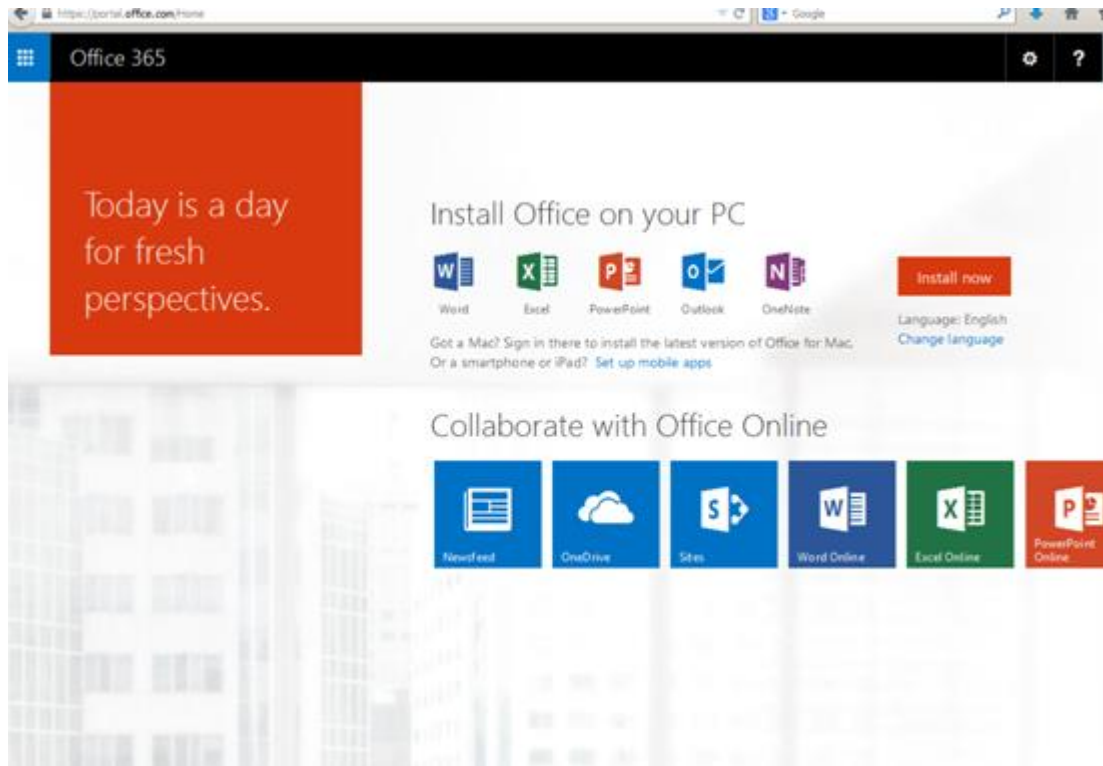
By choosing **Start** you agree to our [terms and conditions](#)

Start →

Microsoft

The image shows a registration page for Office 365 Education. It features a red header with the text 'Office 365 Education'. Below this is a large heading 'One last thing...'. The main content area contains a registration form with fields for 'First name', 'Last name', 'Create password', and 'Confirm your password'. Below these is a section for 'Your date of birth' with dropdown menus for 'Month', 'Day', and 'Year', and a question mark icon. A small line of text below the date fields reads 'By choosing **Start** you agree to our [terms and conditions](#)'. At the bottom of the form is a red 'Start' button with a right-pointing arrow. The background of the page is a blurred image of two people looking at a laptop. The Microsoft logo is in the bottom left corner.

7. You will arrive at the installation screen. Make sure you choose the correct language. Click 'Install now'. If asked to Run or Save program, chose Run.



II. For iOS :

*Perform steps 1-6 listed above to create your Office 365 password.

a. Download from your app store

- iPad: [Word](#), [Excel](#), [PowerPoint](#)
- [iPhone](#)
- [Android](#)

b. Sign in with your ACC gmail and **Office 365 password** credentials for full editing capability

III. For Andriod (only works on phones, not yet on Andriod tablets):

*Perform steps 1-6 listed above to create your Office 365 password.

1. After you finalize your account there will be a link to the Google Play Store. Follow the link.
2. Download the app "Office Mobile".
3. Tap through until you are on the page that says " Get Started". Tap Get Started.
4. This takes you to a sign in page that asks for an email address. Please enter your full ACC gmail address. Tap Next

5. This screen appears. Please tap Organizational Account. Then enter the password you created for Office 365.



We Need a Little More Help

It looks like you use the same email address with more than one account. Please select the type of account which you would like to use to sign in.



Microsoft account

Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



Organizational account

Sign in with the account provided by your work, school, or university.

When you sign in, your documents and settings are online

[Privacy statement](#)

6. This will take you to Office.