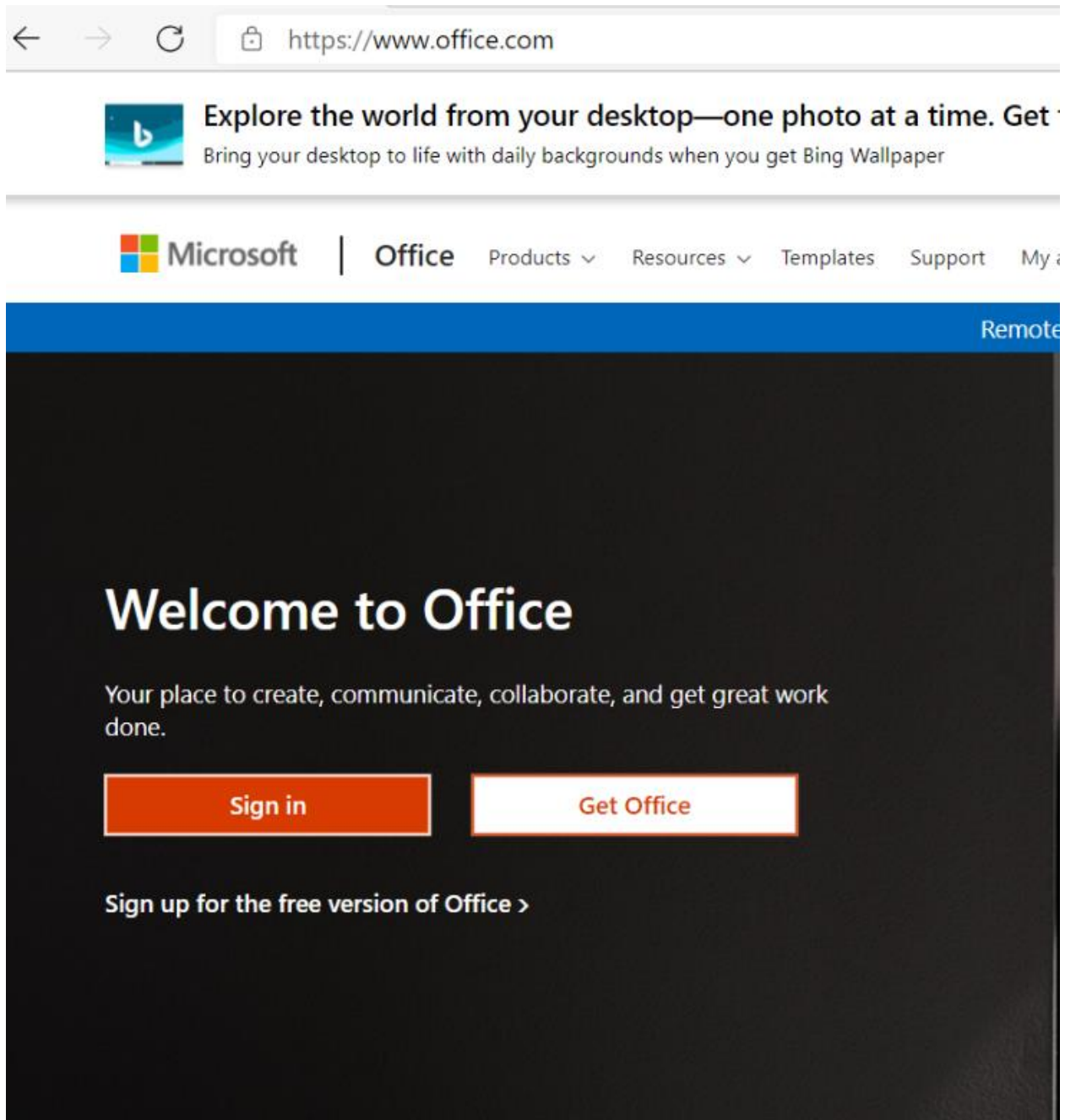



This guide will guide a student to sign in for Office 365 and how to download it to a personal laptop or desktop. All current NHSC students are eligible for free Office 365 access. Office 365 includes Word, Excel, PowerPoint, Access, Teams and Publisher. Once a student is no longer a current student the license will expire. If you currently have Office 365 installed you may want to uninstall it before proceeding. You may have some issues if you don't.


First step is to open web browser and navigate to <https://www.office.com> and click on the Sign in button.



The screenshot shows a web browser window with the address bar displaying <https://www.office.com>. Below the address bar is a Bing banner with the text "Explore the world from your desktop—one photo at a time. Get" and "Bring your desktop to life with daily backgrounds when you get Bing Wallpaper". The Microsoft logo is visible in the top left, followed by the word "Office" and navigation links for "Products", "Resources", "Templates", "Support", and "My". A blue bar at the top right contains the word "Remote". The main content area has a dark background with the heading "Welcome to Office" in white. Below the heading is the text "Your place to create, communicate, collaborate, and get great work done." and two buttons: "Sign in" (orange) and "Get Office" (white with orange border). At the bottom, there is a link "Sign up for the free version of Office >".

← → ↻ <https://www.office.com>

 Explore the world from your desktop—one photo at a time. Get
Bring your desktop to life with daily backgrounds when you get Bing Wallpaper

 Microsoft | Office Products ▾ Resources ▾ Templates Support My

Remote

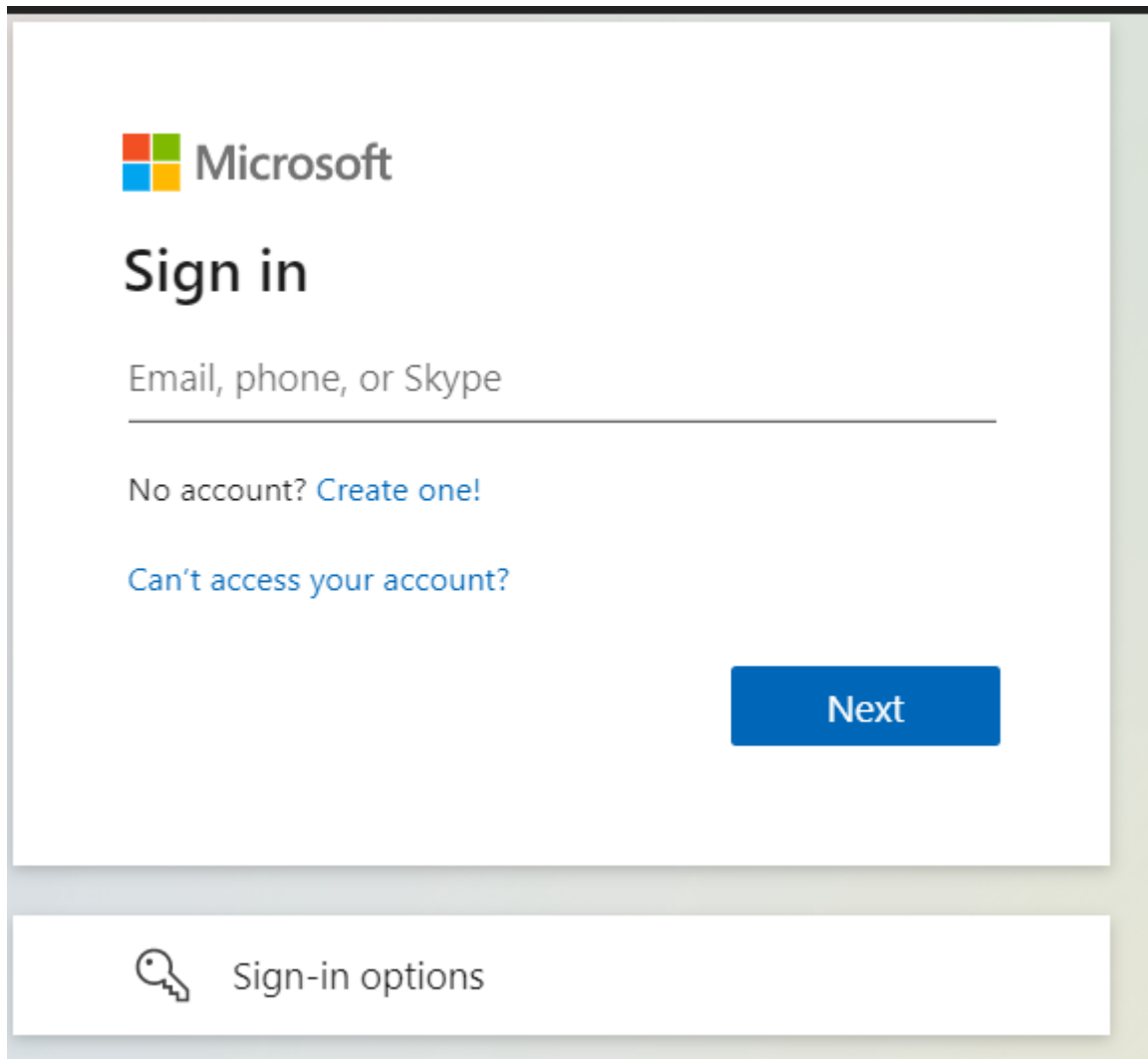
Welcome to Office

Your place to create, communicate, collaborate, and get great work done.

[Sign in](#) [Get Office](#)

[Sign up for the free version of Office >](#)

A login box will appear use your email address. Example john.doe@nt.nhsc.edu. Please do not miss the @nt.nhsc.edu it is not @nhsc.edu.



The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo, consisting of four colored squares (red, green, blue, yellow) followed by the word "Microsoft". Below the logo is the heading "Sign in" in a large, bold, black font. Underneath the heading is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? [Create one!](#)" and "[Can't access your account?](#)". At the bottom right of the main content area is a blue button with the text "Next". At the bottom of the interface is a light gray bar containing a key icon and the text "Sign-in options".

Enter your password, this is the same as your email password. Generally, it's nhscXXXX. Replace X's with last 4 of your SSN.



← jdoe@nt.nhsc.edu

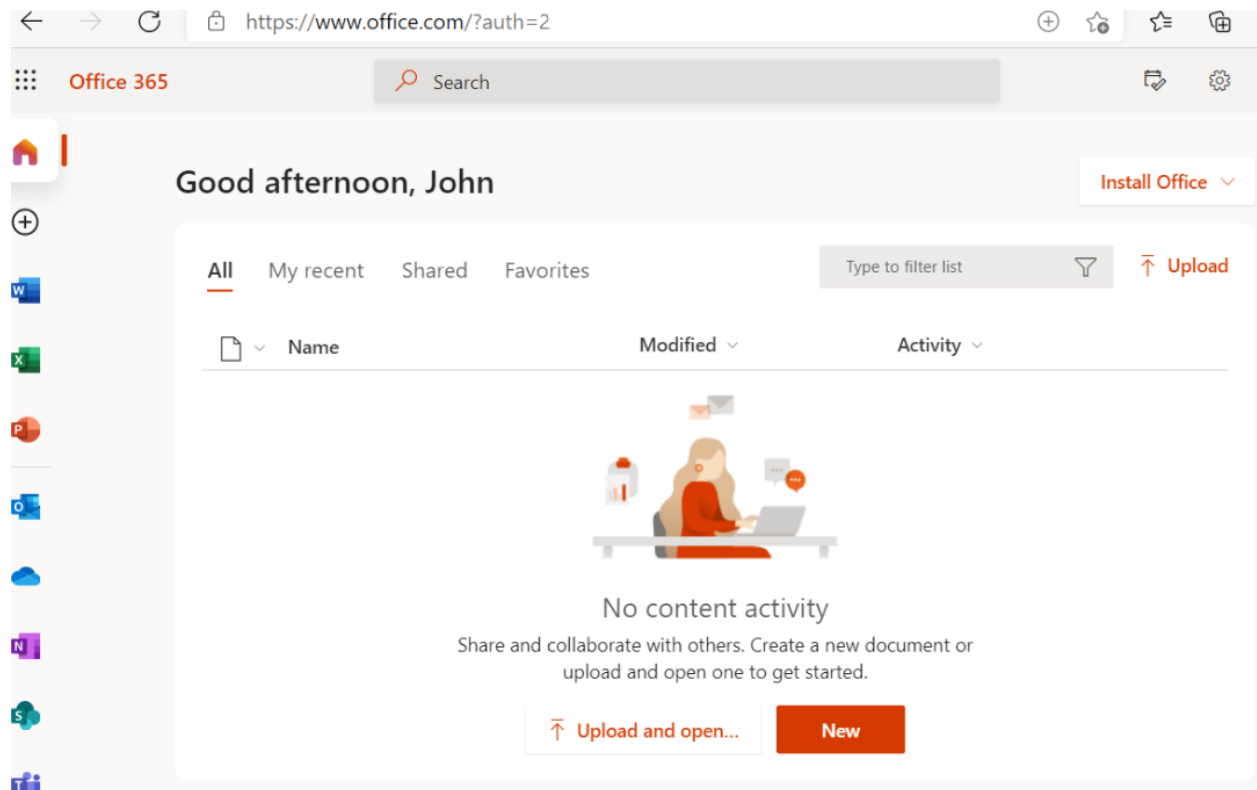
Enter password

Password

[Forgot my password](#)

Sign in

Once all the setup is done you will see the Office 365 home screen. You may use the online version of program or click on the Install Office link to setup directly on your computer. Just follow all prompts with default options.



Viola... you will now have Office 365 installed.