

**#1: Copy & paste the following URL into a browser or Ctrl + Click on the following link:**

<https://www.microsoft.com/en-us/education/products/office>

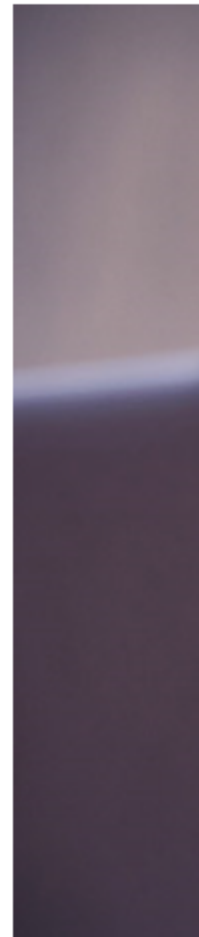
**#2: Enter your Beacon College email address in the text box (as highlighted below). Click 'GET STARTED'.**

# 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. Use your valid school email address to get started today.

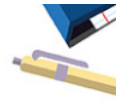
Enter your school email address

**GET STARTED**



#3. If you are a Beacon employee, select 'I'm a teacher'; otherwise, select 'I'm a student'.

Office 365 Education



## Are you a student or a teacher?

Office 365 Education includes Microsoft Teams and other tools you need for your online classroom. Teams allows students and teachers to chat, work on assignments, and co-create documents. If you're an IT admin, [sign up your school](#).

I'm a student 

I'm a teacher 

#4. Select Sign up (see highlighted below):

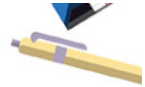
Office 365 Education

## Get started

Sign up 

**#5. Complete the following form with your information. A verification code should have been sent to your Beacon email address to verify that you are a Beacon student or employee. Enter all information then select 'Start' (see below).**

Office 365 Education



## Create your account

We sent a verification code to **bsutter@beaconcollege.edu**. Enter the code to complete signup.

[resend signup code](#)

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

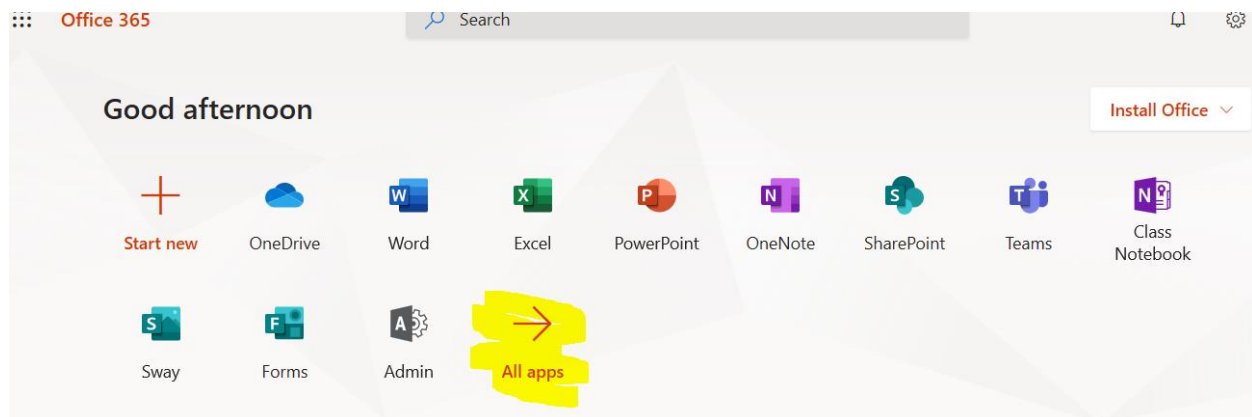
I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#).

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](#).

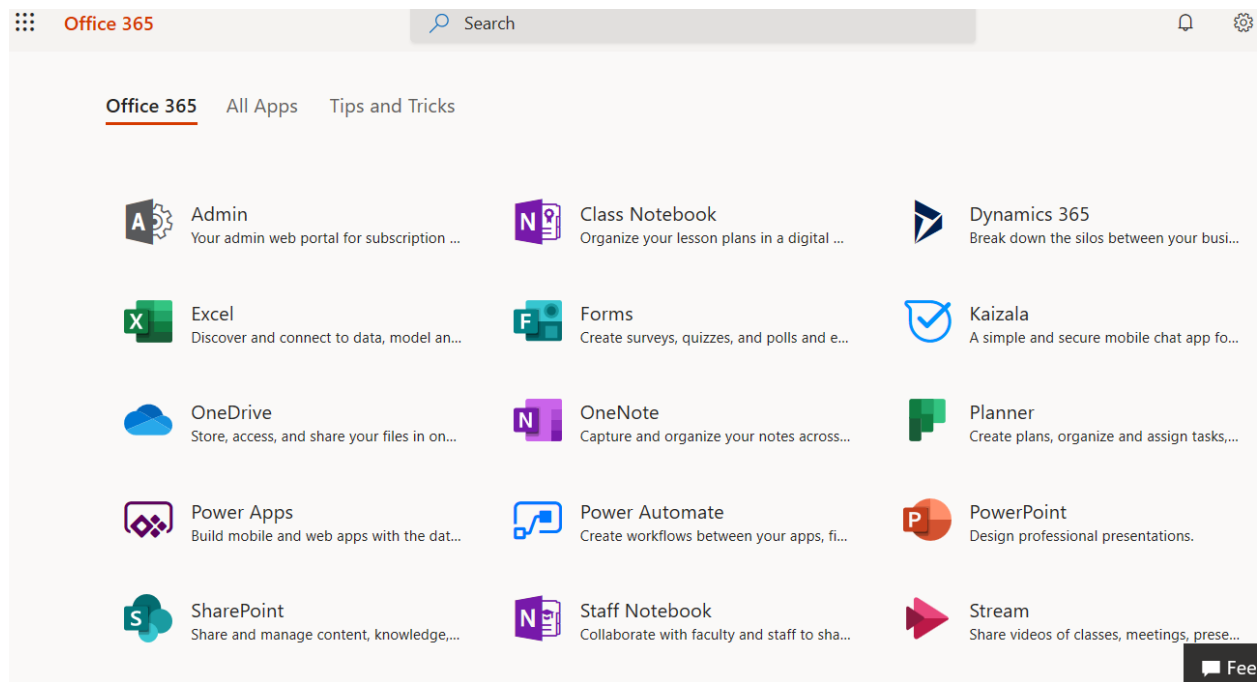
microsoft.com/fwlink/?LinkId=870457

**Start** →

**#6. If successful, you will be taken to the Office 365 window (see below):**



**#7. If you select 'All apps', you will be taken to the following screen:**



**#8. Click on any of the applications above to access it.**

**#9. If you have an existing Microsoft account already created, you will need to go through some – but not all – of the steps above. Enjoy!**