

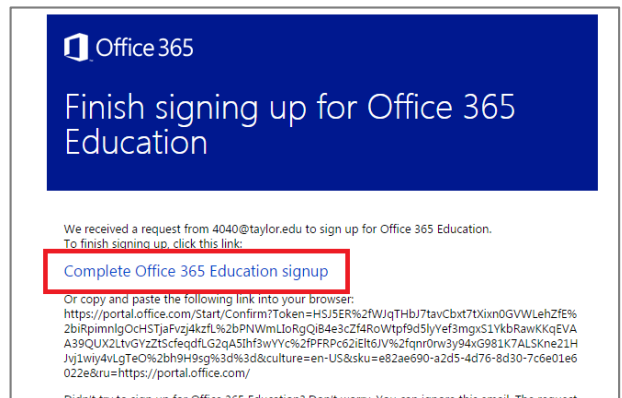
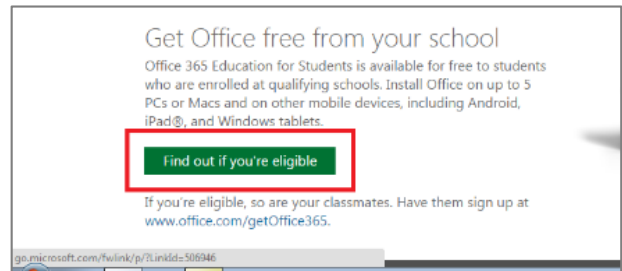
Office 365 Education

Office 365 Education for Students is available for free to students while enrolled at Taylor University. Install Office on up to 5 PCs or Macs and on other mobile devices, including Android, iPad, and Windows tablets. The subscription is valid for the duration of their Taylor career.

Signing up for Office 365

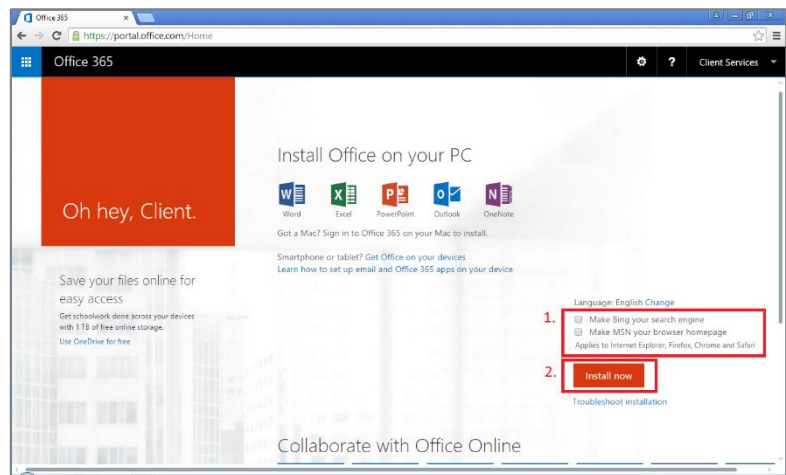
- Visit the [Office 365 Education](#) page and select “Find out if you’re eligible”
- It will take you to the “Get Started” page, where you enter your school email address
- Microsoft Office 365 Team will send an email to your Taylor address

- Login to your email and find the email sent from Microsoft. Click on the link to **Complete Office 365 Education Signup**.
- A new Office 365 Education page will open. Enter your first name, last name, and date of birth, and create a new password in the designated boxes. You will use this password later when signing in to Office.



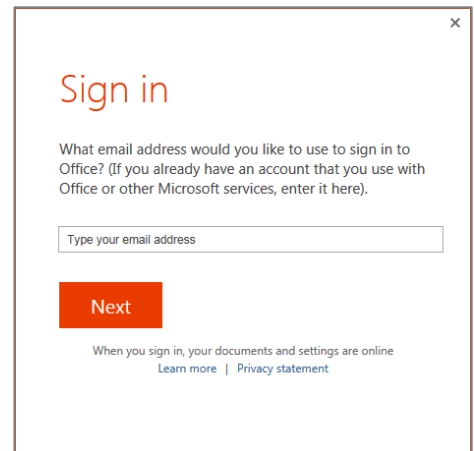
Downloading and Installing

- Before installing, be sure to check or uncheck based on your preference the two boxes on the bottom right-hand corner that ask to make Bing your search engine and MSN your browser homepage.
- Select **Install Now**
- Run the file and click “Yes” to allow the Microsoft Office Program to make changes to your computer



Signing into Office 365

- Once installation is complete, Office will launch and you can go through the process of setting it up and signing in
- Accept the Microsoft Office License Agreement.
- Watch or Skip the informative video.
- Sign in with your Taylor email address and use the password you previously created with Office 365 Education (note: this is not necessarily your Taylor password, but the password you created in the previous step when signing up for Office 365).



The screenshot shows a sign-in window with a close button (X) in the top right corner. The title "Sign in" is displayed in orange. Below the title, there is a question: "What email address would you like to use to sign in to Office? (If you already have an account that you use with Office or other Microsoft services, enter it here)." A text input field with the placeholder "Type your email address" is provided. Below the input field is an orange "Next" button. At the bottom, there is a small line of text: "When you sign in, your documents and settings are online" followed by two links: "Learn more" and "Privacy statement".