Microsoft Offers Free Office 365 Education Available to Employee's

https://products.office.com/en-us/student/office-in-education?tab=teachers

Click on the **Get started** link for the Office 365 Education. You will need to enter your LLCC email address.
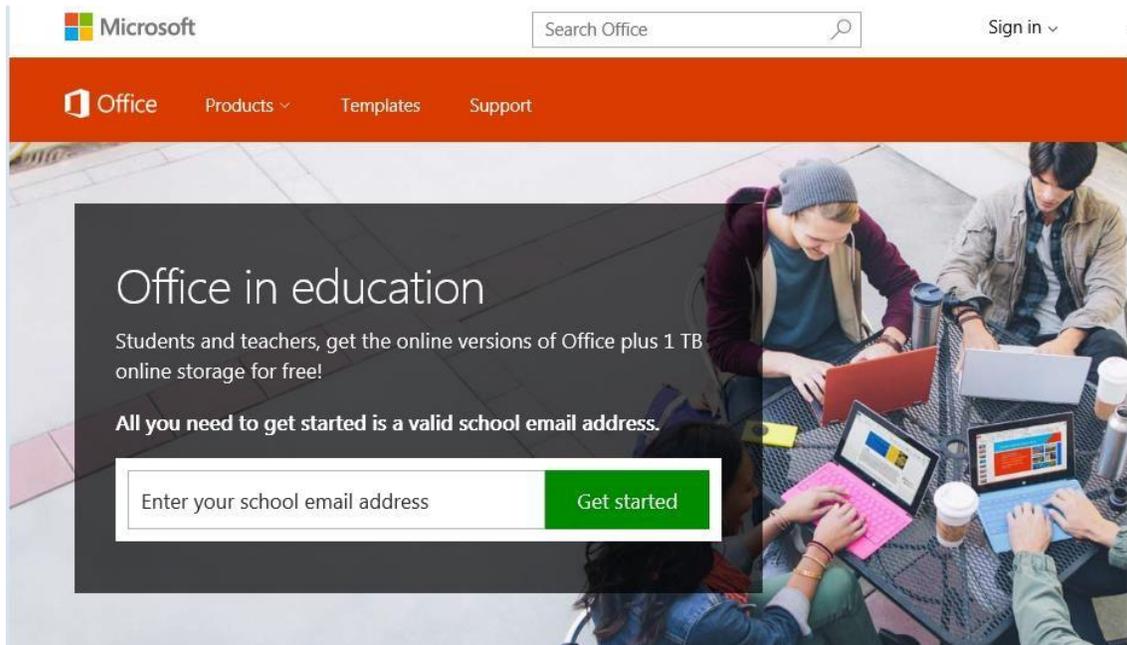
Select **I'm a teacher**.
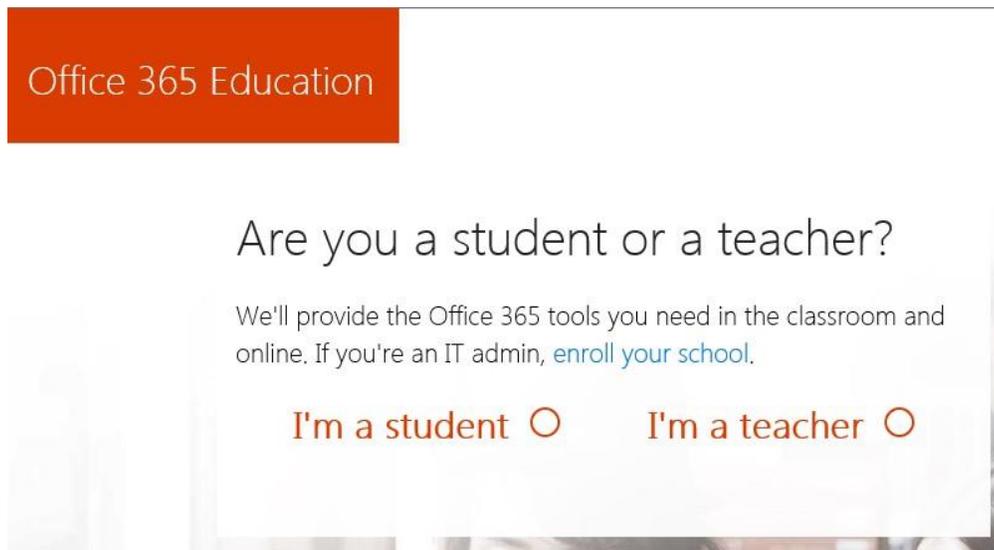
Click on **Start**

Click on **OK, got it**

Applications are available for web-based use and/or you can Install these to your personal computer. Click on the Install now link and at the bottom of the window you will see the options to **Run** or **Save**. It is recommended that you click on the arrow to the right of **Save** and choose the **Save As** option. After saving to your device, run the installation from that file.
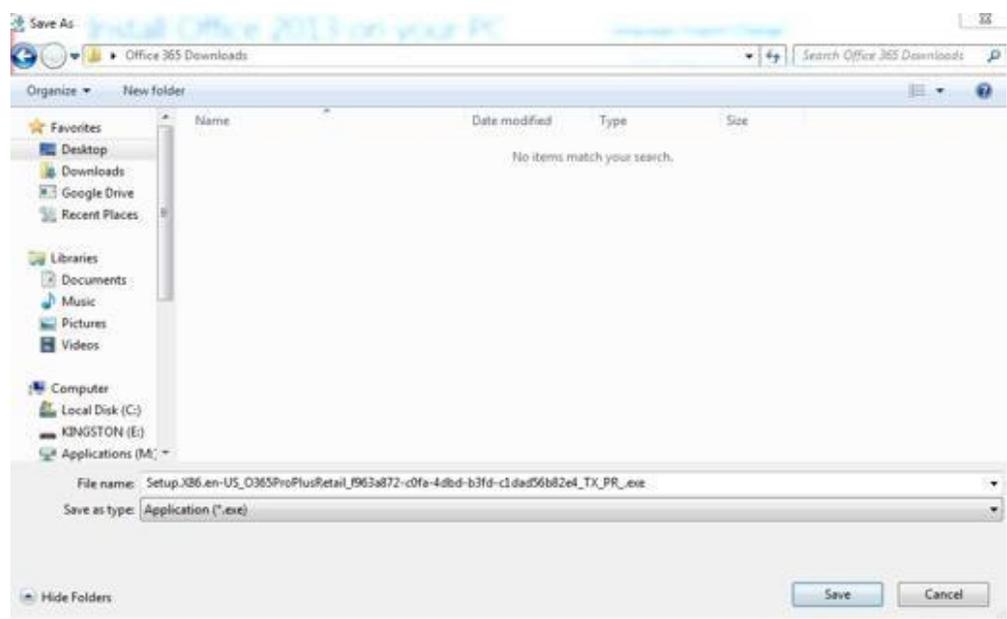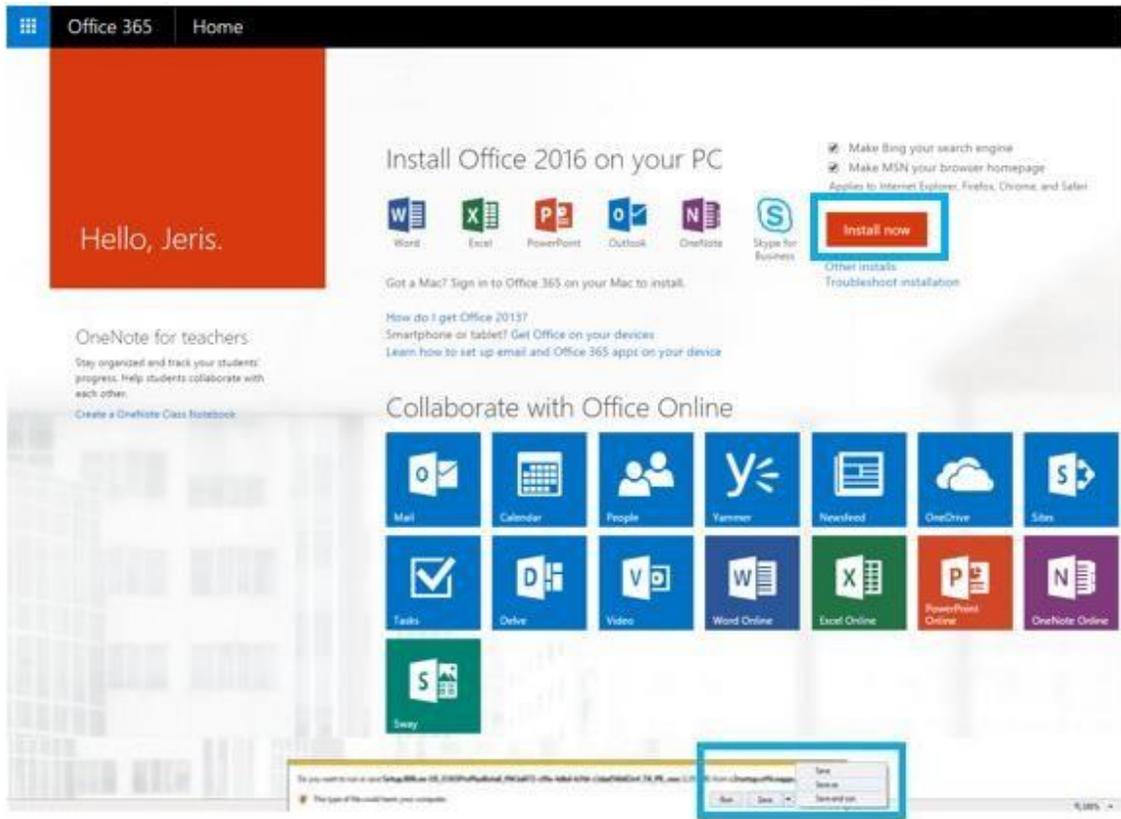
You can access your Microsoft Office 365 account at a later date or a different computer via the original email at account creation or by the link of https://portal.office.com/Home.

Select your LLCC email address if there, or select Use another account and enter your LLCC email address. You may be prompted for additional security information. Enter your LLCC email address and the password entered at the Create Account steps and click on OK.
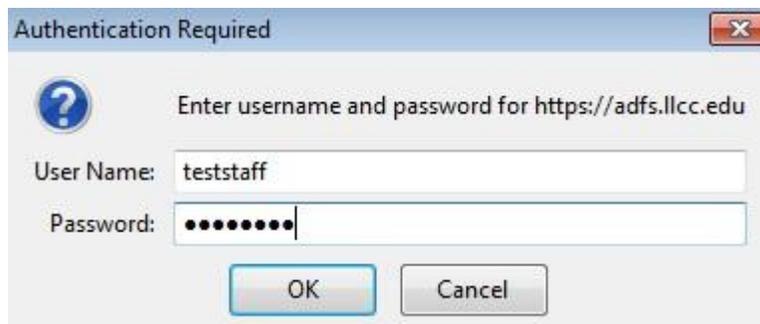
You can view your installations available and any devices already installed to by viewing your account. To do so, click on the drop down arrow to the right of your name in the upper right corner and click on **View account**.
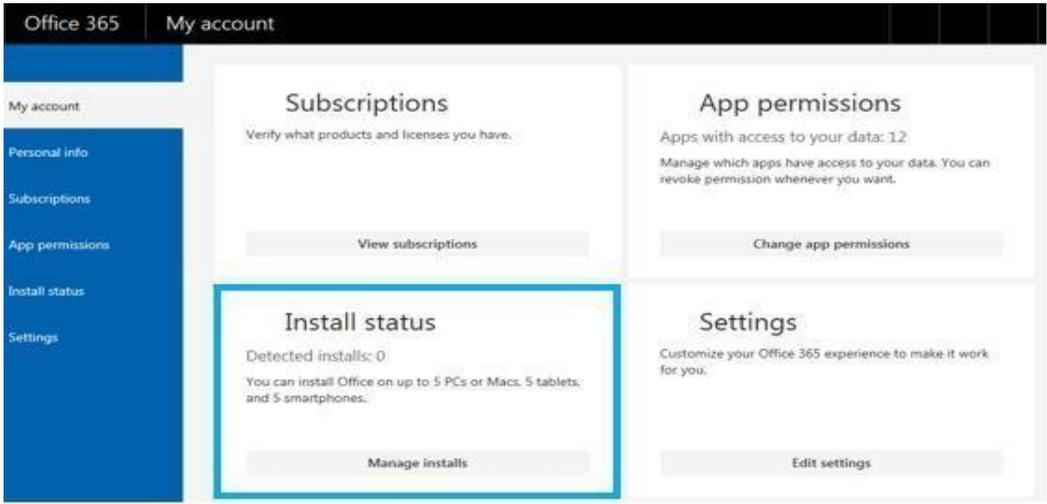
The software and installation are available to you by Microsoft, <u>not LLCC</u> should you have any difficulties with installations to your personal devices, you may need to contact Microsoft for technical support.