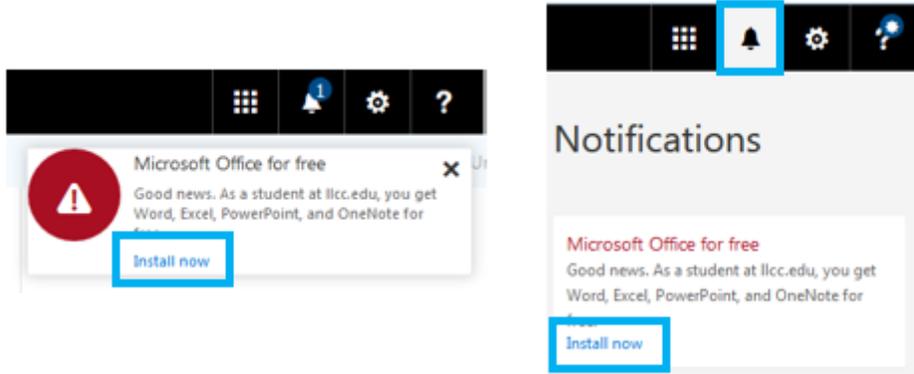


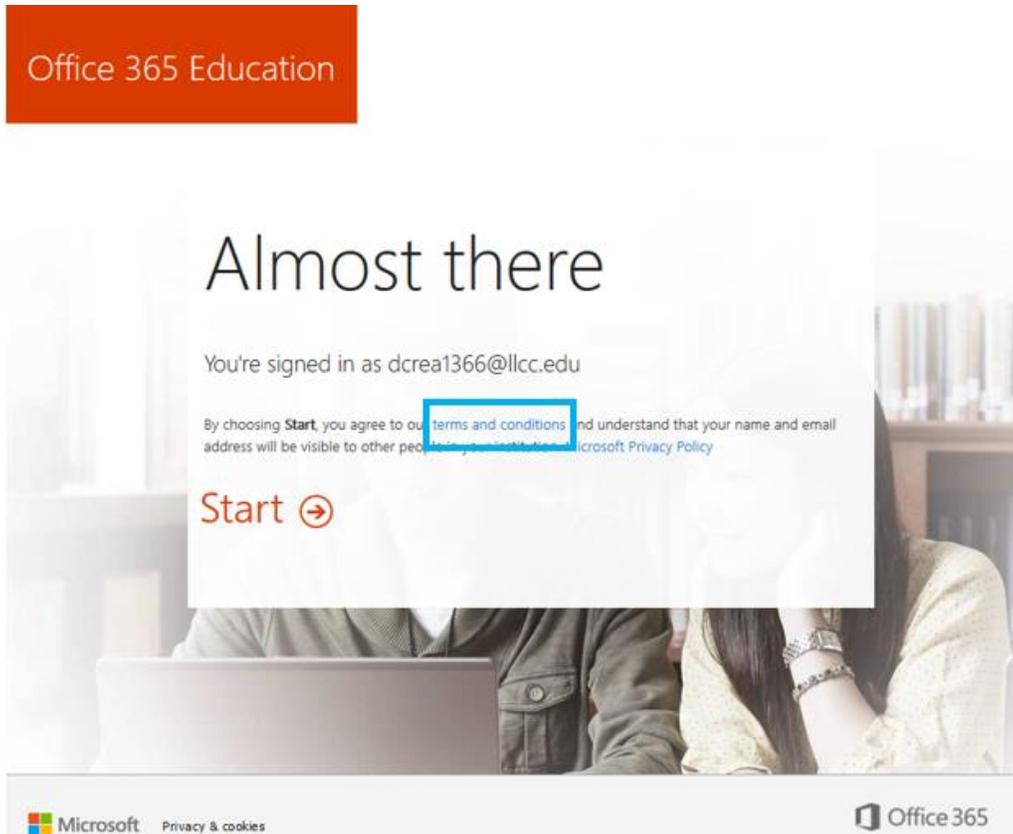
Microsoft Office 365 Available to students for Free from Microsoft

Sign into your LLCC email account. A notice advertising the software in the upper right corner of the window should automatically display. If not, click on the **Bell** icon and then the **Install now** link. If this link is not present, [click here](#) to go directly to the Get Started page in Step 3.

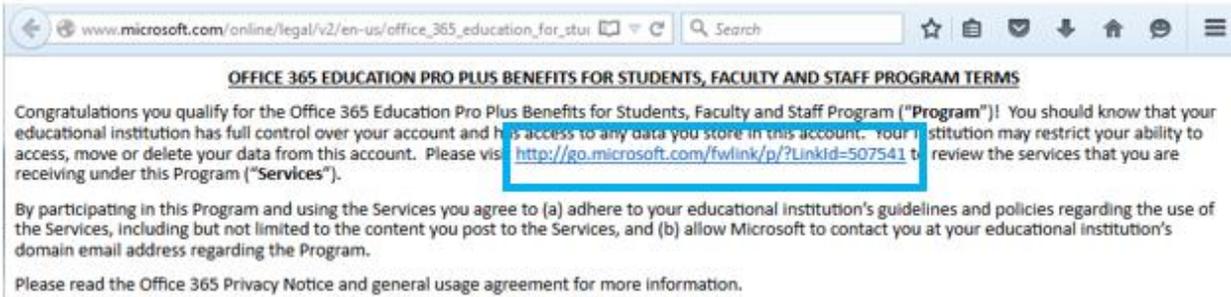
Follow all instructions to install the software from Microsoft, [this is not LLCC](#).



1. Click on the **terms and conditions** link.

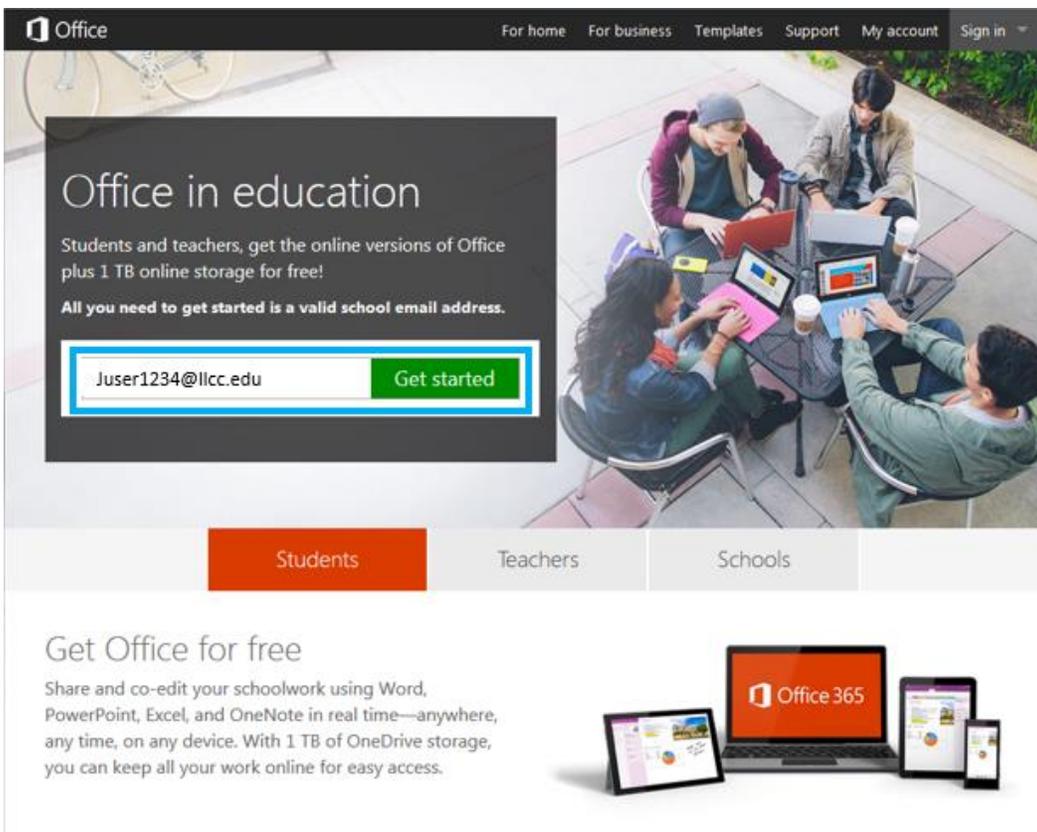


2. To continue, **click on the link** within the terms and conditions box that will take you to the Program (Services).



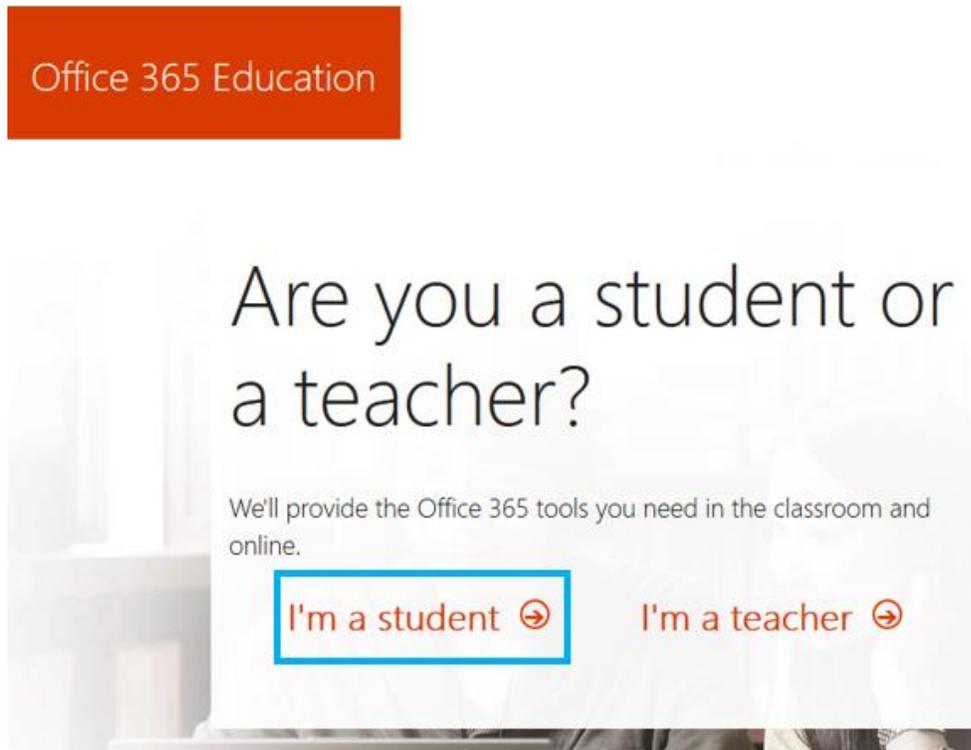
The screenshot shows a web browser window with the URL www.microsoft.com/online/legal/v2/en-us/office_365_education_for_students. The page title is "OFFICE 365 EDUCATION PRO PLUS BENEFITS FOR STUDENTS, FACULTY AND STAFF PROGRAM TERMS". The main text reads: "Congratulations you qualify for the Office 365 Education Pro Plus Benefits for Students, Faculty and Staff Program ("Program")! You should know that your educational institution has full control over your account and has access to any data you store in this account. Your institution may restrict your ability to access, move or delete your data from this account. Please visit <http://go.microsoft.com/fwlink/p/?LinkId=507541> to review the services that you are receiving under this Program ("Services")." The link is highlighted with a blue box. Below this, it states: "By participating in this Program and using the Services you agree to (a) adhere to your educational institution's guidelines and policies regarding the use of the Services, including but not limited to the content you post to the Services, and (b) allow Microsoft to contact you at your educational institution's domain email address regarding the Program." At the bottom, it says: "Please read the Office 365 Privacy Notice and general usage agreement for more information."

3. Type in your LLCC email address (i.e. juser1234@llcc.edu) and click on **Get started**.

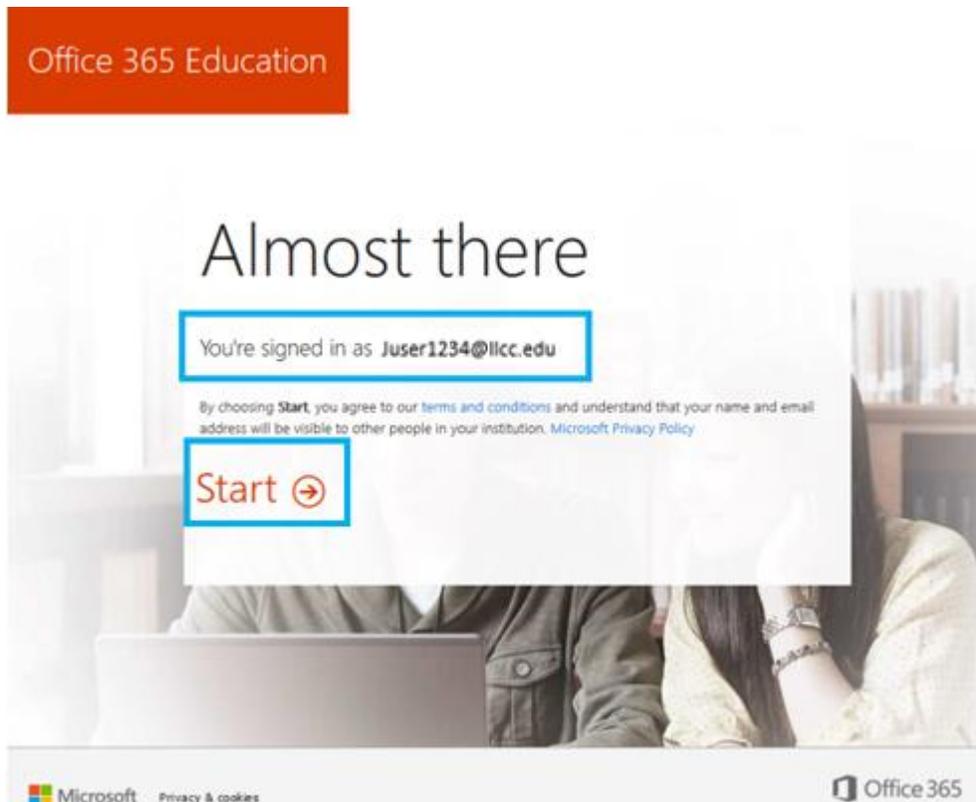


The screenshot shows the "Office in education" sign-up page. The header includes the Office logo and navigation links: "For home", "For business", "Templates", "Support", "My account", and "Sign in". The main content area features a dark grey box with the text: "Office in education", "Students and teachers, get the online versions of Office plus 1 TB online storage for free!", and "All you need to get started is a valid school email address." Below this is a text input field containing "Juser1234@llcc.edu" and a green "Get started" button. The background of the page shows a group of students sitting around a table with laptops. Below the main content area are three buttons: "Students" (highlighted in orange), "Teachers", and "Schools". At the bottom, there is a section titled "Get Office for free" with the text: "Share and co-edit your schoolwork using Word, PowerPoint, Excel, and OneNote in real time—anywhere, any time, on any device. With 1 TB of OneDrive storage, you can keep all your work online for easy access." To the right of this text is an image of various devices displaying the Office 365 interface.

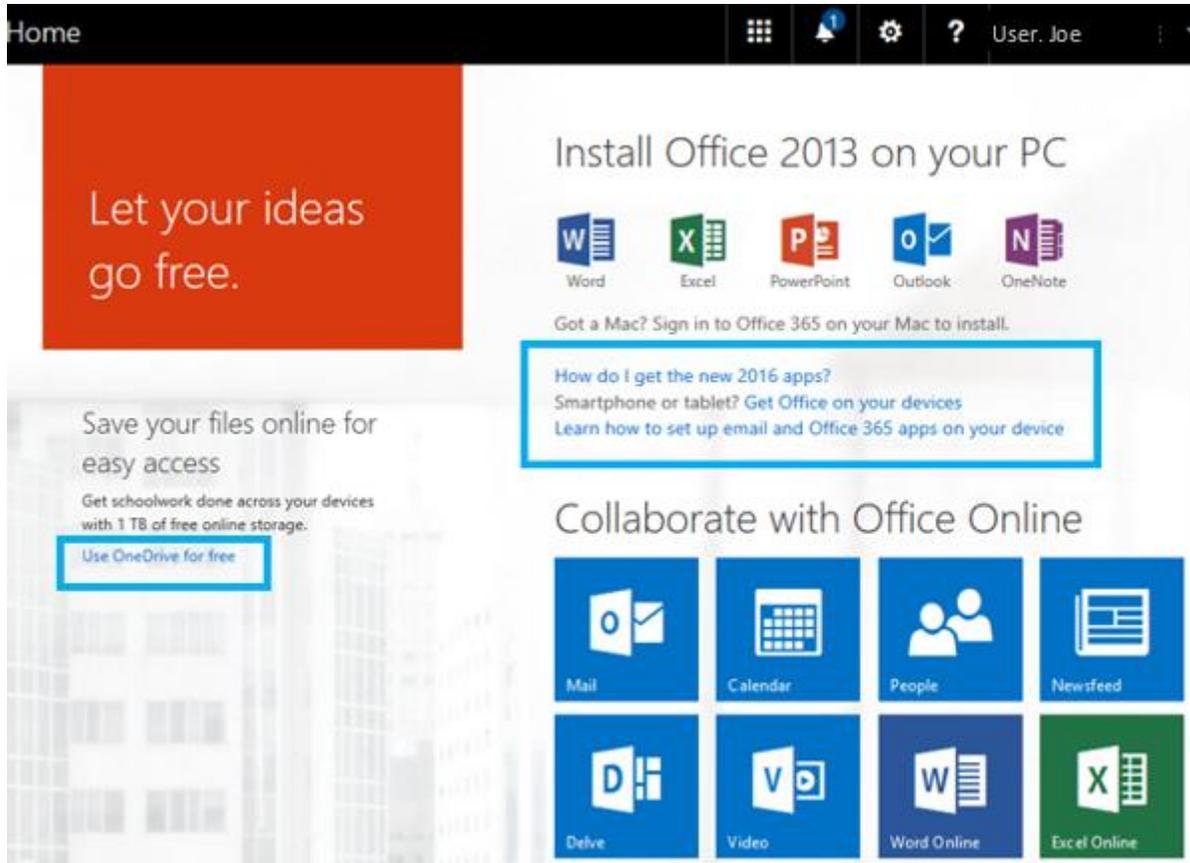
4. Select the **I'm a Student** link.



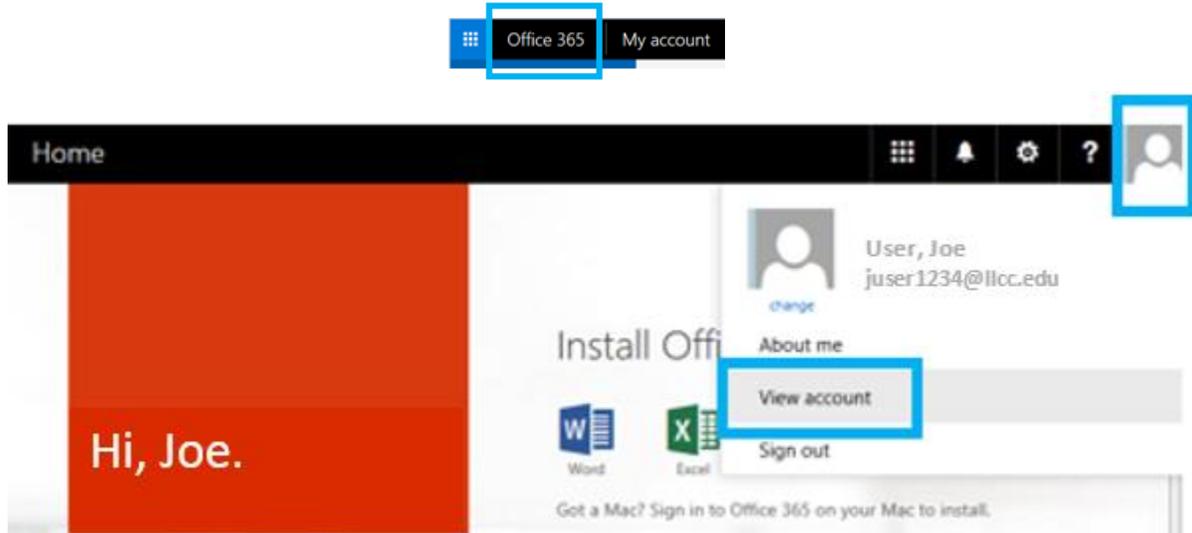
5. Verify that you're signed in with your LLCC email address and click on **Start**.



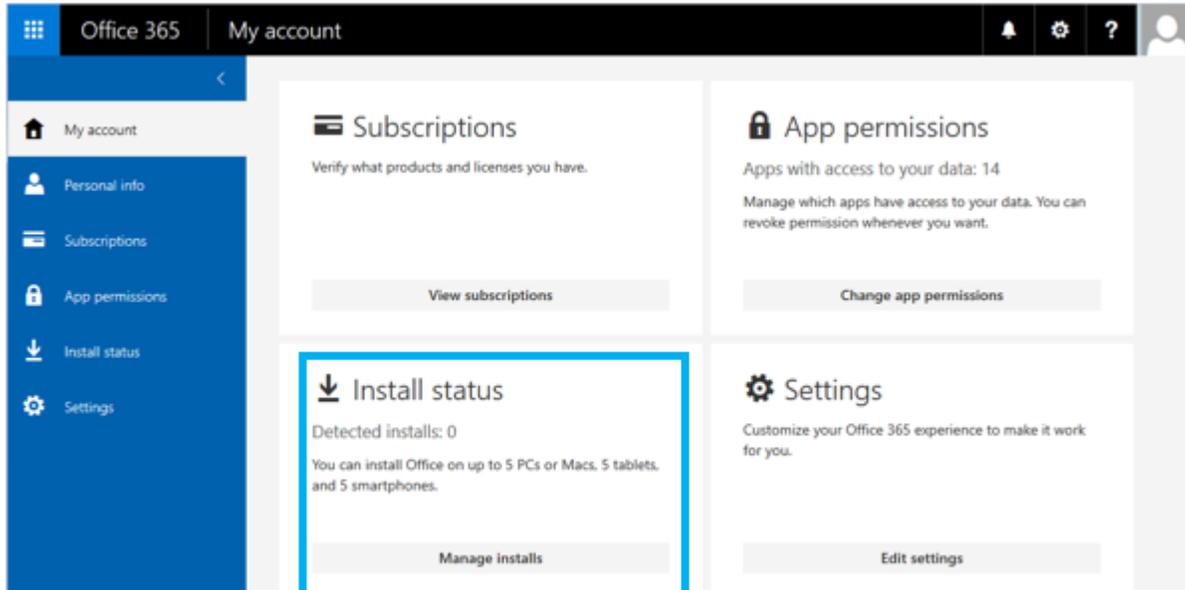
6. This may take a few moments to set up all services, but you will see a listing of apps available to you via your LLCC web-based email account hosted by Microsoft Office 365. You can install Office 365 to your personal devices by accessing your Microsoft Account.
 - a. OneDrive file storage is available by clicking on the link on the left.



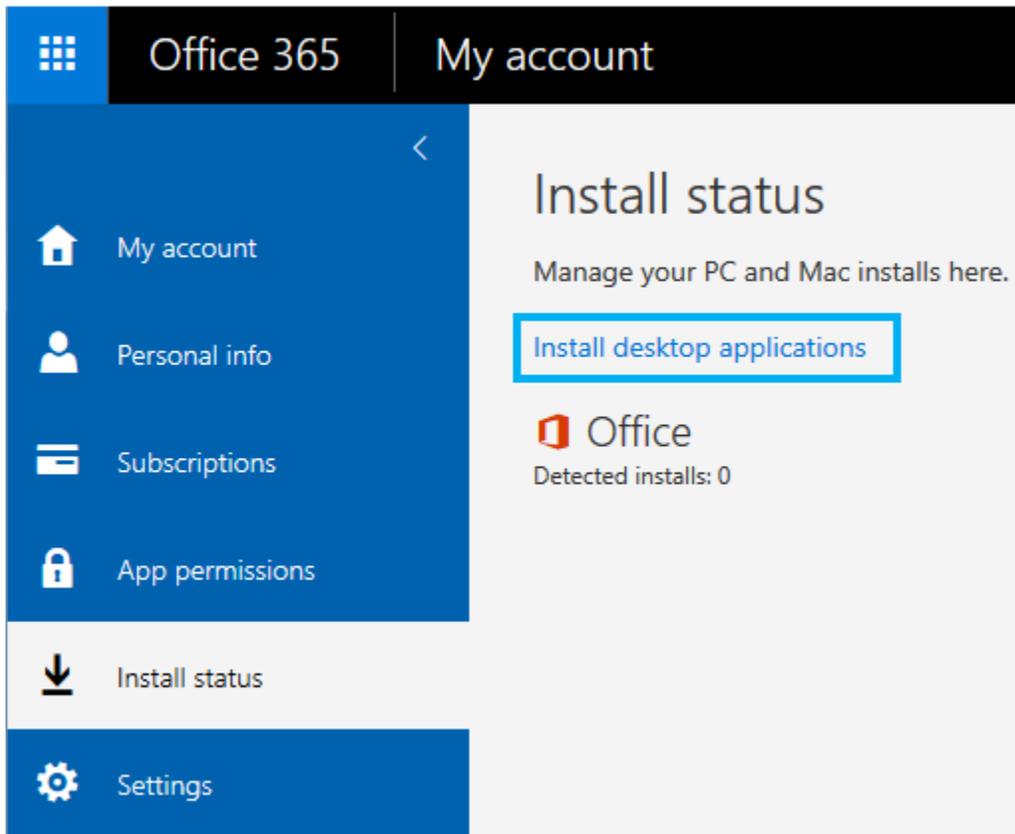
7. To access your Microsoft account at a later time, click on the **Office 365** link and then click on the **Person** icon to the right. Select the **View account** link.



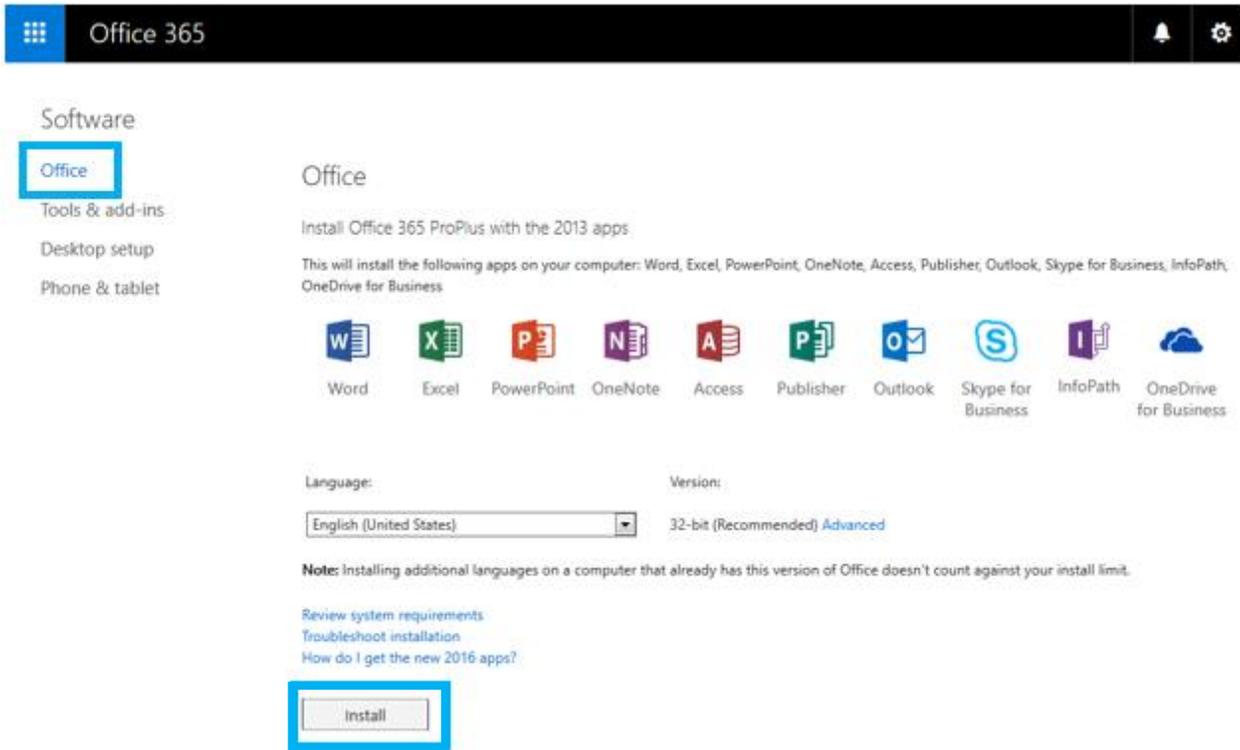
- a. Click on the Install status box to **Manage Installs**.
- b. Click on the **Install desktop applications**.



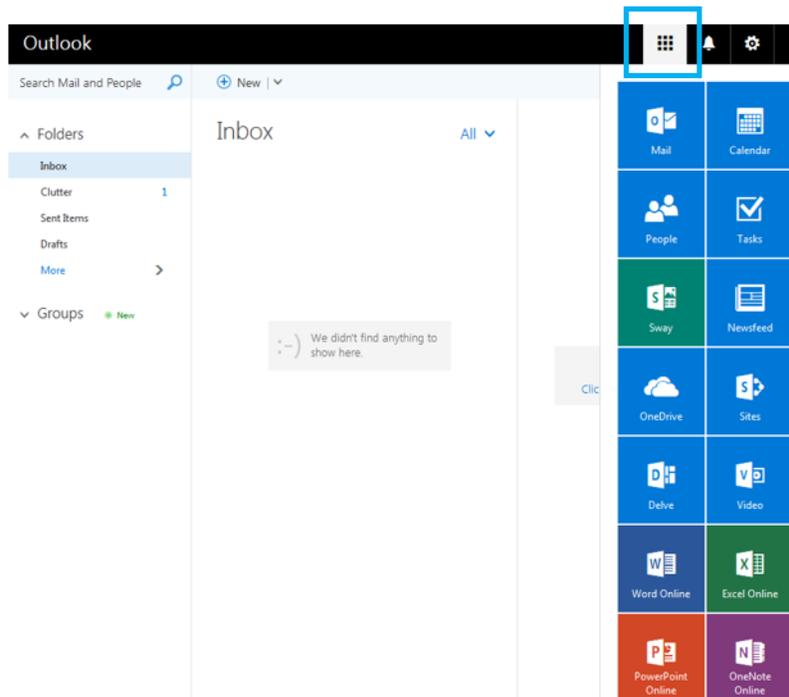
- c. Click on the **Install desktop applications** link.



- d. With Office highlighted, click on **Install** and follow all prompts.



8. While logged into your LLCC email account via Office 365 web, the office online applications are available for use. Click on the Apps icon in the menu bar.



The software and installation are available to you by Microsoft, not LLCC should you have any difficulties, you may need to contact Microsoft for technical support.