

# Office 365 available for Faculty/Staff and Students

Microsoft is now allowing students, faculty, and staff to download Office 365 for free with the use of their GPTC email address. This offer includes Word, Excel, PowerPoint, Outlook, and OneNote. You will be allowed to install the software on 5 personal computers or mobile devices. If you would like to take advantage of this offer, please follow the directions below.

## Install Method 1

1. Login to your student or staff email account
2. Click on the circle displaying your initials or profile picture in the top-right corner
3. Select "My Account" from the menu
4. Click on "Install Office"
5. Follow the prompts from your computer

## Install Method 2

1. <http://products.office.com/en-us/student/>
2. Select the option that applies to you (student or teacher)
3. Click on "Get started for free"
4. Enter your school email address
5. Click sign up
6. Check your email for a message you will receive from Microsoft
7. Follow the directions from the email