Office 365 Education for Students

Get Microsoft Office for Free and Access Office 365 Applications

Microsoft Office

Office 365 plan is available for free to students. It allows students to install Office Suite on up to 5 PCs or Macs, Android, and Microsoft mobile devices.

How to install Office products

1. Go to Microsoft Office on the Education website (www.Office.com/GetOffice365).
2. Enter your login information on the Microsoft portal. Please read the instruction below.
   - Your user login is everything before the @ symbol in your PVAMU assigned email account, i.e. if jdoe1@student.pvamu.edu is your PVAMU Student email address then your PV username is jdoe1.
   - To login to Office 365 as student append @pvamu.edu to your username.
     - Do not use your student E-mail address for the Microsoft Office 365 login.
     - Do not use @student.pvamu.edu
     - Use @pvamu.edu

   Note: This is to login to Office 365 only, your PV E-mail remains the same as usename@student.pvamu.edu.

   - The password is the same as your PV E-mail address (student.pvamu.edu).
     - For Example: If jdoe1@student.pvamu.edu is your PV E-mail address, then your Microsoft login is jdoe1@pvamu.edu, but the password is the same as your PV student E-mail account.

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. All you need is a valid school email address. It's not a trial – so get started today.

Enter your school email address

1 | dsmth@pvamu.edu | GET STARTED | 2

Your PV username@pvamu.edu

3. Choose I'am a student.

Are you a student or a teacher?

We'll provide the Office 365 tools you need in the classroom and online. If you're an IT admin, enroll your school.

I'm a student ⊖   I'm a teacher ⊖

4. Sign in using your PV username (your username@Pvamu.edu) **not @student.pvamu.edu**

You have an account with us

To get your free Office, sign in with your Office 365 user ID and password.

Sign in ⊖

5. Log in to access Office 365

Log in

Please enter your credentials to access Office 365.

Username

1 ▦▦▦@pvamu.edu

If jdoe1@student.pvamu.edu is your PV Email, then your username is jdoe1@pvamu.edu

Password

2 •••••••••••|

Password is the same as your student PVAMU Email account

3 Log in

6. Click **Yes**

Microsoft

dsmth@pvamu.edu

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No   Yes

7. Provide your information.

Almost there

You're signed in as ███@pvamu.edu

Your date of birth ?

Month ▼   Day ▼   Year ▼

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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.

Start ⊙

8. Not necessary, **skip** it please.

Invite more people

Share the benefits of Office 365 and work together on school projects. It's free.
Who would you like to invite?

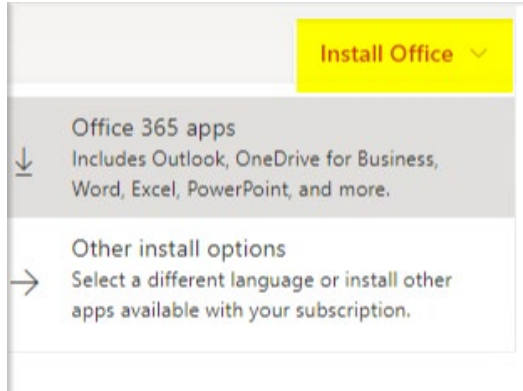| Username | @pvamu.edu ▼ |
Username	@pvamu.edu ▼
Username	@pvamu.edu ▼
Username	@pvamu.edu ▼
Username	@pvamu.edu ▼

Send invitations ⊙
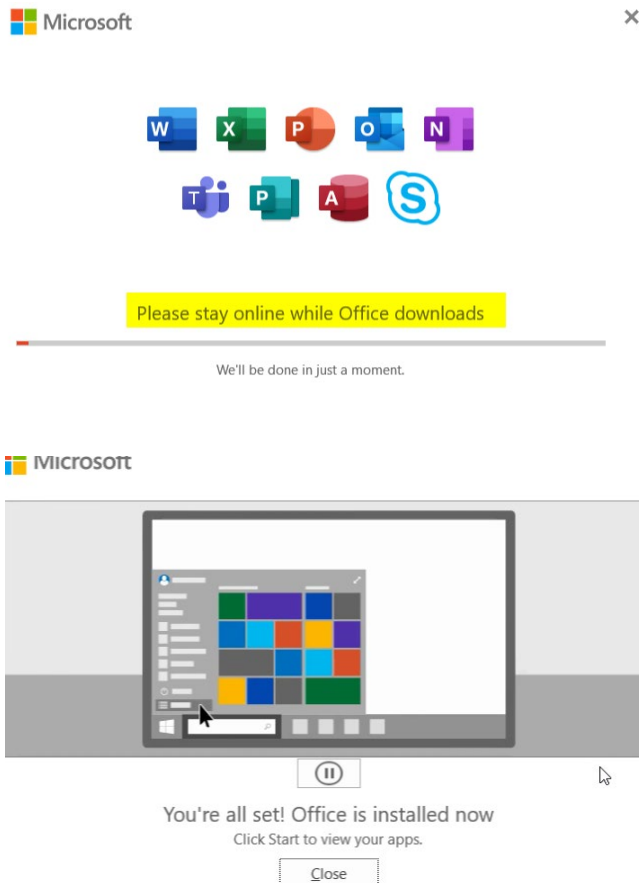Skip

9. Click on **Install Office > Office 365 apps.**
   o Both of the options will take you to the installation process.

Note: Office 365 ProPlus includes Word, Excel, PowerPoint, Outlook, and OneNote. Office 365 ProPlus for Windows also includes Access, Publisher, and OneDrive for Business.

Install Office ∨

Office 365 apps
Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.

Other install options
Select a different language or install other apps available with your subscription.

   o A file downloads to your default Downloads folder. Once it finished downloading, click the file and go through the installation steps.
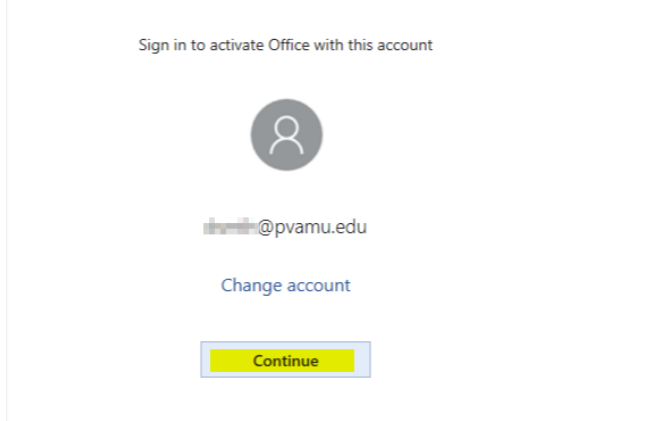
10. Office 365 ProPlus includes the latest version of Word, Excel, PowerPoint, OneNote, and more. It is not a web-based version of Office. It runs locally on the user's computer. When you download using your Pvusername@pvamu.edu account, you have been licensed to use the software.

Microsoft ✕

Please stay online while Office downloads

We'll be done in just a moment.

Microsoft

You're all set! Office is installed now
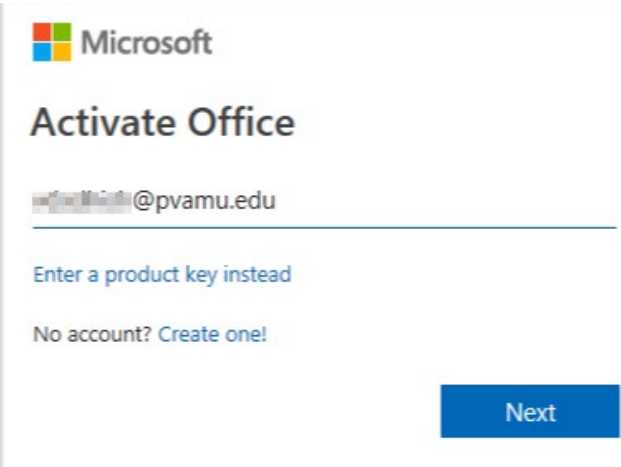Click Start to view your apps.

Close

Activate Office 365 ProPlus or Pro

Now you need to go through the activation process, and it will start automatically when you access any of the Office apps. You need to provide your username (Pvusername@pvamu.edu) and a password a few more times during the activation process.
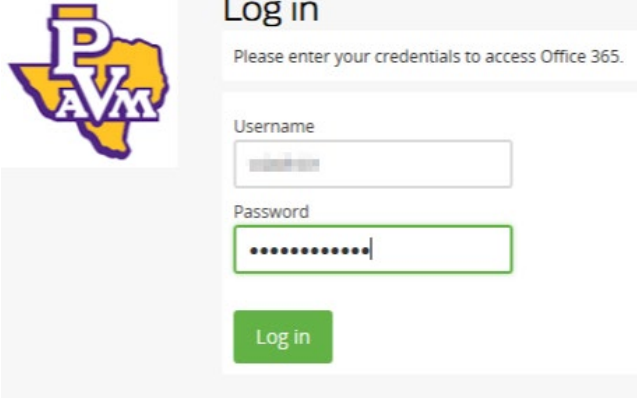
1. Hello ____, welcome to Office

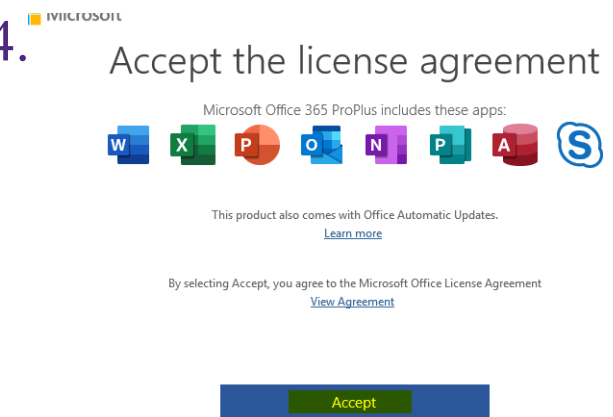Sign in to activate Office with this account

____@pvamu.edu

Change account

Continue

2. Microsoft

Activate Office

____@pvamu.edu

Enter a product key instead

No account? Create one!

Next

3. Log in

Please enter your credentials to access Office 365.

Username

____

Password

••••••••••••

Log in

4. Microsoft

Accept the license agreement

Microsoft Office 365 ProPlus includes these apps:

This product also comes with Office Automatic Updates.
Learn more

By selecting Accept, you agree to the Microsoft Office License Agreement
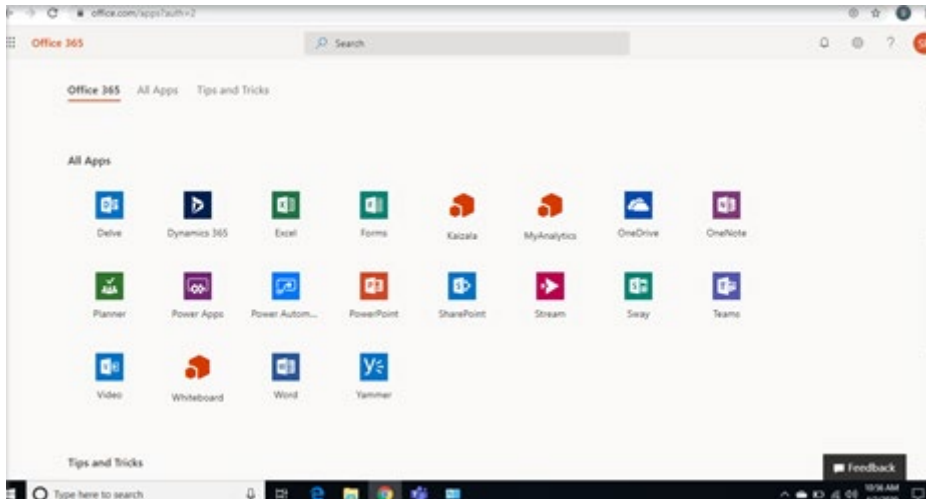View Agreement

Accept

On the Office 365 portal a wide range of applications are available for PV Students.

Microsoft 365 Cloud Applications
- o Office
- o Word
- o Excel
- o PowerPoint
- o OneNote
- o OneDrive (online file storage)
- o SharePoint (web content creation, document management and collaboration)
- o Teams (messaging, tasks, online meetings and collaboration app)
- o Sway (interactive web-based canvas for presentations)
- o Forms (for surveys, quizzes and more)
- o Whiteboard (digital canvas)
- o Yammer Academic (private social network)
- o Stream (uploading and sharing videos)
- o Flow (creating workflows between apps)
- o PowerApps (creating instant apps with no code)

Microsoft Office Pro Plus
- o Microsoft downloads for desktop and mobile devices
- o 5 licenses per person
- o OneDrive
- o Word
- o Excel
- o PowerPoint
- o OneNote
- o Publisher and Access (PC Only)
- o Outlook (**At present**, **Office 365 Email/mail is not available for students**)