**Office 365: Setup Your Account**

If you have an internet connection at home and do not have Microsoft Office products (Word, PowerPoint, Excel), you can visit the link below and download the programs to your computer using your student login and password:

[**http://office.com/getoffice365**](http://office.com/getoffice365)

1. Choose Students

2. Click on Get Started for Free

3. Enter your school email address

4. Click on Sign Up

5. Click Continue

6. Sign in with your user name and password.

7. Agree to terms and conditions. Read all the information on the Terms and Conditions page! (Excerpt from the Terms and Conditions: 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.

8. Click Start

9. You can then download the program you need and begin working. You do not need to install programs at school because all the computers here already have Office products installed!

Once you have registered, you may access Office 365 through the link below:

[**https://portal.office.com**](https://portal.office.com)

Sign in with your school email address and password.

To access your files, click on OneDrive.

To create a document, click on Word Online.

To create a PowerPoint presentation, click on PowerPoint Online.

You may use the online version, but it has fewer options. If you want, you can choose to use the regular version. You will be asked to log in with your email address and password again.

If you use the online version, files are saved automatically. You should change the name to reflect the subject so you can find your files more easily.

To Share the information with your teacher or when working with a group, click on the Share link at the top of the page and type in the person’s name with whom you want to share the file. Ex. John Doe. Make sure that you are sharing with the correct person by resting your cursor on that person’s name and checking that he/she is affiliated with Echols Middle School.