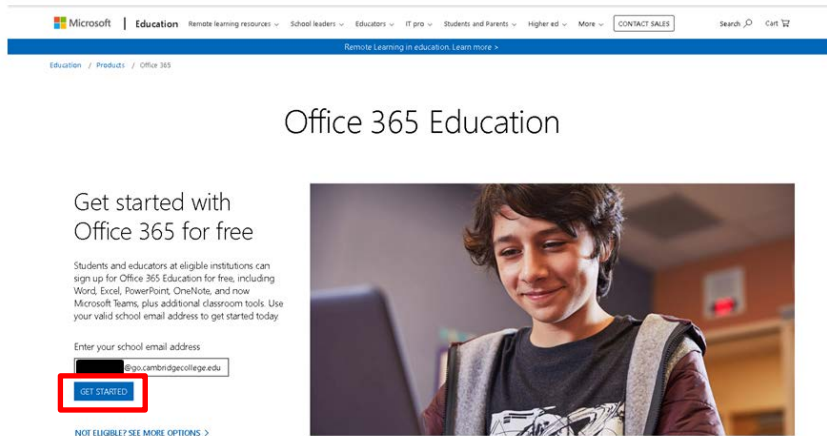
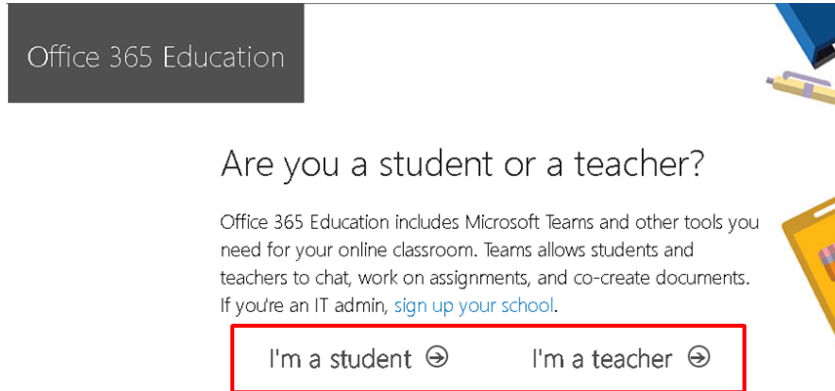


- 1) Please visit the <https://www.microsoft.com/en-us/education/products/office> and get started by typing in your school email address.
- 2) Click *Get Started*



- 3) Next, select your role. (Staff=Teacher role.)



- 4) Next, the verification of your eligibility will be processed and an account will be created. Please fill in the required information and click on Start.

Create your account

Two input fields for name and email, followed by two password fields with masked characters (*****).

We sent a verification code to [redacted]@go.cambridgecollege.edu. Enter the code to complete signup.

Verification code input field and a [resend signup code](#) link.

Your date of birth [?](#)

Month, Day, and Year dropdown menus.

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I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#).

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 →

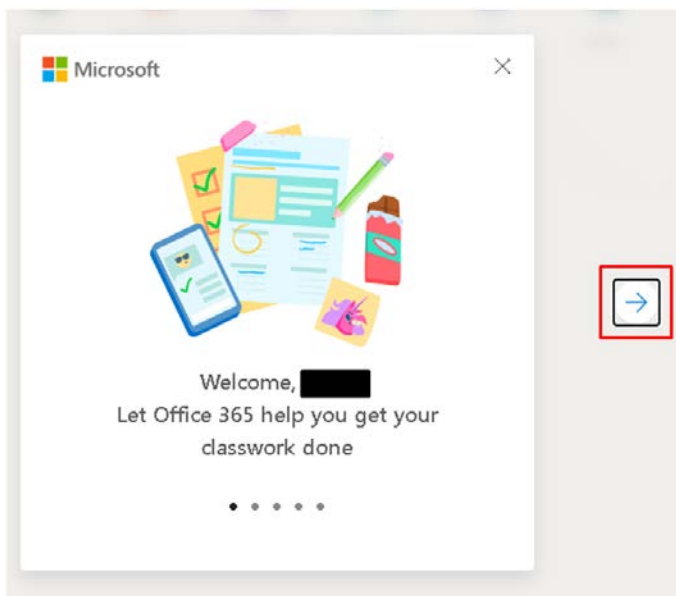


- 5) You will receive a verification code in your school email. Insert the verification code on the page to continue.

We sent a verification code to [redacted]@go.cambridgecollege.edu. Enter the code to complete signup.

Verification code input field and a [resend signup code](#) link.

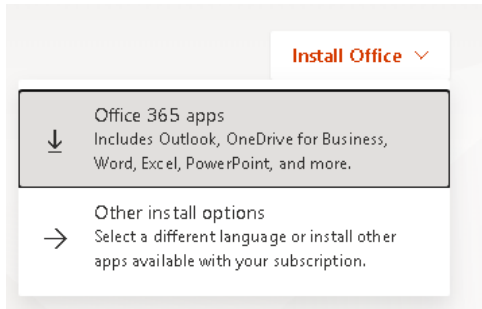
- 6) Click on the right arrow on the welcome message.



7) You are now logged into your account. You can now click on Install Office.

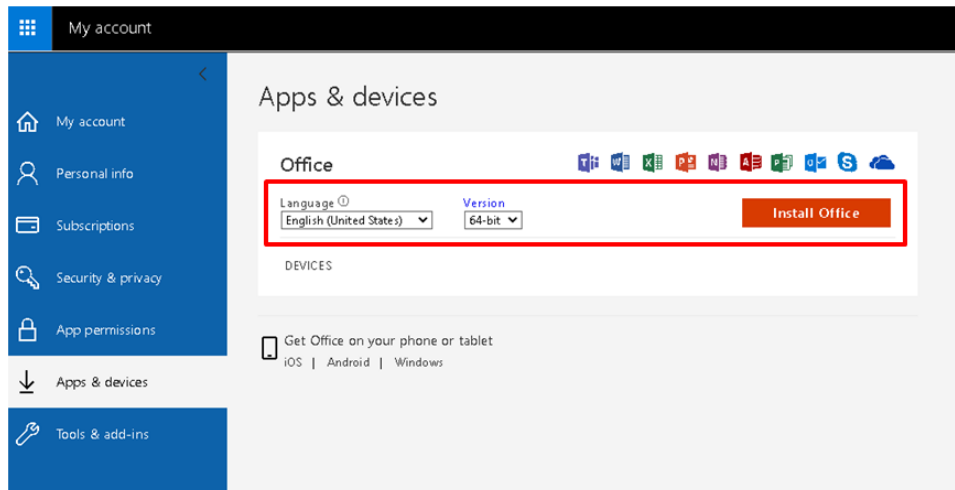


8) You will get a small drop down menu, Please select the appropriate selection.



9) You will be presented with the options to download office.

10) Make your selections and Click Install Office to begin the download and the install process.
Please follow the onscreen prompt thereafter to install office on your device.



If you have any question or run into any issues please contact the helpdesk@cambridgecollege.edu.