



Install Office 365 using a Jefferson College myJeffco Account

- 1.) Access the Microsoft enrollment URL:

<https://www.microsoft.com/en-US/education/products/office>

- 2.) Enter your myJeffco email address and click the 'Get Started' button:

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. Use your valid school email address to get started today.

Enter your school email address

- 3.) Select the 'I'm a student' button

Are you a student or a teacher?

Office 365 Education includes Microsoft Teams and other tools you need for your online classroom. Teams allows students and teachers to chat, work on assignments, and co-create documents. If you're an IT admin, [sign up your school](#).

I'm a student  I'm a teacher 

- 4.) A verification code will be generated by the Office 365 system and emailed to your myJeffco email address.
- 5.) Fill in the account creation fields ensuring that you enter the verification code emailed to your myJeffco email address, then click the 'Start' button.

Create your account

<input type="text" value="First name"/>	<input type="text" value="Last name"/>
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We sent a verification code to . Enter the code to complete signup.

<input type="text" value="Verification code"/>	Resend signup code
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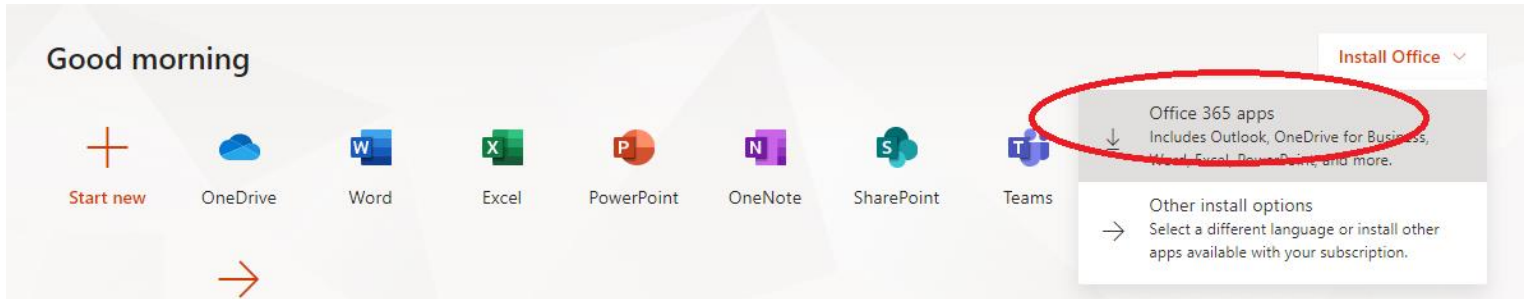
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start 

6.) To download and install Office 365 on your Windows or Apple computer, click the 'Install Office' button, followed by the 'Office 365 apps' link.



7.) Follow your browser's download process to save, run, and install the Office 365 software.