



How to obtain Office 365 as a UCC student



First, navigate to this web address:

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

On this page to the left, there's a field to enter your e-mail address. Enter your student e-mail address—your student ID number followed by @student.umpqua.edu. Then click “Get Started.”

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

Specify you are a student when asked, and then you will be taken to an account creation page. You will need to fill out all the fields to create a Microsoft account, and take note that a verification code is sent to your student e-mail account, so you must log into your student e-mail to retrieve it. Click “Start” at the bottom when finished.

Create your account

First name Last name

Create password

Confirm password

We sent a verification code to {xxxxxxxx}@student.umpqua.edu. Enter the code to complete signup.

Verification code [resend signup code](#)

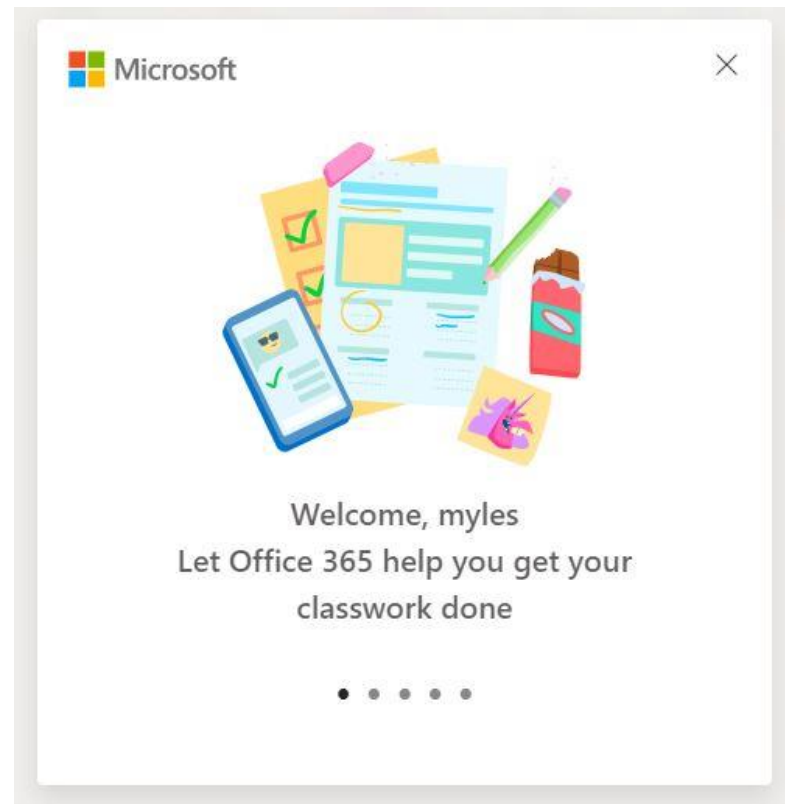
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I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#).

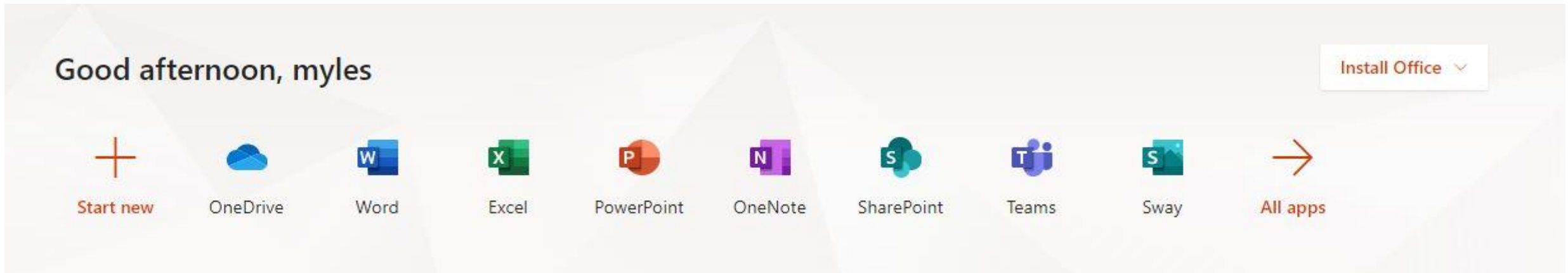
By choosing **Start**, you agree to our [terms and conditions](#) and [Microsoft Privacy Policy](#) and acknowledge that your email address is associated with an organization (and is not a personal use or consumer email address). You also understand an administrator of your organization may assume control over your account and data and that your name, email address, and organization name will be visible to other people in your organization. [Learn more](#).

Start 

You will be taken to a welcome screen, and once you close it, you will see the Office 365 online interface.



From here, you can use the cloud functionality of Office 365 and create a new document. Please note you may get error messages when you first try to open an app and it may take a few hours before your account is processed on Microsoft's side.

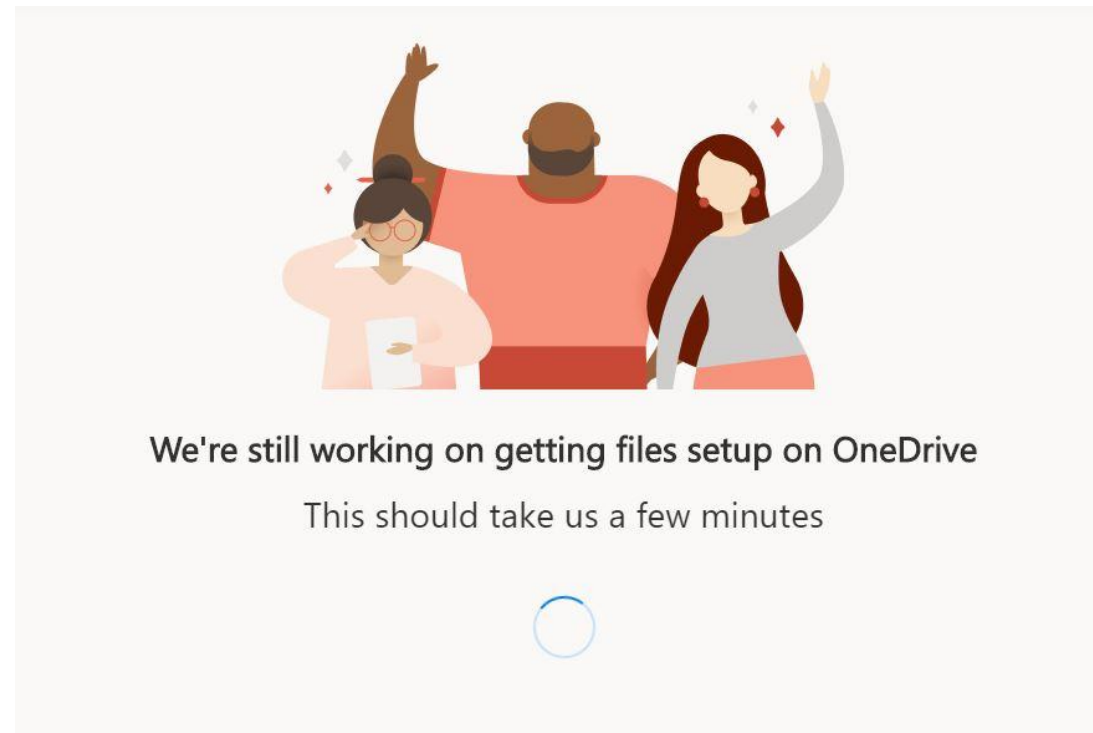


If you're signing onto your Office account on a different PC, start by visiting this site:

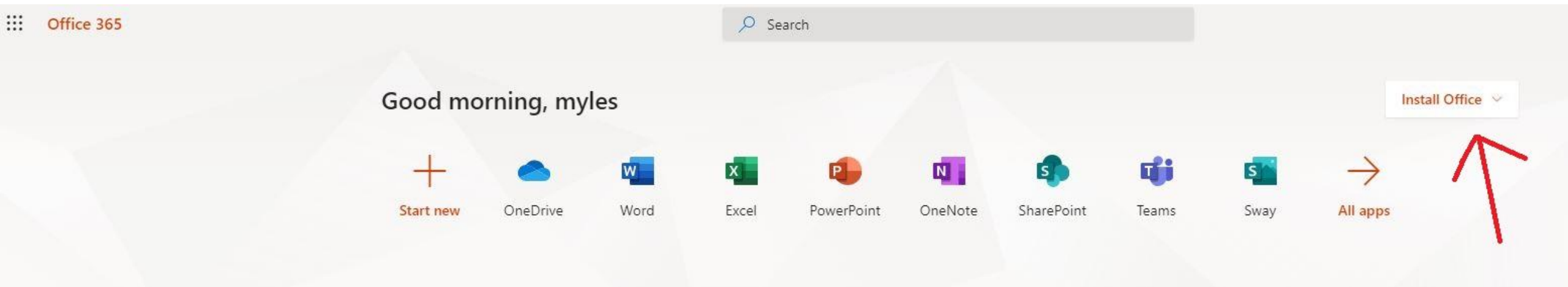
www.Office.com

You may be prompted to set up a phone number and e-mail address for account security when you first sign in on a different machine.

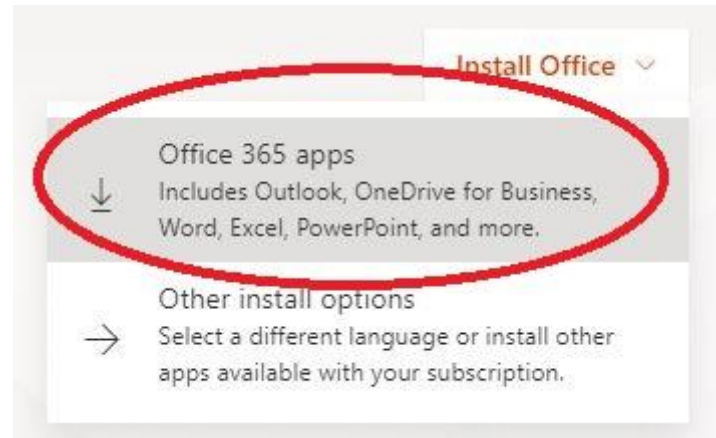
In some cases it may take up to 24 hours before your online functionality is configured. In this case, installing the desktop apps is recommended. Continue this guide to learn how.



In order to install the Office 365 desktop apps, sign into your account and click “Install Office,” indicated below

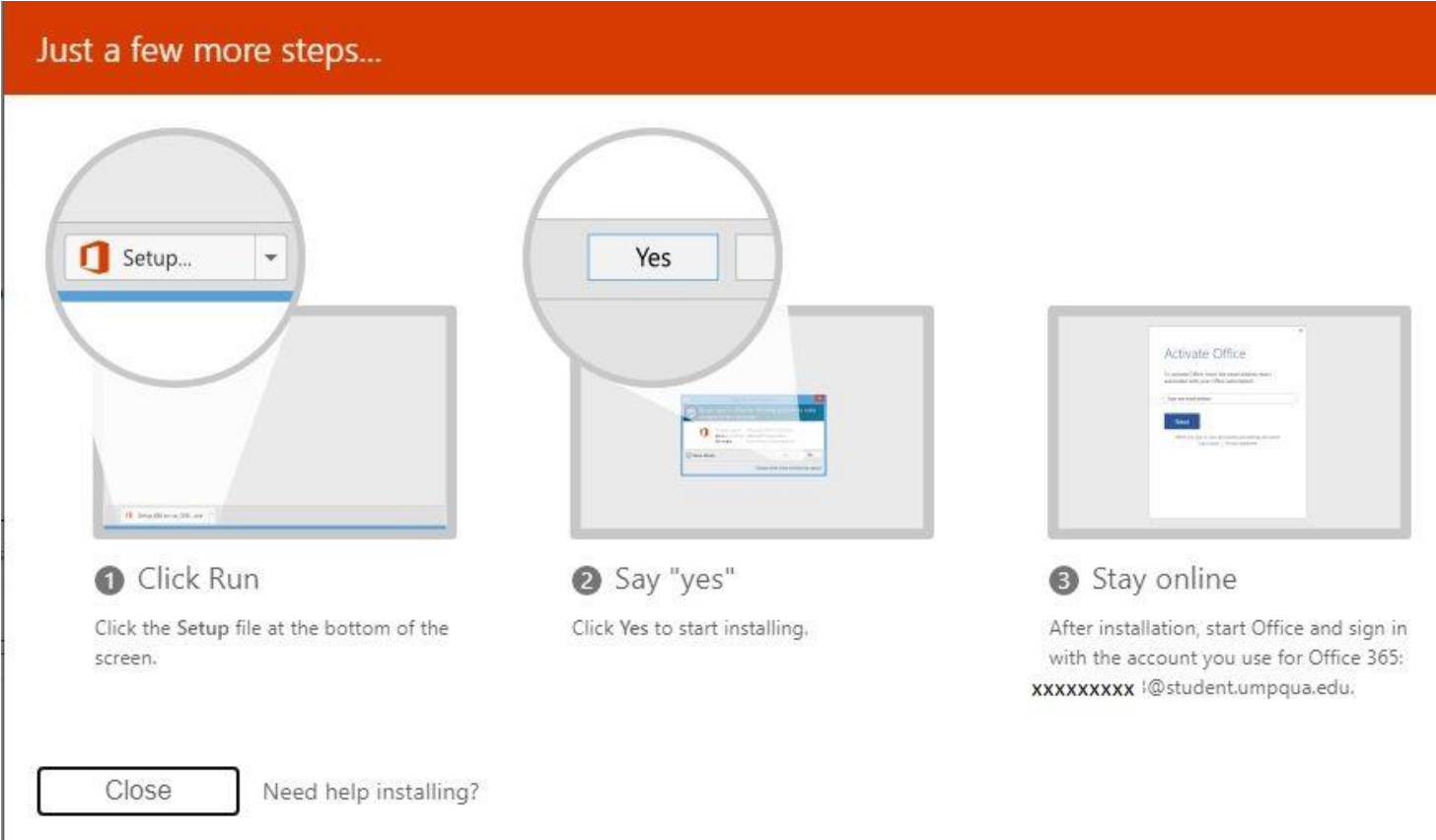


In the drop-down menu, select “Office 365 apps.”



An installer will download. Locate this in your browser or downloads folder and open it.

Just a few more steps...



The image shows three sequential steps for installing Office. Step 1: A computer screen with a 'Setup...' file icon at the bottom, circled in a magnifying glass. Step 2: A 'Yes' dialog box circled in a magnifying glass over a Windows security warning. Step 3: An 'Activate Office' screen with a 'Next' button.

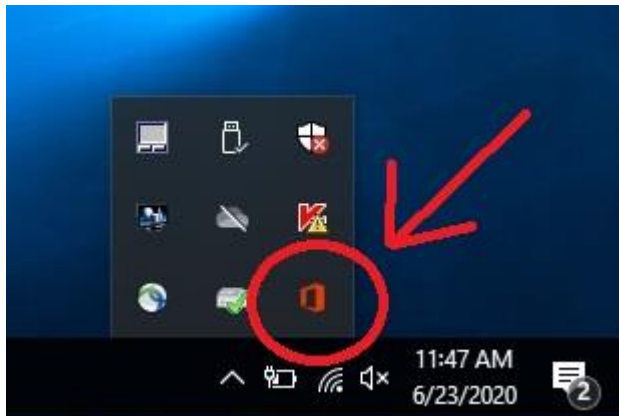
- 1 Click Run**
Click the **Setup** file at the bottom of the screen.
- 2 Say "yes"**
Click **Yes** to start installing.
- 3 Stay online**
After installation, start Office and sign in with the account you use for Office 365:
XXXXXXXXX !@student.umpqua.edu.

[Need help installing?](#)

Office installation will begin



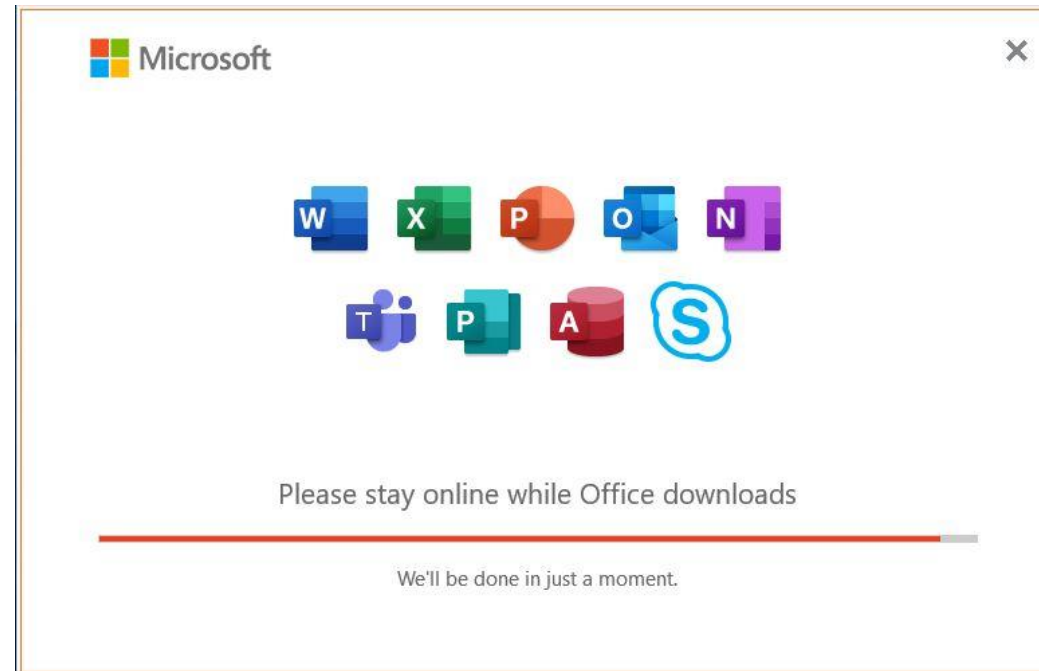
Please note Office may install in the background. Look for the icon indicated below in the lower-right of your taskbar and click on it to see the progress. You may have to click the arrow indicated below to see the Office icon. Do not go offline or restart your PC while Office installs.



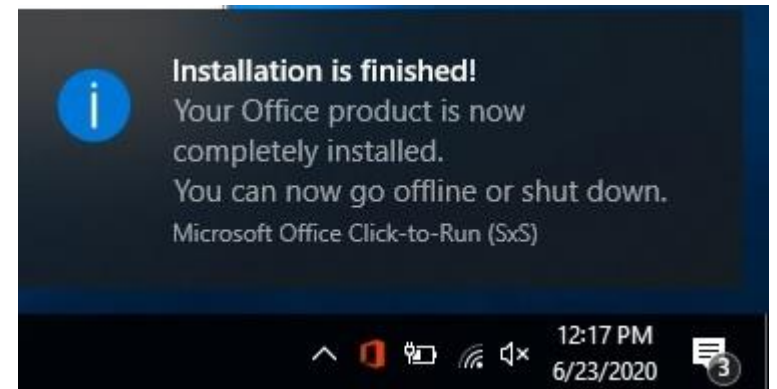
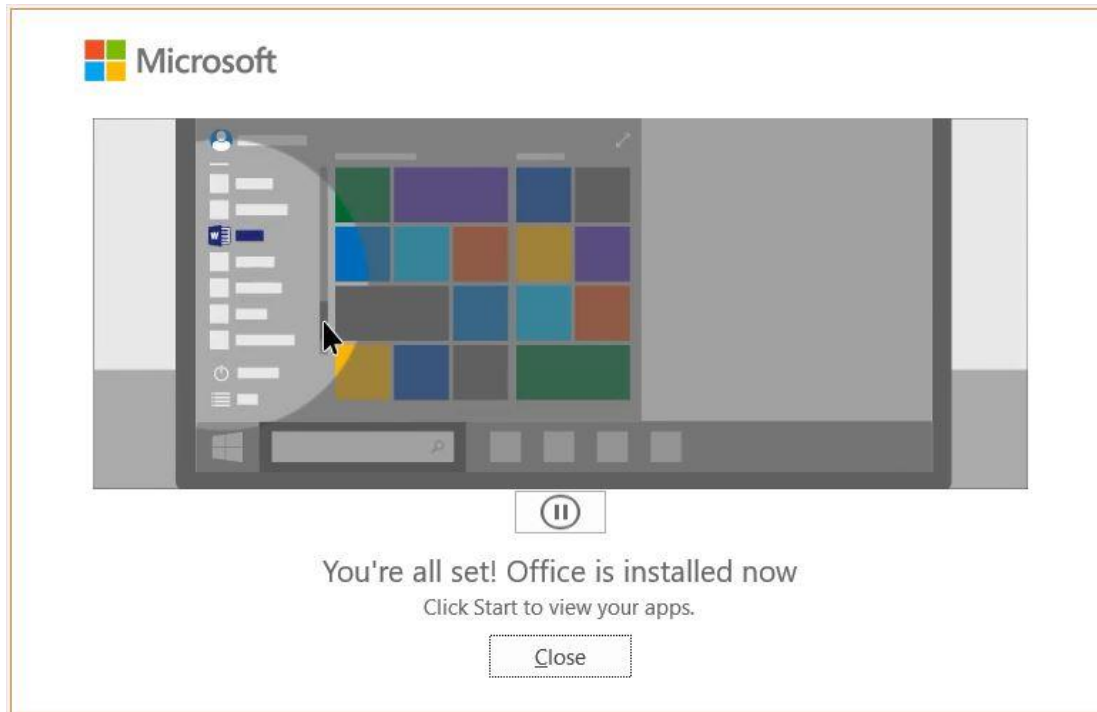
A window should eventually appear showing the progress of the Office installation.



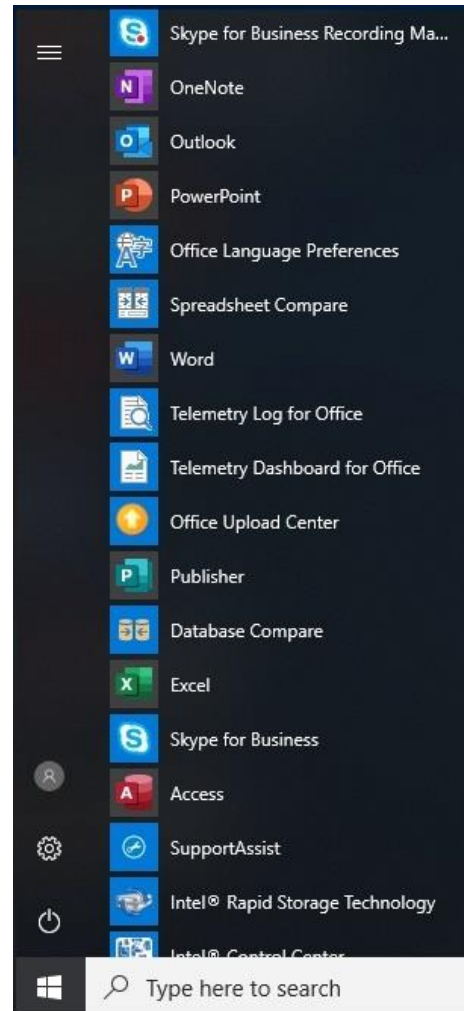
Please be patient as installation can take a while, and make sure to leave your PC on and to keep it online



A message will appear in the lower right to indicate installation is now complete, and the installation window will advise you to click on the Start icon to see your new apps



Click on Start and you should see your Office programs at the top under recently added apps. You may have to click “Expand” to see the full list.



To complete the installation, click on one of the apps.



You will get a prompt to activate Office. In order to do so, sign in with the account you created earlier on the Office website—your student e-mail address and the password you chose.

×



Activate Office

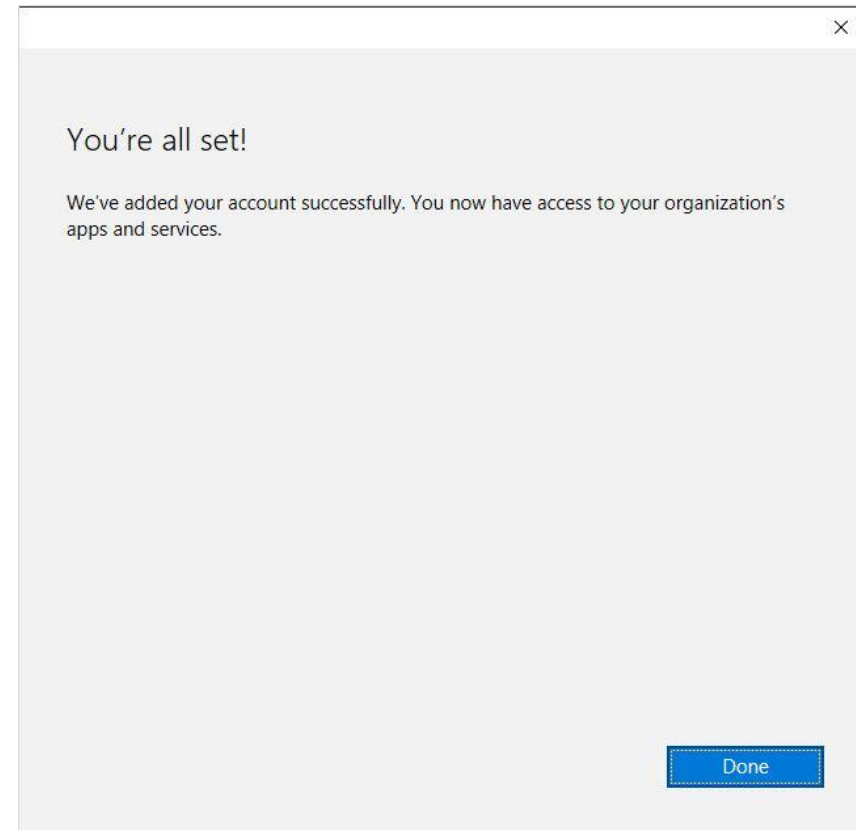
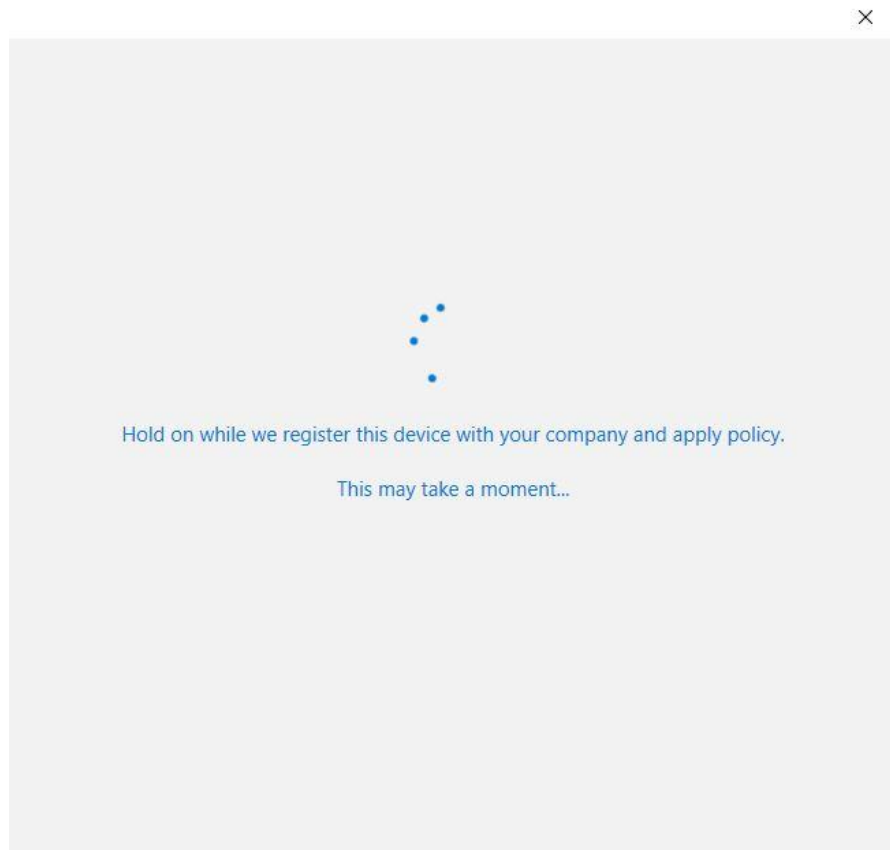
Email, phone, or Skype

[Enter a product key instead](#)

No account? [Create one!](#)

Next

When you sign in, your device will be registered with UCC. Click Done when this is finished.



Finally, you will be asked to accept the license agreement.



Accept the license agreement

Microsoft 365 for enterprise 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

You are now ready to use the Office 365 desktop apps. You may also sign in online to see if the cloud apps have registered.



Once again, you can log in to your cloud apps at this site:

www.Office.com