

Free Office 365 for Staff & Faculty

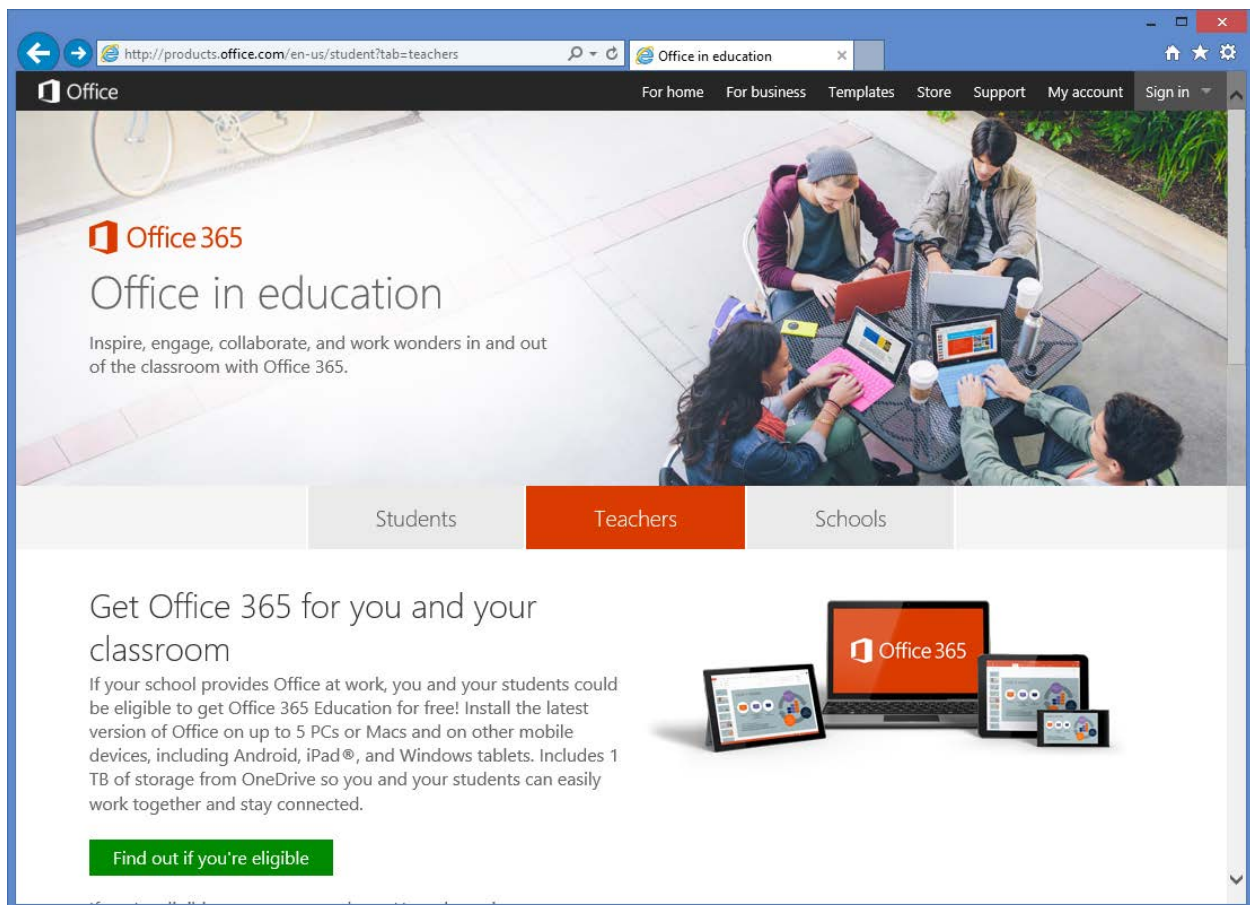
Highline College has teamed up with Microsoft to offer Office 365 software for your home computers free of charge to every Staff and Faculty member at the college. You may install it on up to 5 personal devices including PC, Mac, and even mobile devices. Here's how to get your free software today.

Note: These screenshots are from Internet Explorer. Any internet browser should work for this, though appearance may vary slightly.

Go to the website <http://office.com/getoffice365>

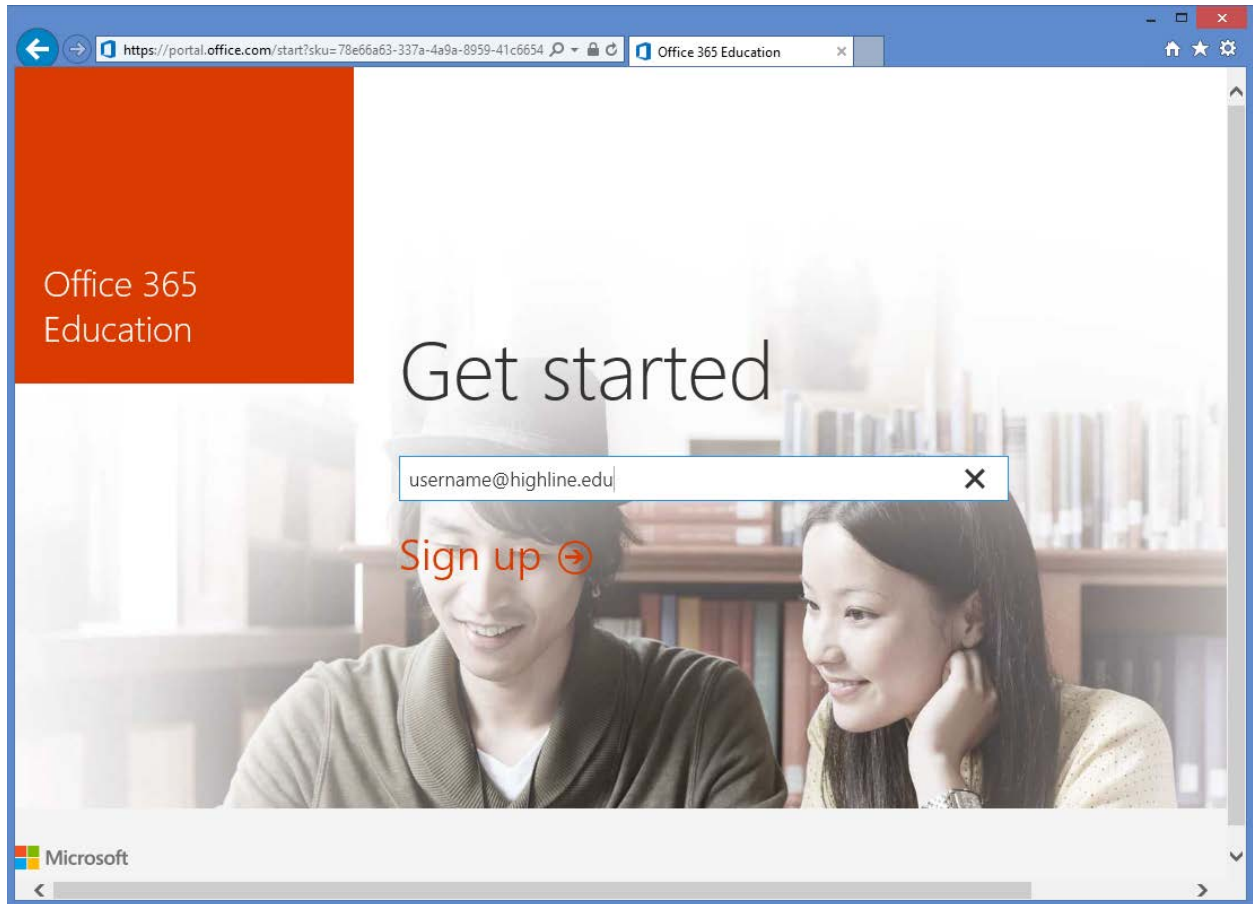
By default the "Students" button will be highlighted in red, be sure to select "Teachers" button instead (even if you are Staff and not Faculty)

Then click the Green "Find out if you are Eligible" Button

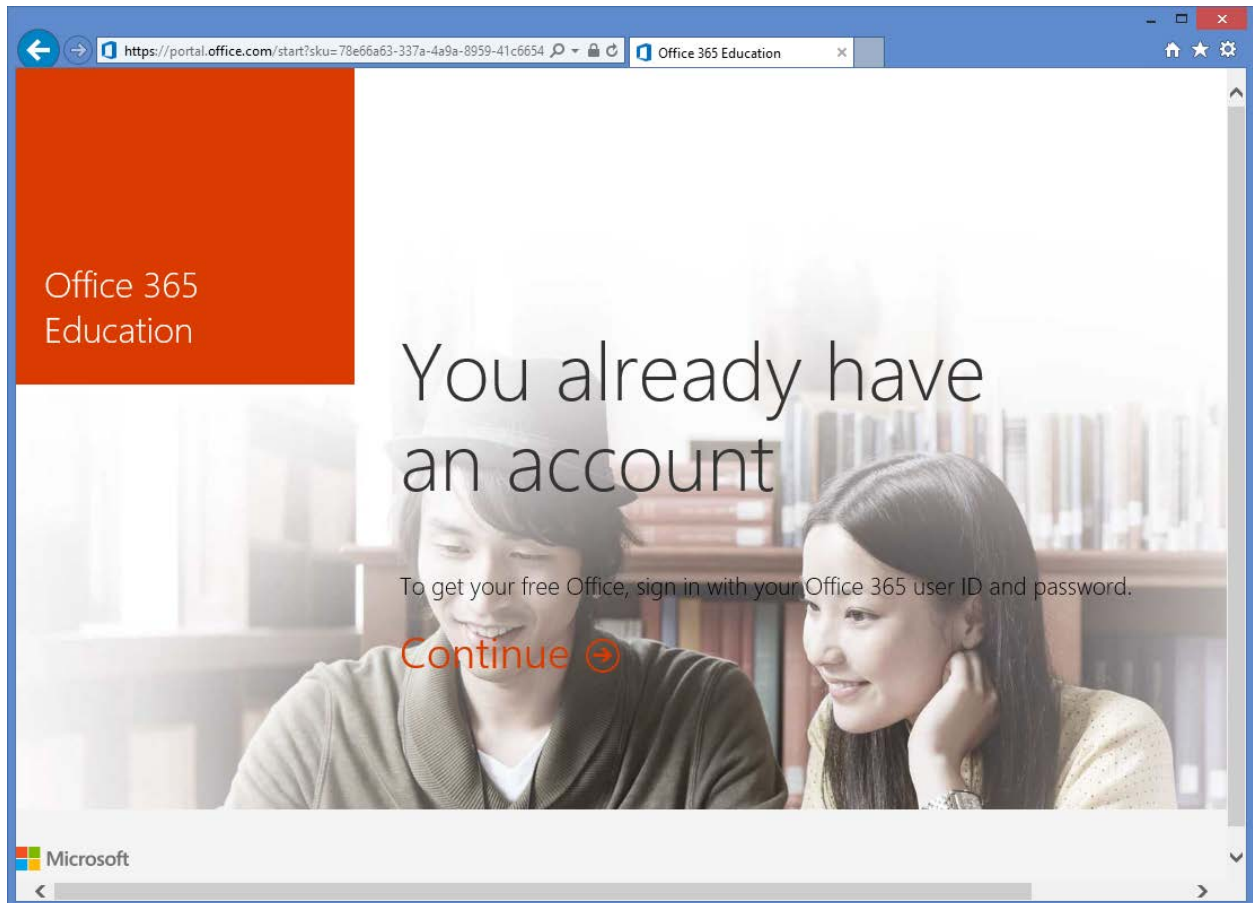


The screenshot shows a web browser window displaying the Office 365 Education website. The browser's address bar shows the URL <http://products.office.com/en-us/student?tab=teachers>. The page features a navigation menu with options: "For home", "For business", "Templates", "Store", "Support", "My account", and "Sign in". The main content area has a header with the Office 365 logo and the text "Office in education" followed by the tagline "Inspire, engage, collaborate, and work wonders in and out of the classroom with Office 365." Below this is a navigation bar with three tabs: "Students", "Teachers" (which is highlighted in red), and "Schools". The main body of the page is titled "Get Office 365 for you and your classroom" and contains the following text: "If your school provides Office at work, you and your students could be eligible to get Office 365 Education for free! Install the latest version of Office on up to 5 PCs or Macs and on other mobile devices, including Android, iPad®, and Windows tablets. Includes 1 TB of storage from OneDrive so you and your students can easily work together and stay connected." At the bottom of this section is a prominent green button labeled "Find out if you're eligible". To the right of the text is an image showing a laptop, a tablet, and a smartphone, all displaying the Office 365 interface.

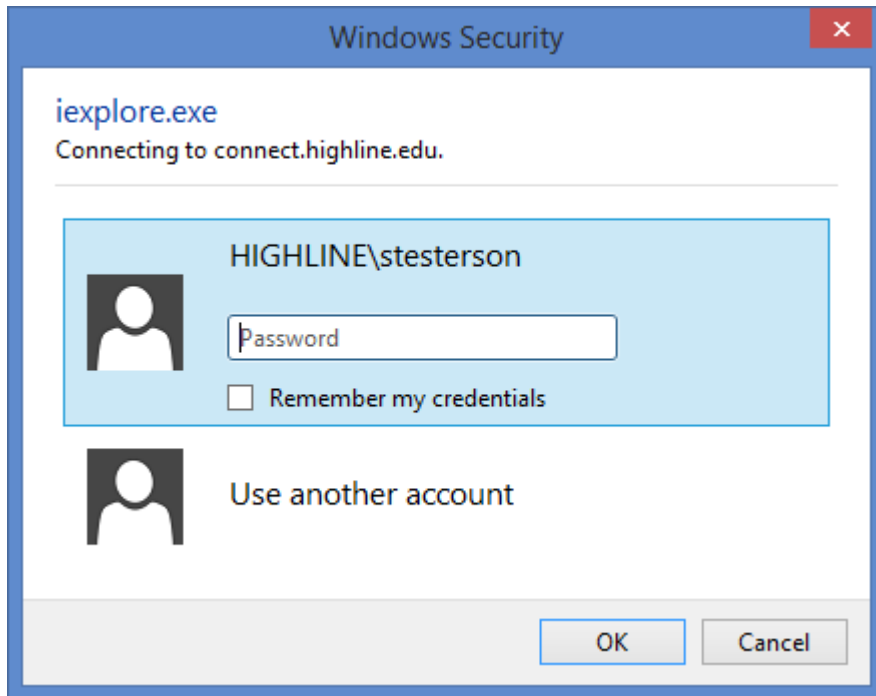
Enter your full email address in the field
Click on the "Sign Up" link



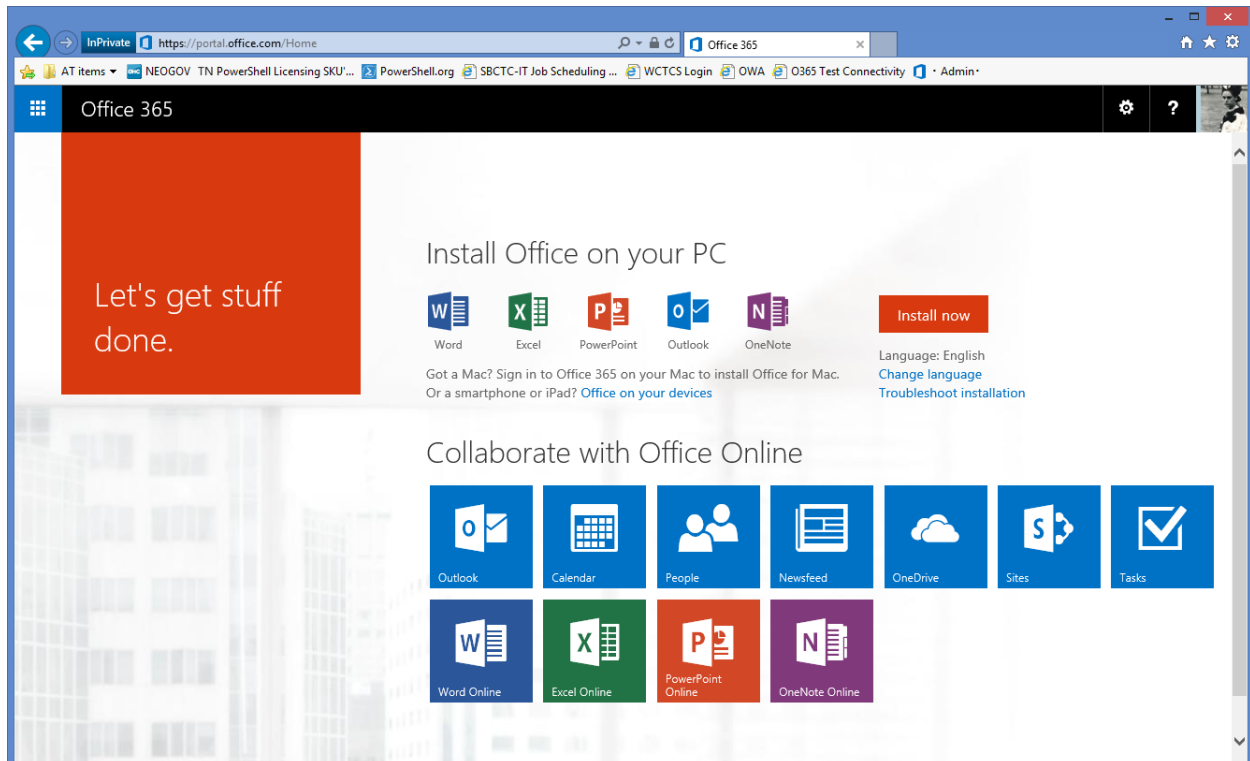
You already have an account. (We knew you were special all along)
Click the "Continue" link



Enter your username and password in the Windows Security pop-up box
(Your username should work by itself, but use your full email address if it does not)



Finally, you may click the “Install Now” button to install Office 365 on your Computer



You only need to go through the “Eligibility set-up” once. Later, to download the software you simply need to login to Outlook Web Access at the usual <http://outlook.highline.edu> address and select the “Office 365” link from the Toolbar to return.