

## **Sign up for Office 365 & download Microsoft Office**

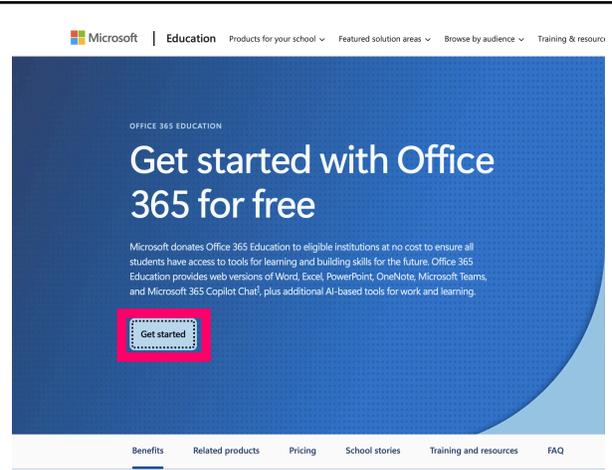
As a current student or employee of PCOM, you have the ability to sign up for Office 365 and download Microsoft Office on up to 5 personal devices. You can then access any documents you save to OneDrive (your cloud account connected with your PCOM e-mail address) from any Internet-connected device.

Upon graduation or termination from PCOM, you will no longer have access to any files saved online (in your OneDrive account) and Microsoft Office downloaded to any computer will only be accessible in Reduced Functionality (i.e. read-only) mode. Microsoft will allow you to purchase the software personally if you would like to continue to have full use of it after graduation or termination. Apps installed on a mobile device (Android, iPhone/iPad, etc.), however, will require a separate personal account to continue to function normally.

In order to sign up for Office 365 and download Microsoft Office, please follow the instructions below. If there are any questions or you have issues signing up or downloading the software, please contact support at [helpdesk@pcom.edu](mailto:helpdesk@pcom.edu) or calling 215-871-6110.

## Steps for installing Microsoft 365:

1. Open a web browser and navigate to the [Get Office 365](#) webpage. Click the “Get Started” button in order to redirect to the sign up process for an account.



2. You will be prompted to create an account. Please use your PCOM Email in order to properly verify your institutional access to Microsoft Office. Please note that you will be required to add a phone number for multi-factor authentication.

### You've selected Office 365 Education

#### ① Let's get you started

Office 365 Education includes Microsoft Teams, Office on the web, and OneDrive. Teams is a hub for chat, assignments, content creation and connects students, teachers, and staff in an online classroom.

Some schools will also have access to Office desktop apps like Word, Excel, and PowerPoint.

Email

By proceeding you acknowledge that if you use your organization's email, your organization may have rights to access and manage your data and account.

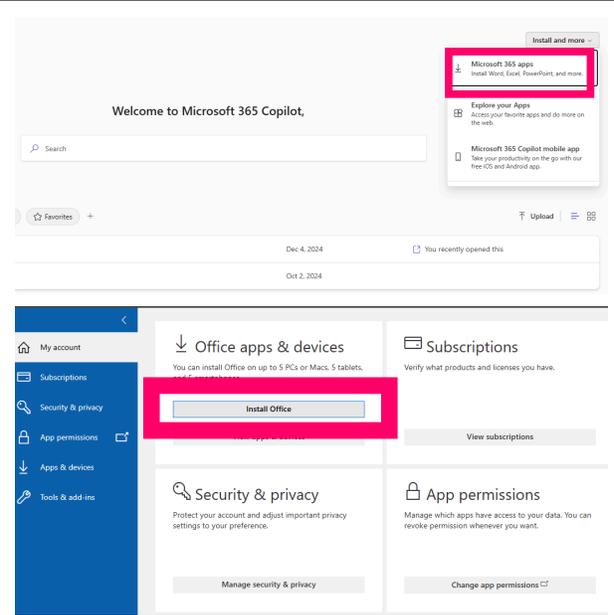
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#### ② Create your account

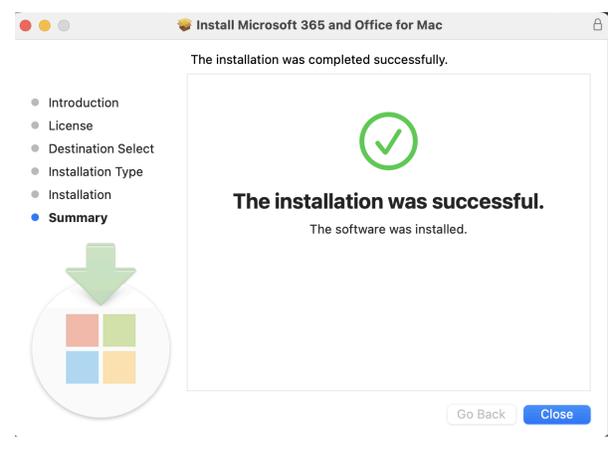
#### ③ Confirmation details

3. Find the “Install and more” dropdown and click the “Microsoft 365 apps” option. You will then be redirected to a page where you click “Install Office” in order to download the Office installer.



4. Run the installer. This process requires around 13 GB of free space, and will install:

- Word
- Powerpoint
- Excel
- OneNote
- OneDrive
- Teams



5. Run any application and you will be prompted to login with your Microsoft account **(NOT YOUR SSO LOGIN!)**. If done successfully, you will receive a message saying you are able to access your subscription.

