Office 365 for Staff and Students

Contents:

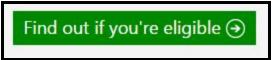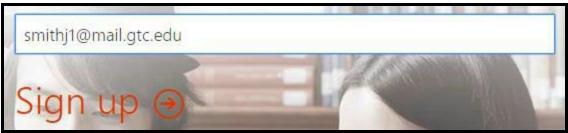## Signing up for an account

1. Office 365 is now available to Faculty, Staff and Students at Gateway Technical College
If you are a Student and would like to sign up for Office 365, click here STUDENT Accounts
If you are Gateway staff and would like to sign up for Office 365, click here STAFF Accounts

2. Click the **"Find out if you're eligible"** button

3. If you are a Gateway STUDENT, type in your student email address and click **"Sign up"**
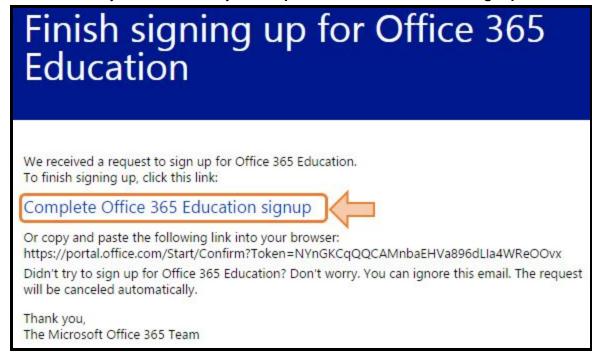

If you are Gateway FACULTY or STAFF, type in your staff email address and click **"Sign up"**
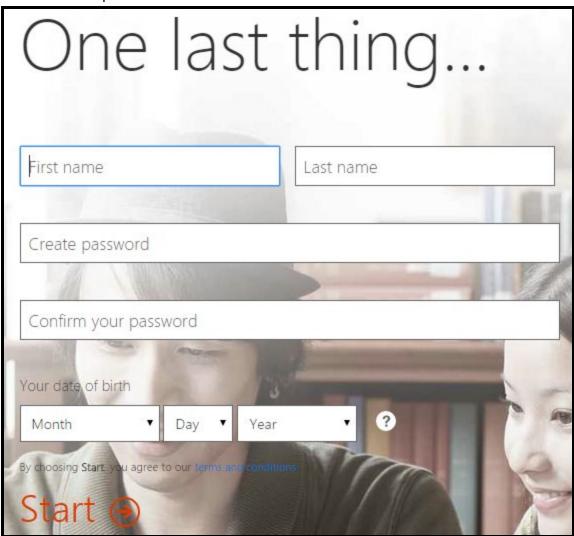

A screen will show up telling you to check your email

4. Click the link in your email that says **"Complete Office 365 Education signup"**.

Finish signing up for Office 365 Education

We received a request to sign up for Office 365 Education.
To finish signing up, click this link:

Complete Office 365 Education signup

Or copy and paste the following link into your browser:
https://portal.office.com/Start/Confirm?Token=NYnGKCqQQCAMnbaEHVa896dLIa4WReOOvx

Didn't try to sign up for Office 365 Education? Don't worry. You can ignore this email. The request will be canceled automatically.

Thank you,
The Microsoft Office 365 Team

5. Finally fill out the requested information and click **"Start"** near the bottom.
   Remember this password!

One last thing...

First name

Last name

Create password

Confirm your password

Your date of birth

Month   Day   Year   ?

By choosing Start, you agree to our terms and conditions
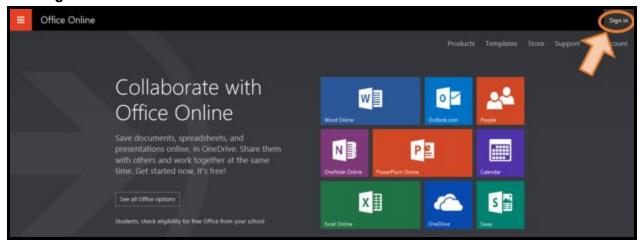
Start →

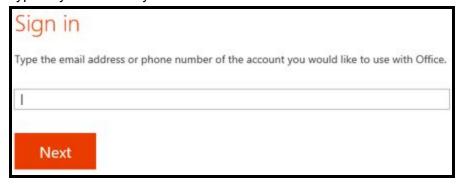After signing into your account you can now install and use Office 365.

Accessing your Gateway provided Office 365 account

If you haven't created your Office 365 account yet, please see the Office 365 Sign Up document first.
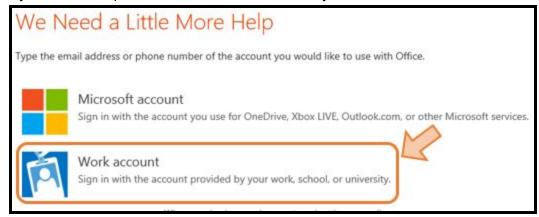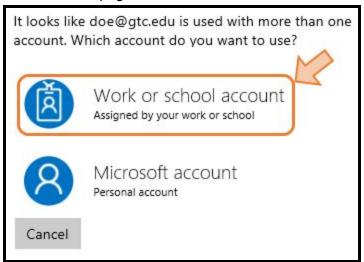
1. Go to http://office.com
2. Click **Sign in**

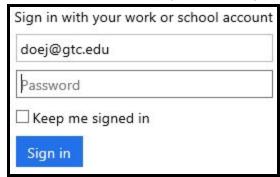3. Type in your Gateway email address and click **Next**

a. If you have multiple Microsoft accounts linked to your email address, click on **Work account**

b. When the next page loads, click **Work or school account**

4. Your email address should be automatically filled in on the next page. If it isn't type in your Gateway email address. Type in the password that you used to register your Office 365 account. Please note, this account is not tied to your Gateway account. Your password may be different.

5. Click **Sign in**

Resetting your password

Click here for information on resetting or changing your password.
https://support.office.com/en-US/Article/Change-or-reset-your-password