Office 365 for Staff and Students

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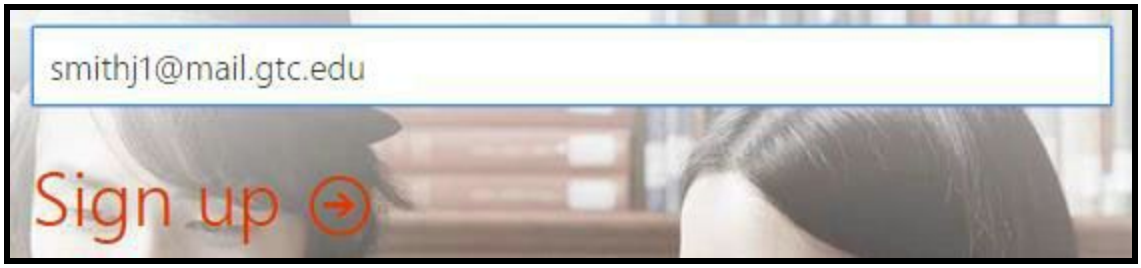
Signing up for an account

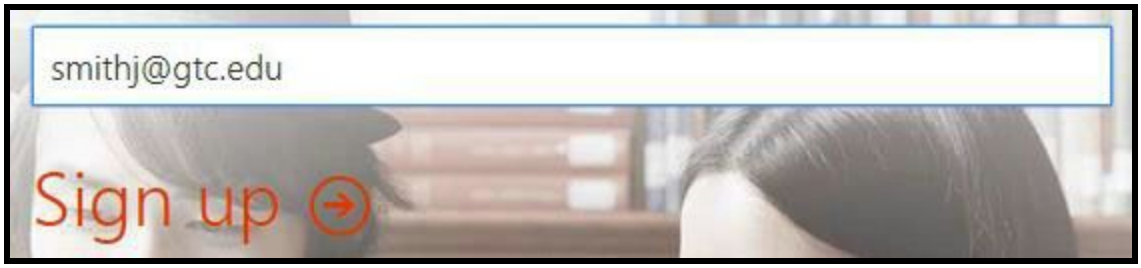
1. Office 365 is now available to Faculty, Staff and Students at Gateway Technical College
   If you are a Student and would like to sign up for Office 365, click here STUDENT Accounts
   If you are Gateway staff and would like to sign up for Office 365, click here STAFF Accounts

2. Click the **"Get started for free"** button

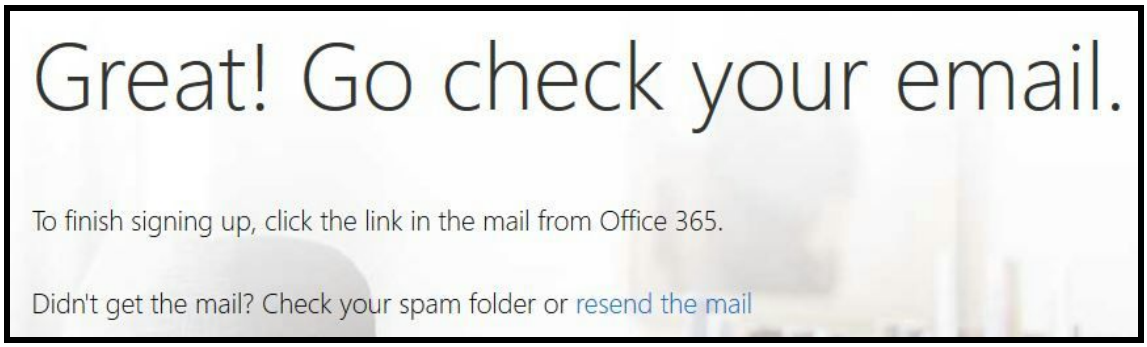
3. If you are a Gateway STUDENT, type in your student email address and click **"Sign up"**



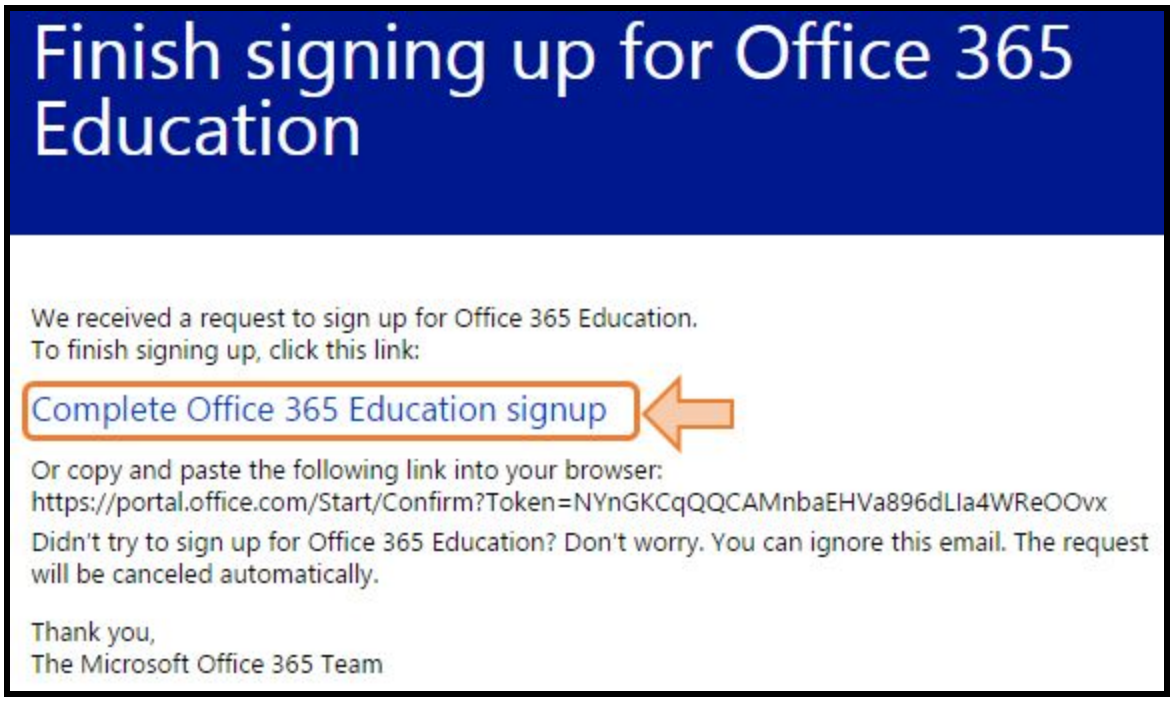
If you are Gateway FACULTY or STAFF, type in your staff email address and click **"Sign up"**



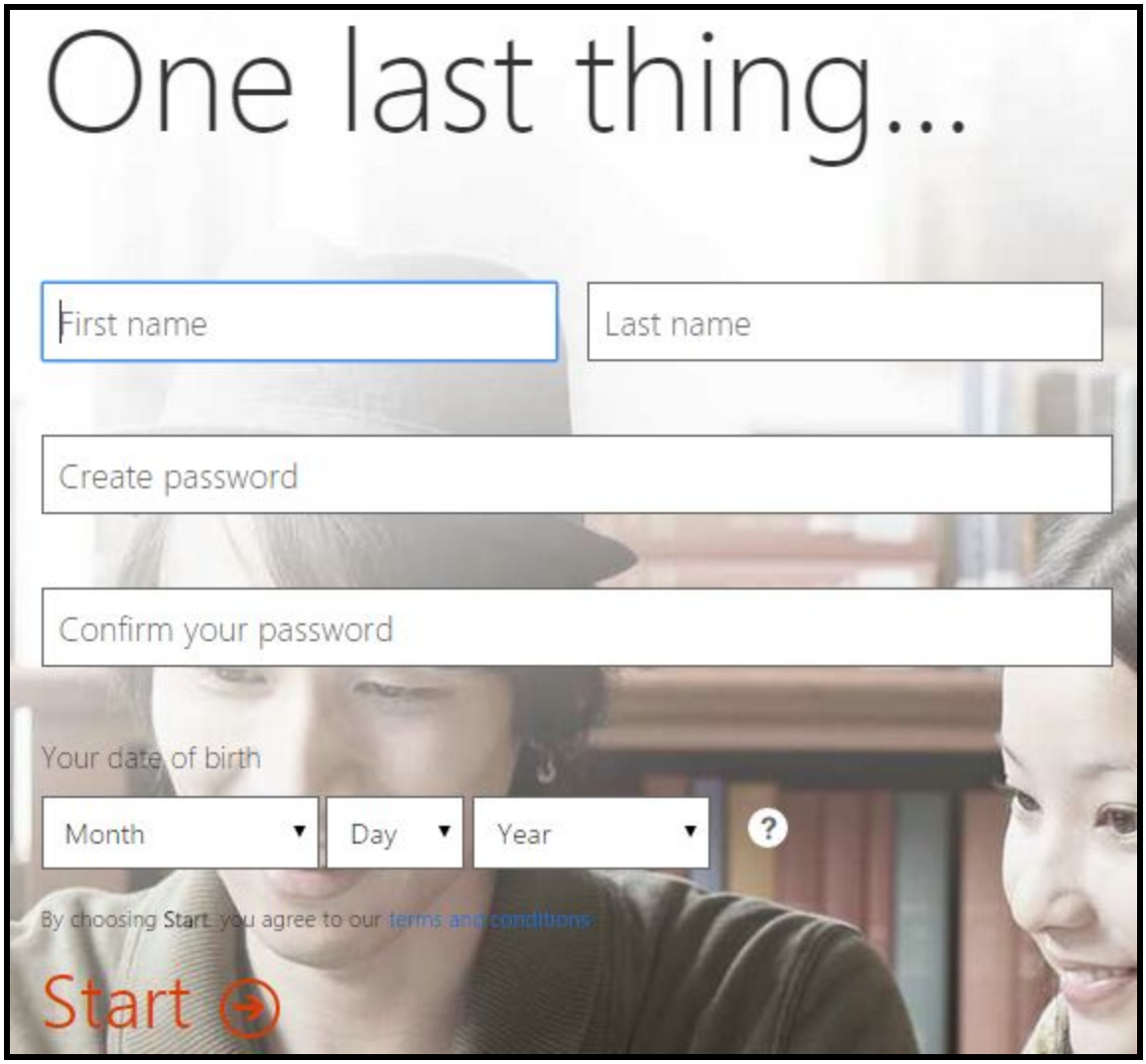
A screen will show up telling you to check your email



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



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

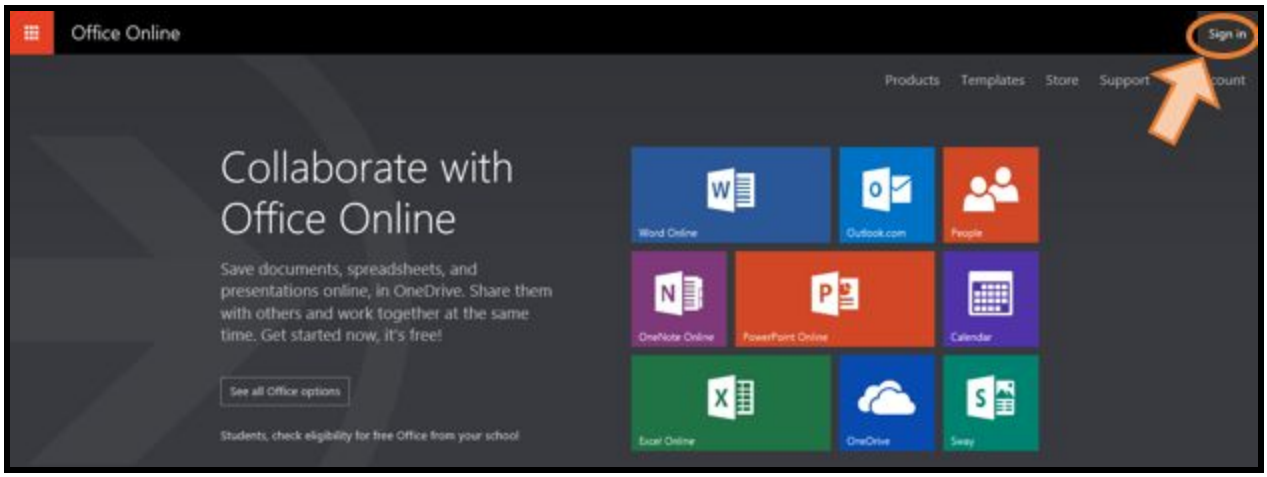


After signing into your account you can now install and use Office 365.

Accessing your Gateway provided Office 365 account

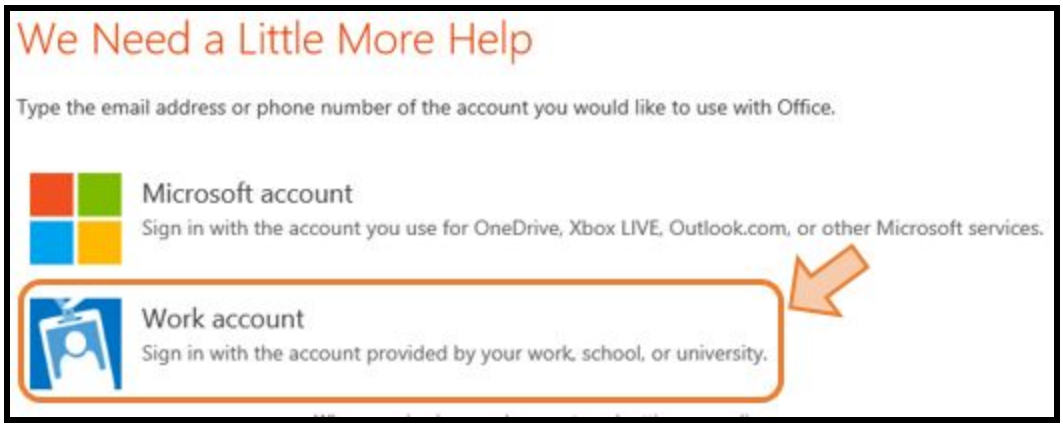
If you haven't created your Office 365 account yet, please see the Office 365 Sign Up document first.

1. Go to http://office.com
2. Click **Sign in**

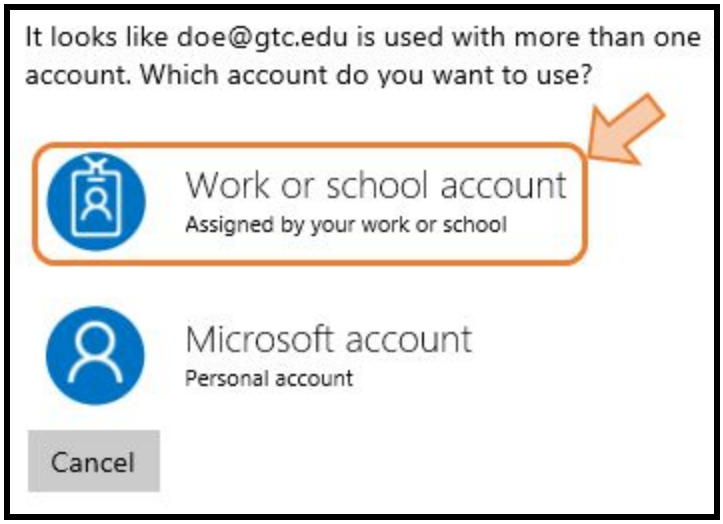


3. Type in your Gateway email address and click **Next**

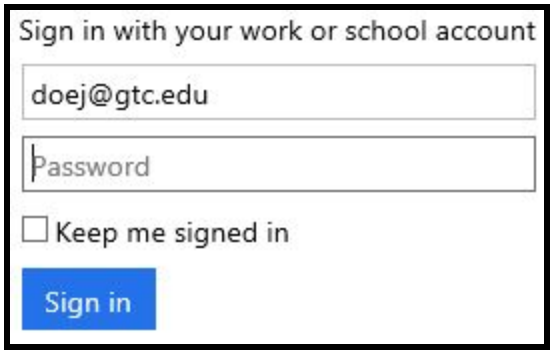
a. If you have multiple Microsoft accounts linked to your email address, click on **Work account**



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