

Office 365

1. To start setting up Office 365, visit the GCC home page and in the search bar look up Office 365. Click on Software Discounts for Students. Click on the hyperlink that will take you to the Office 365 set up page.

The screenshot shows a navigation menu on the left with 'Student Labs' expanded to show 'Software Discounts for Students'. The main content area is titled 'Software Discounts for Students' and features three promotional banners: 'JourneyEd' (offering educational discounts), 'CollegeBuys' (offering savings on software), and 'Office 365' (offering Office 365 for free to eligible institutions). The 'Office 365' banner includes a red circle around the text 'Office 365 for free!' and a link to 'View How to Register for Office 365 instructions here (pdf)'.

2. On the set-up page click “Get started”

The screenshot shows the Microsoft Office 365 Education landing page. The header includes the Microsoft logo and navigation links for 'Education', 'Products for your school', 'Featured solution areas', 'Browse by audience', 'Getting Started', and 'Contact Sales'. The main content area features a blue background with the text 'OFFICE 365 EDUCATION' and 'Get started with Office 365 for free'. Below this, a paragraph explains that Microsoft donates Office 365 Education to eligible institutions. A red circle highlights the 'Get started' button. To the right, there is a photograph of a smiling woman in a classroom holding a tablet.

3. Enter your full GCC student email and press "Next".
***This will only work with your student email! ***

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

This is required

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.

Learn More

Next

4. In following screen click "I am a student"

You've selected Office 365 Education

1 Let's get you started

Are you a student or a teacher?

Office 365 Education includes Microsoft Teams and other tools you need for your online classroom. Teams allows students and teachers to chat, work on assignments, and co-create documents. If you're an IT admin, [sign up your school](#).

I'm a student

I'm a teacher

5. Next create your account.

- a. Enter a phone number to receive a text with a 6 digit code or optionally receive a call that will give you the 6 digit code.
- b. Enter 6 digit code and click on “Verify”

Part 1

You've selected Office 365 Education

1 Let's get you started

2 Create your account

A text or phone call helps us make sure this is you.
Enter a number that isn't VoIP or toll free.

Text me

Call me

Country code

(+1) United States

Phone number

We don't save this phone number or use it for any other purpose.

Send verification code

Back

3 Confirmation details

Part 2 - Put in the 6 digit code and press Verify

Enter your verification code

Didn't get it or need a new code? [Try again.](#)

Verify

Change my phone number

6. In next screen fill out the information required to finish creating the account. Another 6 digit verification code will be sent to your student email. Check on agreeing to the Privacy Statement and press Next.

2 Create your account

First name * Last name *

Date of birth *
 

Field is required

Country or Region *
 

Email

Enter a password to sign in to your account.

Create password *  Confirm password * 

We've sent a verification code to **@student.glendale.edu**. Enter the code to complete sign up.

Verification code * [Resend code](#)

I understand that Microsoft may contact me about my trial.

I will receive information, tips, and offers about solutions for businesses and organizations, and other Microsoft products and services. [Privacy Statement](#).

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 **Next**, you agree to our [terms and conditions](#) and [Privacy Statement](#).

7. In next screen, select Skip and go to Office 365 Education

③ Confirmation details

Thanks for signing up. Your user ID **@student.glendale.edu.**

Office 365 Education is built to collaborate with your co-workers. Let's invite them. It's free.

Username	▼
Username	▼
Username	▼
Username	▼
Username	▼

[Add more people](#)

Send Invitations	Skip & go to Office 365 Education
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8. Confirm user name and you can click "Get started"

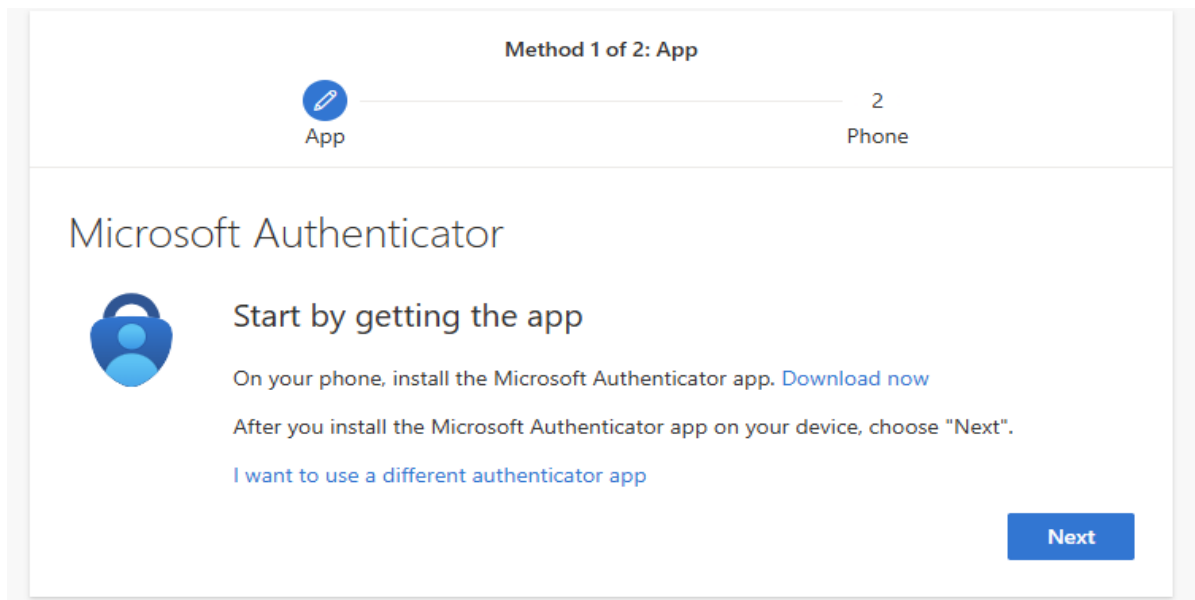
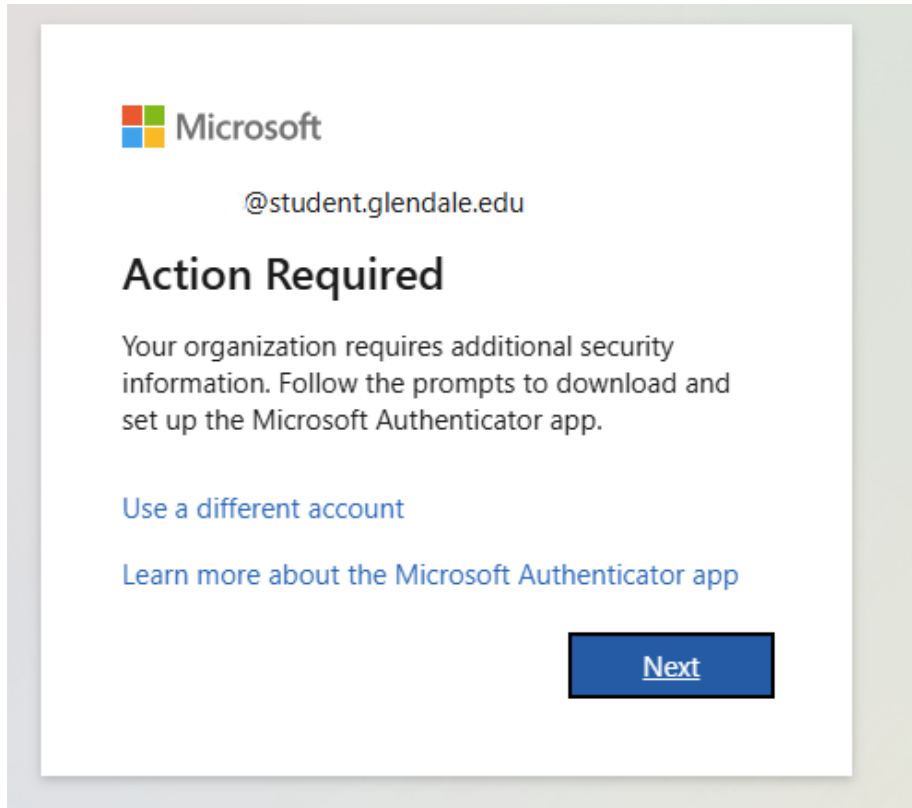
③ Confirmation details

Thanks for signing up for Office 365 Education

Your username is **@student.glendale.edu**

[Get Started](#)


9. The next step is to download a Microsoft Authenticator app. This step is required and must be on a mobile device, not a laptop. You can find this app in the App store and the icon looks like a blue lock with a person on the inside (second picture below). When downloading the app, you must turn on push notifications. It will not allow you to continue setting up if you do not turn on push notifications



Method 1 of 2: App

App 2
Phone

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

[Back](#) [Next](#)

10. Once you are in the app on your phone, in the bottom right corner there is a blue circle with a QR reader. Click on the blue circle and it will take you to a camera to can the QR code on the laptop.

Method 1 of 2: App


App 2
Phone

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

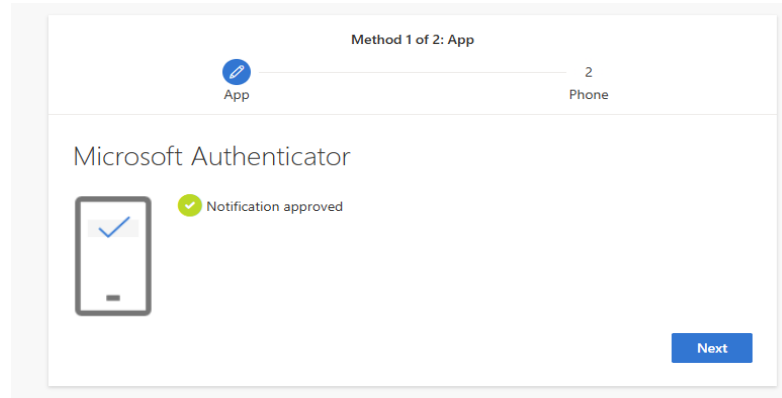
After you scan the QR code, choose "Next".



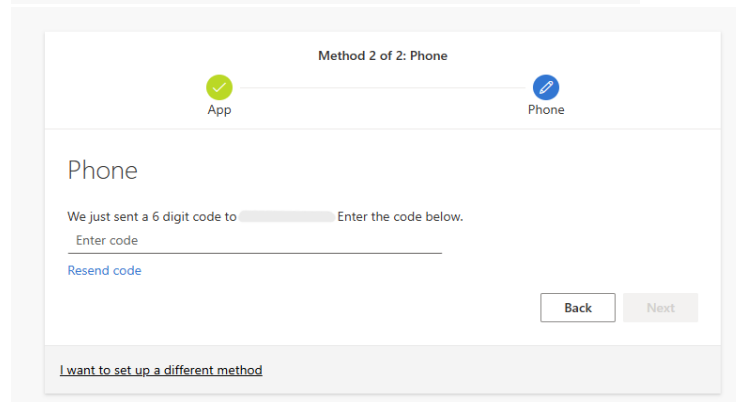
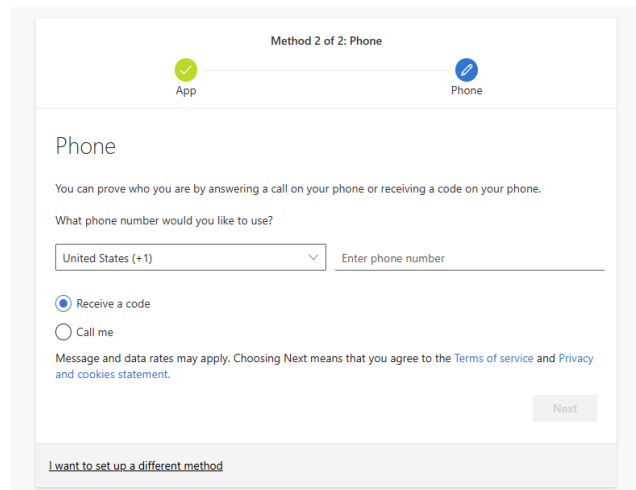
[Can't scan image?](#)

[Back](#) [Next](#)

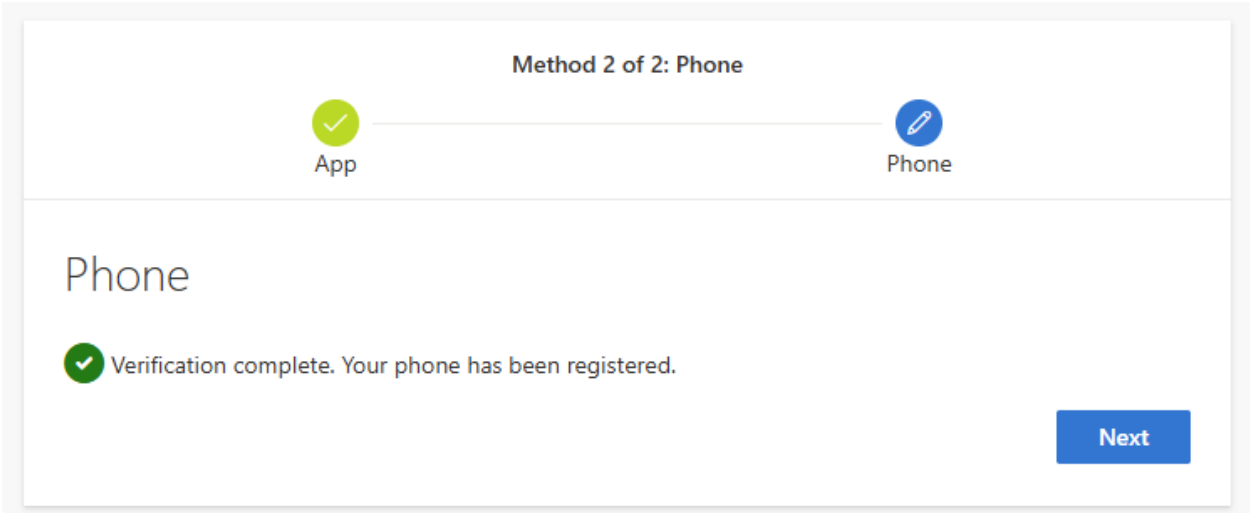
11. Once you have scanned the QR code, on the laptop a 2 digit number should appear. You will need to type in the 2 digit code into your mobile device. After typing in the code you should get a notification approved message and you can press next.



12. You will now need to input your phone number to receive another code. This gives you the option to choose between receive a text with the 6 digit code or a phone call with the 6 digit code



13. When you input the 6 digit code and press next, a verification complete message should appear.



14. When you press next, a success message should appear. You can press done and it should redirect you to another page where you can start using Office 365!

