

# How to Download MS Office for FREE with Your Schulich E-mail

Before you spend \$99+ on a license for Microsoft Office, read this!

## Office 365: Why do I need it?

**MS Office365 (O365)** is required for a number of graduate courses as well as some key BBA courses like MGMT 1000.

**License fees typically run students \$99.**

## The good news:

Under current educational licensing, **you're allowed to install MS Office applications for FREE on up to 5 devices!** This includes Word, Powerpoint, Excel, OneNote, and Outlook.

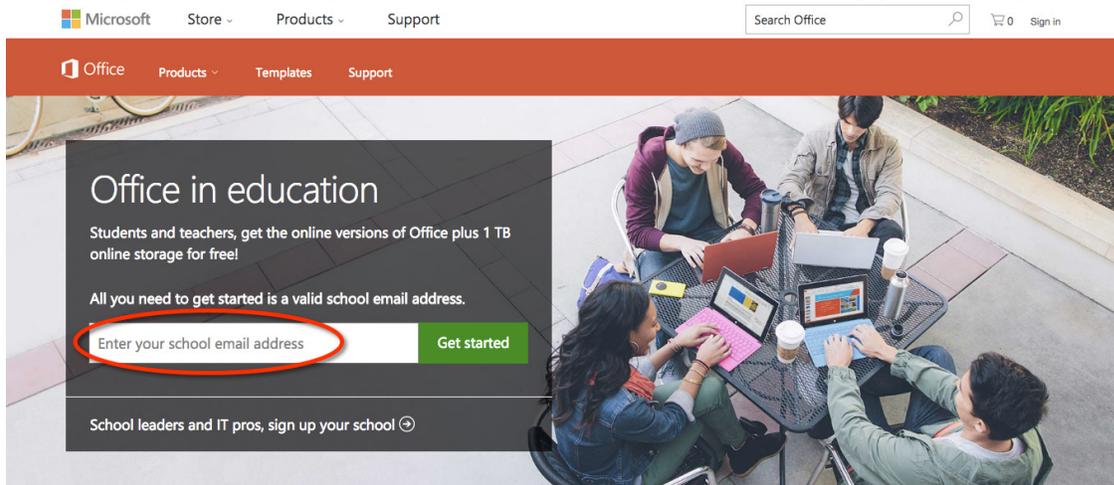
**BONUS:** You'll also receive the online version of MS Office (which includes access to **Skype for Business, Yammer**, our internal social network, and enables you to build team collaboration sites in **Sharepoint**) plus **1 terabyte of online storage** for free.

## Sign me up! How do I get this?

To take advantage of this offer, follow these instructions:

1. Go to [office.com/GetOffice365](https://office.com/GetOffice365)
2. Enter your full Schulich email address (eg. [jsmith17@schulich.yorku.ca](mailto:jsmith17@schulich.yorku.ca))

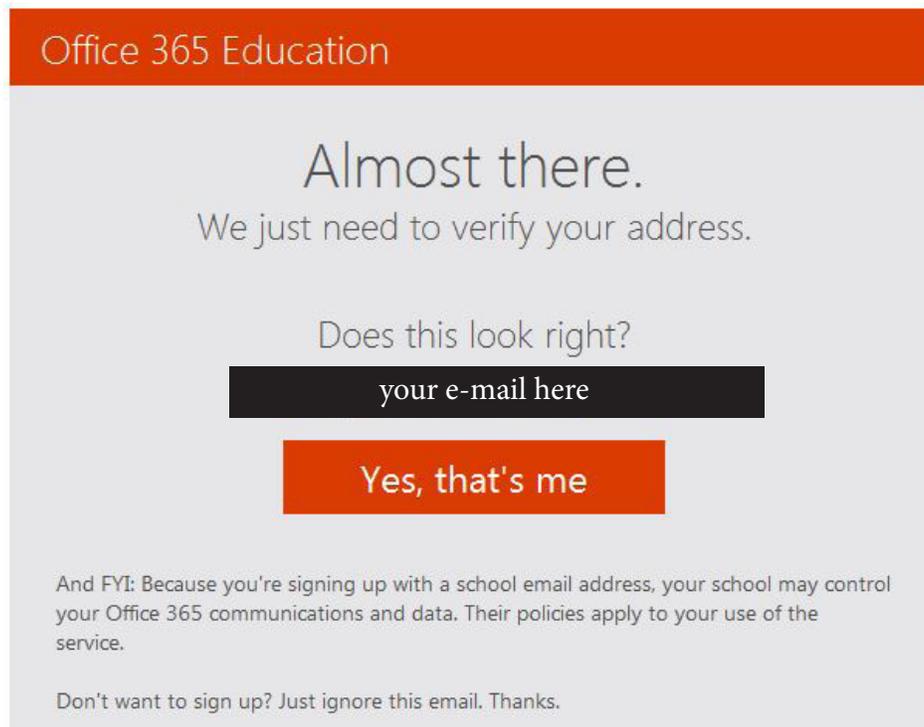
**NOTE:** you must use your Schulich email as it has been approved by Microsoft



3. Click on the **Get Started** button (see above).
4. Click **“I’m a Student”** on the next screen that populates.



5. Within about 15 minutes, you’ll receive a follow-up e-mail to verify your identity and registration. Click **“Yes, that’s me.”**



6. Fill out your personal information to create your account, and then click “Start” to officially sign-in with your newly created Office 365 ID and finish the installation process.

Office 365 Education

Create your account

your e-mail here

First name Last name

Create password

Confirm your password

Your date of birth ?

Month Day Year

Microsoft may send me promotions and offers about Microsoft products and services for businesses.  
To withdraw consent or manage your contact preferences, visit the [Office 365 settings page](#).

By choosing **Start**, you agree to our [terms and conditions](#) and understand that your name and email address will be visible to other people in your institution. [Microsoft Privacy Policy](#)

Start →

**NOTE:** Schulich currently uses Lotus Notes for email but the school is in the process of transitioning to Outlook. Outlook **WILL NOT WORK** with your Schulich email address until this transition is complete, which may not happen in the 2017-2018 academic year. Therefore, **we discourage you from installing Outlook on your devices at this time.**