

How to sign up for an Office 365 account

Go to www.office.com/getoffice365

Click on the Teachers tab and then click “Find out if you’re eligible”.

Enter your Hays CISD email address in the box and click Sign Up. You can use your First Class account (@hayscisd.net) or you can use your HCISD Google account (@g.hayscisd.net)

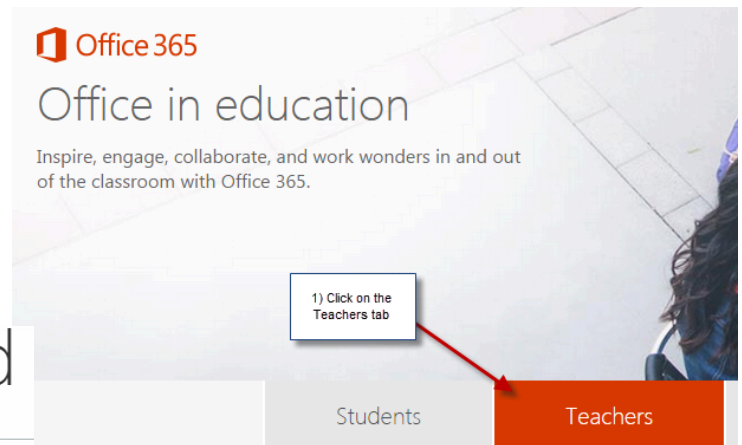
Get started

<input type="text" value="petersonk@hayscisd.net"/>	OR	<input type="text" value="petersonk@g.hayscisd.net"/>
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Sign up ➞

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Check your school email (the account that you used above) for an email from Office365@email.microsoftonline.com, the subject of the email should be “Time to complete Office 365 Education signup”. In the email, click on the link Complete Office 365 Education Signup.



Get Office 365 for you and your classroom

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Office 365

Finish signing up for Office 365 Education

We received a request from tests@g.hayscisd.net 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=M58FSPPCOkORzGwSi2Co80GG%2buMh15tY4r7FdsbnCH0h8a15pM%2b9Oz8tUG8vDML%2bnG%2bd7e%2f%2f9s8FynSV54M0GQdzbinONYdi%2bsVjGjR8AXm008%2b4LfVys54%2bqOG07jNASCrl4eCU3n8QC8hfzEB54s4mMLIVolCxy28%3d&sku=e82ae690-a2d5-4d76-8d30-7c6e01e6022e&offerid=&ru=https://portal.office.com/>

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

If you're a Microsoft customer, and you'd like to set your contact preferences for other communications, [click here](#).

Fill out the information on the “One last thing...” screen:

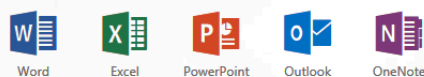
Your password needs to be between 8 and 16 characters and must contain 3 of the following:

- Uppercase letter
- Lowercase letter
- Number
- Symbol

Click “Start” at the bottom of the screen to move to the next step.

When you get to the Office 365 home page (<https://portal.office.com/Home>), you can sign in and then move on to installing the programs to your computer.

Install Office on your PC



Got a Mac? Sign in there to install the latest version of Office for Mac.
Or a smartphone or iPad? [Office on your devices](#)

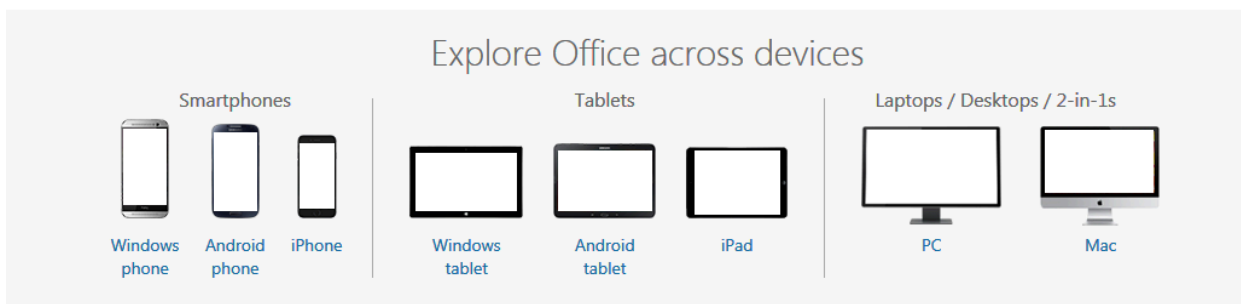
When installing programs on a Windows computer, tablet, or phone (Window OS), pay attention to the items that are checked. If you do NOT want to make Bing your search engine or you do NOT want to make MSN your homepage, take the check off before you click “install now”.

If you are working on a Mac computer (iOS.X), be sure to go to the Office for Mac page to download the correct program for your Mac.

If you are installing on an iPad or iPhone, you will need to go to iTunes to install the MS Office Apps. After the App is installed, you will be asked to login with your Microsoft login that you created above. Once you do this, the App will be licensed on your device.

If you are on an Android tablet or phone, you will need to use the Google App Store to install the office products and then login with your Microsoft login. Once you do this, the App will be licensed on your device.

Click on “Office on your devices” (<http://products.office.com/en-us/mobile/office-ipad>) to get more information about installing Office programs on an iPad and scroll down to the bottom of the screen to get information about other devices and computers.



Last note: Beware of additional software bundled programs that might pop-up during the installation process. Carefully read each screen before you click to continue. Be sure to UNCHECK any additional software that you DO NOT want to install before downloading your intended program.

If you have any questions, please send an email to Kris Peterson at petersonk@hayscisd.net.