

Setting up your Office 365 Account

Hastings College provides you with free access to the Office 365 suite of applications that you may be required to use in some of your classes. These instructions will walk you through the process of accessing your account.

1. Go to office.com
2. Click 'Sign in'
3. Enter your Hastings College **email** address, click 'Next'
4. Enter the **password** you use for email, click 'Sign in'
5. You will need to authenticate via **Duo**
6. You will need to create **authentication methods** with your phone number and a *non-HC email address (personal email preferred)*. This is for security purposes and is required.
7. Follow the prompts as illustrated below to enter a **phone number**. You will receive a text message with a verification code that you'll enter. Make sure you select the proper country for your phone from the drop-down menu.

Microsoft office365user@hastings.edu ?

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 2 of the options below.

- ! Authentication Phone is not configured. Set it up now
- ! Authentication Email is not configured. Set it up now

finish cancel

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don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

Enter your authentication phone number

text me call me

back

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don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

4024601011

text me call me

We've sent a text message containing a verification code to your phone.

verify try again

back

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8. You'll do the same for your **authentication email**. This should be a personal email account. You'll receive an email with another verification code that you'll enter on the website.

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don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 2 of the options below.**

✓ Authentication Phone is set to +1 4024601011. [Change](#)

! **Authentication Email is not configured. Set it up now.**

finish cancel

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don't lose access to your account!

Please verify your authentication email address below. **Don't use your primary work or school email.**

Authentication Email

email me

back

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don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

email me

We've sent an email message containing a verification code to your inbox.

verify try again

back

9. Click **'Finish'** after you've set up your authentication accounts.

Microsoft

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✓ Authentication Phone is set to +1 redacted [Change](#)

✓ Authentication Email is set to redacted@gmail.com. [Change](#)

finish cancel

10. Now your account is set up. Click **'Start'** and you'll be taken to your Office 365 dashboard.

Office 365 Education

Almost there

You're signed in as office365user@hastings.edu

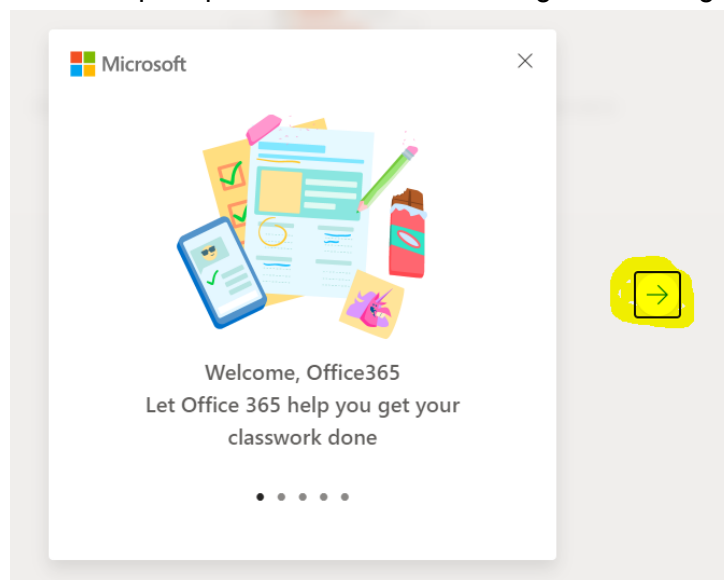
I will receive information, tips, and offers about Solutions for Businesses and Organizations, as well as other Microsoft products and services. [Privacy Statement](#).

☐ I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. [Privacy Statement](#).

By choosing **Start**, you agree to our [terms and conditions](#) and [Microsoft Privacy Policy](#) and acknowledge that your email address is associated with an organization (and is not a personal use or consumer email address). You also understand an administrator of your organization may assume control over your account and data and that your name, email address, and trial organization name will be visible to other people in your organization. [Learn more](#).

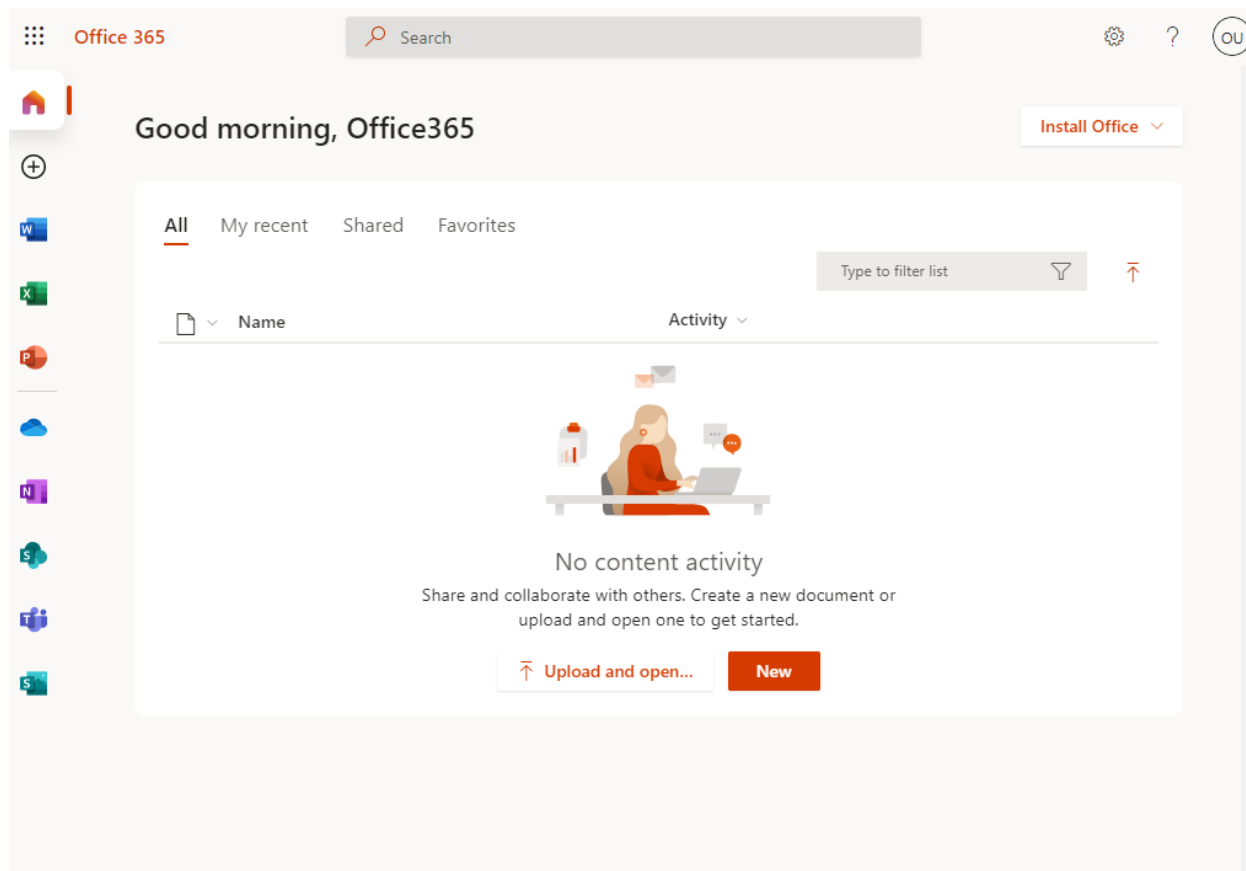
Start ➞

11. There are a few informational prompts. Click the arrow to be guided through this step.



12. You can now access all of your Office 365 apps (dashboard view shown below). These are online apps and your work is automatically saved to OneDrive cloud storage.

13. **IMPORTANT:** While work created with the online apps is automatically saved to OneDrive, we strongly recommend that you also save your documents in your **HC Google Drive account**. HC Information Technology will not be able to assist you with problems related to OneDrive, such as data loss.



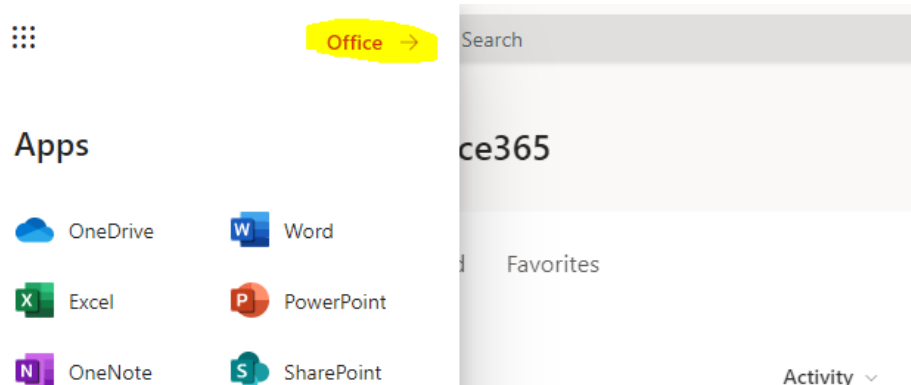
How to download and install the Office desktop apps

You can use the Office 365 apps without downloading anything to your personal computer. However, some students may prefer to download the desktop apps which are available even if you are working offline. The following steps will guide you through the process of installing the desktop apps.

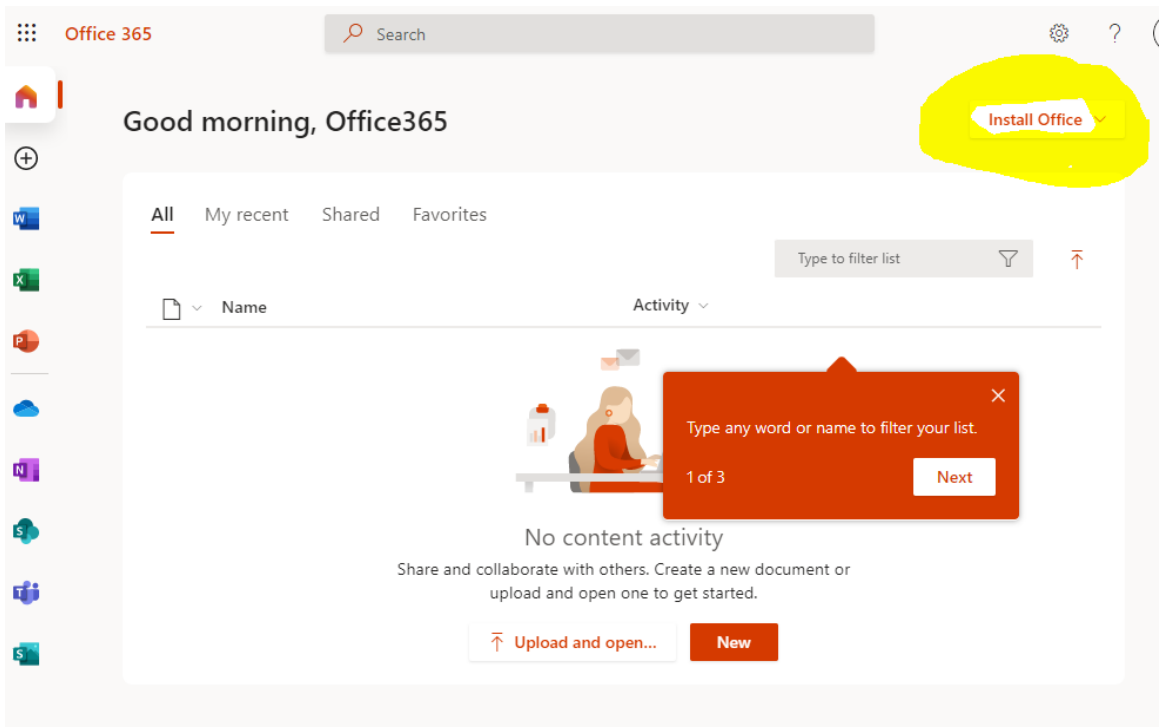
These instructions were created on a Windows computer. If you are using a Mac, the process should be similar, but your screens will look different. Please contact IT if you need assistance.

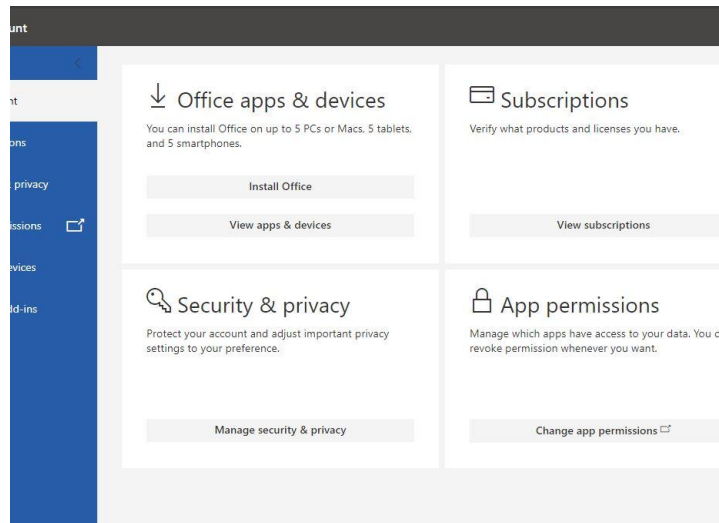
NOTE: On mobile devices like **iPads**, you can download all Office 365 apps through 'Self Service' and then all you have to do is sign in with your HC email address and password.

1. Click the '**waffle**' icon in the top left corner of the screen (looks like a square composed of 9 smaller squares).
2. A menu appears, click on '**Office**' in the top right corner.



3. Click '**Install Office.**' On the next page, click '**Office apps.**'





4. On the next screen, you'll see instructions for installation. You will also be guided through installation prompts as you go. We recommend leaving all settings at their default.
5. To initiate your installation process, **open the .exe file** (double-click) that was downloaded once you completed step 3. On a **Windows** computer, this file usually appears in the lower left corner of the screen. Or you can find it in your 'downloads' folder. On a **Mac**, you can also find it in your 'downloads.'
6. If you are asked to 'Save' the Office.Setup.exe file, you can save it in the default location.
7. Follow the installation prompts. The actual installation process can take 30 minutes or more and you need to **remain online** the entire time. You should also make sure your computer is **connected to power**.
8. Once installation is complete, you can access all desktop apps. You will need to sign in to the apps with your HC email address and password. Work completed on desktop apps may not be automatically saved to your OneDrive.

NOTE: Again, we strongly recommend backing up ALL your work to your HC Google Drive account even if it is also backed up to OneDrive.

