

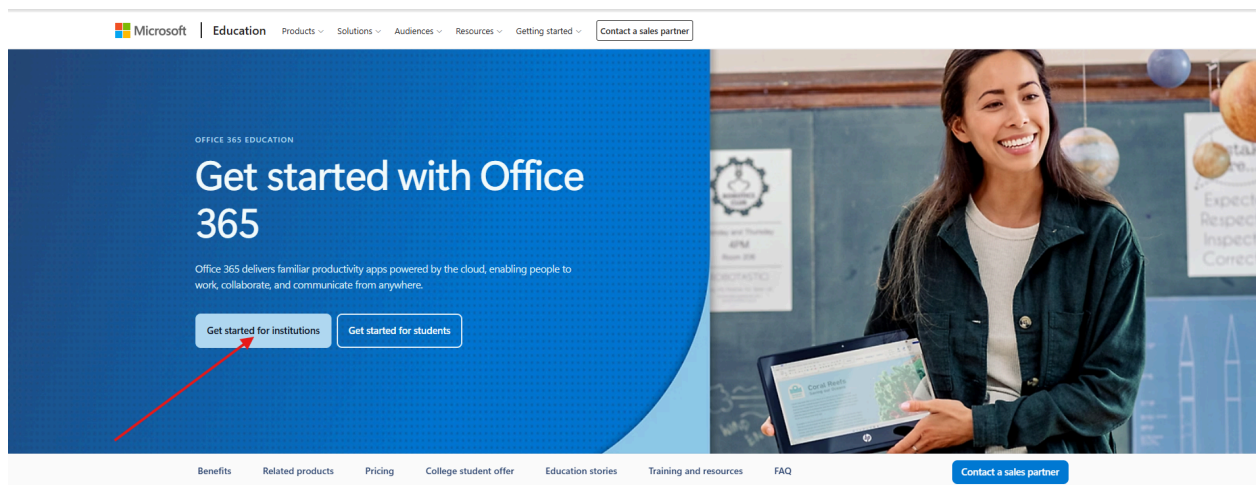


BETHEL COLLEGE

INFORMATION AND
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Sign up for Office 365

1. Visit the website: <https://www.microsoft.com/en-us/education/products/office>
2. Click or tap the “Get started for institutions” button.



3. Enter your @bethelks.edu school email account. (see screenshot on next page)



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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

② Create your account

③ Confirmation details

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

4. Select "I'm a student" or "I'm a teacher"



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5. Create your account. All fields are required. Enter the verification code that was sent to your @bethelks.edu school email account. Click or tap the “next” button.

You've selected Office 365 Education

1 Let's get you started

2 Create your account

First name * Last name *

This is required

This is required

Date of birth *

Select your date of birth

Field is required

Country or Region *

United States

Email

Erinauman@bethelks.edu

Enter a password to sign in to your account.

Create password *

●●●●●●●●●●

Confirm password *

●●●●●●●●●●

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

Verification code *

[Resend code](#)

This is required

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](#).

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

3 Confirmation details



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6. Click “next” to sign up for two-factor authentication.

Let's keep your account secure

We'll help you set up another way to verify it's
you.

[Use a different account](#)

[Learn more about verifying your identity](#)

[Next](#)

7. Sign up for two-factor authentication using either the Authenticator App or a phone number.
(Skip to step 11 for instructions to set up two-factor authentication using a phone number.)

Add a sign-in method



Microsoft Authenticator

Approve sign-in requests or use one-time codes



Hardware token

Sign in with a code from a hardware token



Phone

Get a call or text to sign in with a code

Learn more about each method [to help you choose](#).



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8. If using the Authenticator app, install it on a separate device, click “next.”

Install Microsoft Authenticator



Install the app on your mobile device, then come back here to continue.



[Set up a different authentication app](#)

[Set up a different way to sign in](#)

Next

9. You can login to your Bethel Microsoft account in the app, click the link in your web browser, or select “Show QR code” in your web browser:



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Now pair Authenticator with
your account



When finished, come back to this setup experience.

[Pair your account to the app by clicking this link.](#)

[Show QR code](#)

[Set up a different way to sign in](#)

Next

10. If pairing was successful, you should see the following in your browser. Click “done” and skip to step 14 of this guide to download and install your desired Microsoft apps.

✔ Authenticator Added



You can now use Microsoft Authenticator to approve sign-ins, get one-time codes, and more.

This is now your default sign-in method.

Done



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11. After selecting “Phone,” enter your country code and cellphone number in the appropriate fields, and select whether you want a text or a call to verify your phone number. Click “next.”

Method 2 of 2: Phone

✓
App

✎
Phone

Phone

We just sent a 6 digit code to +1 3162822787. Enter the code below.

[Resend code](#)

Back

Next

[I want to set up a different method](#)



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Add a phone number



Verify it's you with a call or text code to your phone.

Country code

United States (+1)



Phone number

Enter phone number

Choose how to verify

☒ Text a code

☐ Call

Message and data rates may apply. Pressing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Back

Next

12. Enter the code that was either texted or received via call. Click “next.”

Verify your phone number



Enter the code we sent to +1 316 [redacted]

Enter code

[Didn't receive the code?](#)

Next

13. Click “done”



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✔ Phone number added



You can now receive a code each time you sign in.

Done

14. You should now be able to log in at <https://office.com> to use Office 365.

Need help? Contact the IMS Help Desk.

If you run into any issues with Office 365, reach out to the IMS Help Desk at support@bethelks.edu.