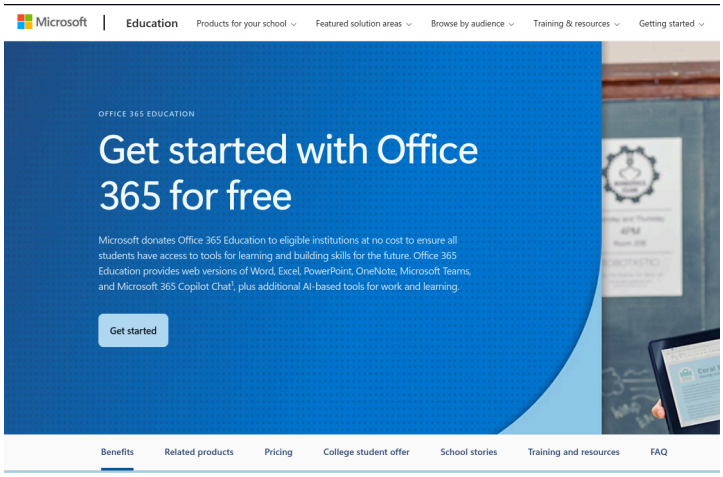
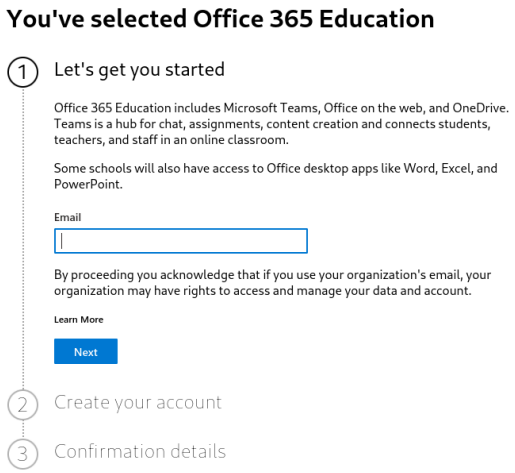
Part 1: Initial Account Creation

1. **Important:** Do not use your school email to log in directly to Microsoft initially, as this will result in an error.

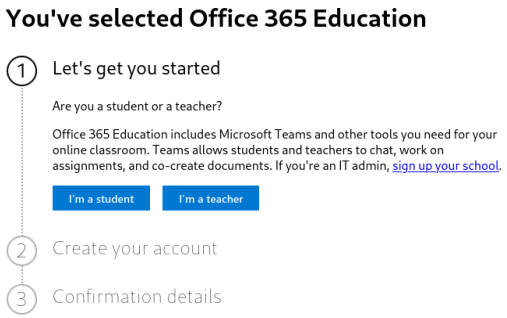
2. Instead, navigate to the Office 365 Education portal and click **Get Started**.



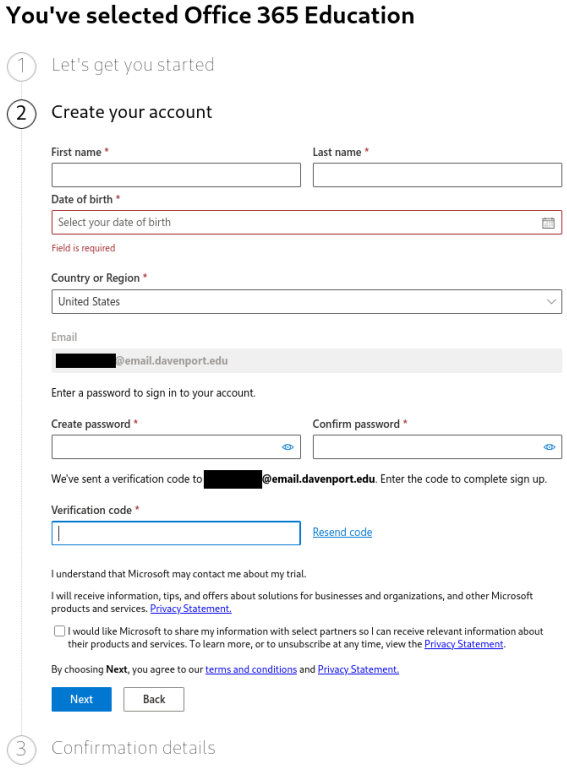
3. You will be redirected to the sign-up screen. Enter your school email address here.



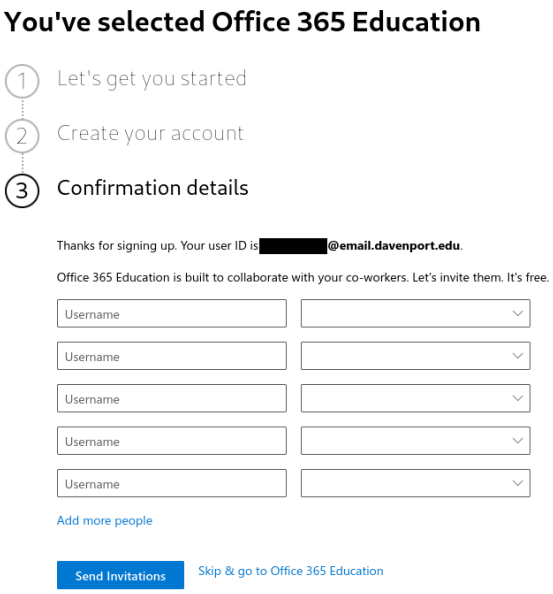
4. When asked if you are a student or a teacher, select **Student**.



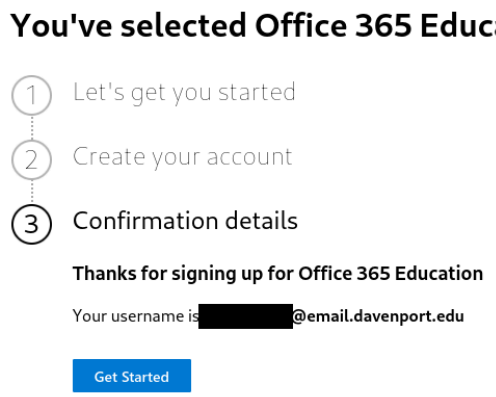
5. On the account details screen, fill out the required boxes with your accurate information.



6. After you click **Next**, you will see a prompt asking whether you would like to invite collaborators. Ignore this and click **Skip & go to Office 365 Education**.

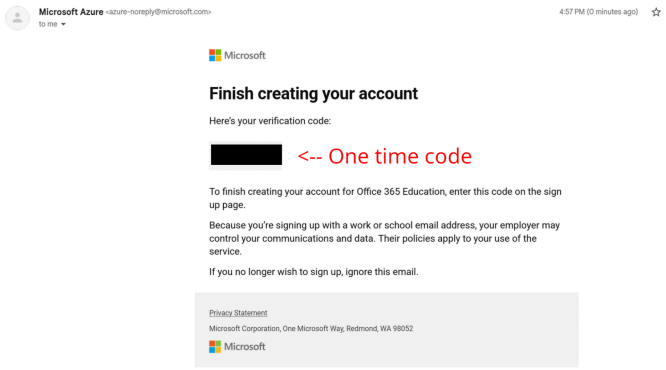


7. The next screen will thank you for creating the account. Click **Get Started**.

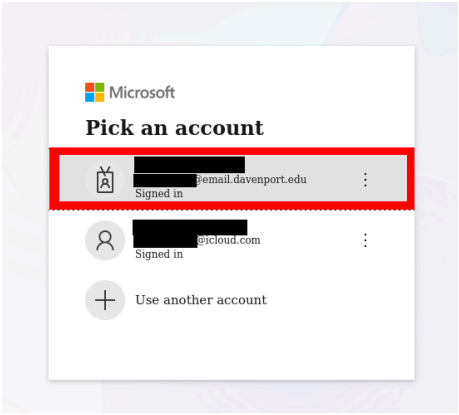


8. **Retrieve your verification code:** Open a new browser tab and log into the school email account you just provided. Look for an email from Microsoft Azure (`azure-noreply@microsoft.com`) containing a 6-digit code. Return to the setup

page and enter this code.



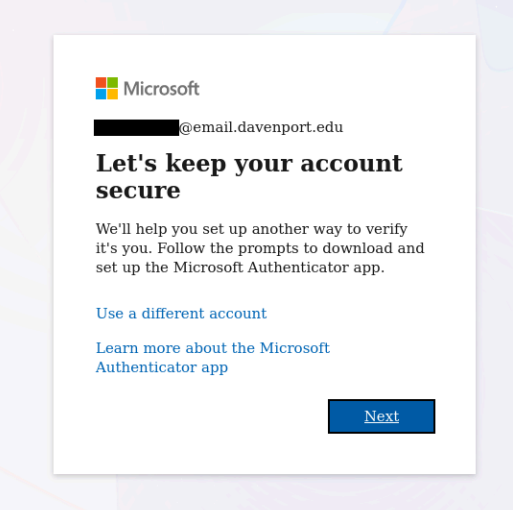
8.1. **Note:** If you have previously signed into your browser with another Microsoft account, you may see an account selection screen.



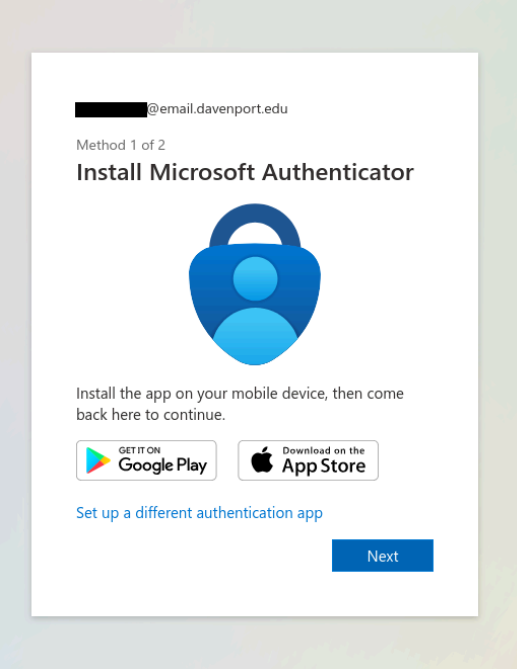
Select the correct school email address.

Part 2: Setting Up Microsoft Authenticator

9. You will see a screen that says, "Let's keep your account secure." Click **Next**.



10. When prompted, install the **Microsoft Authenticator** app on your personal cell phone. Once installed, click **Next** on your computer.

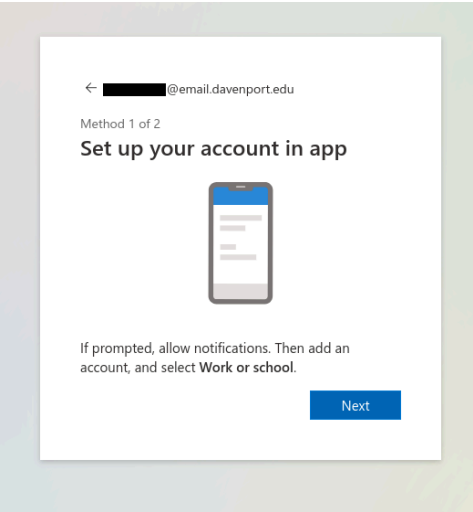


11. Follow the on-screen directions to enable notifications in the mobile app.

    11.1. **Note:** If permissions have previously been denied, you will need to allow them in your phone's internal app settings.

12. In the mobile app, tap the **+ (Plus)** button at the top of the screen, select **Work or School account**, and choose **Scan a QR code**. Allow camera permissions.

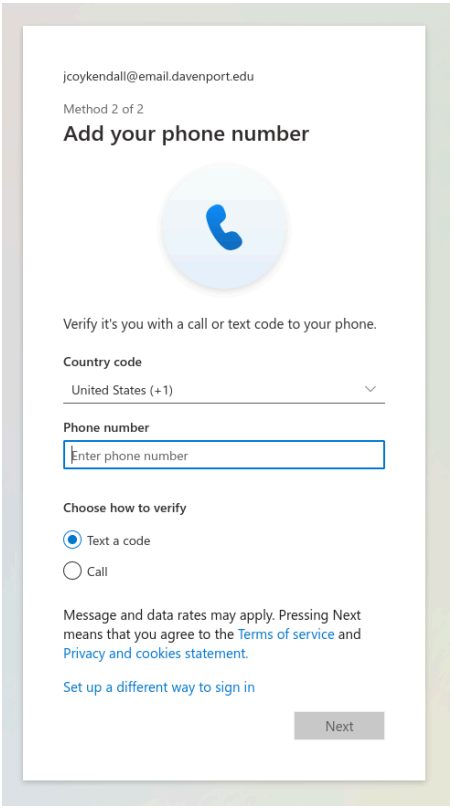
13. Once the camera is open on your phone, return to the computer setup screen and click **Next**.



14. A QR code will appear on your computer screen. Scan the code with your phone and tap **Finish** in the app. Then, click **Next** on your computer.

    14.1. **Troubleshooting step:** If an error pops up on your computer after clicking **Next**, delete the new entry in your mobile Authenticator app and go back one page in your web browser. This will generate a new QR code. Repeat the scanning process and click **Next**.

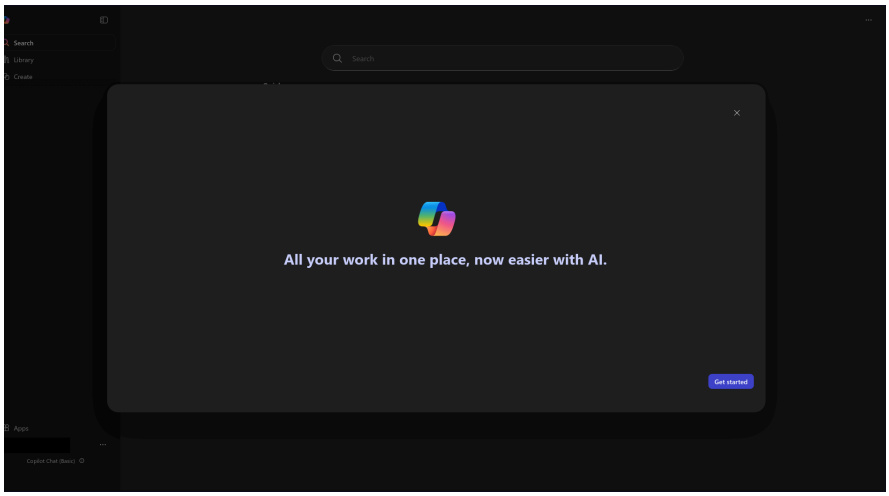
15. You will now be prompted to enter a phone number for backup account verification. Enter your number, click **Next**, and input the verification code sent to your phone.



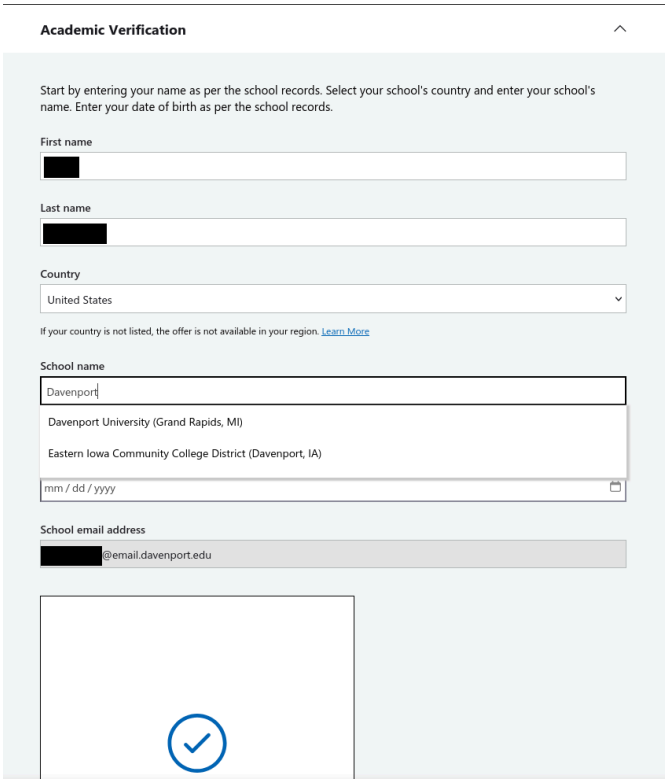
16. Proceed through the final setup pages until you reach the dashboard. If you see this page, you've successfully created your account. This tab is safe to close.

Part 3: Academic Verification & Software Download

17. Navigate to the [Azure for Education portal] and log in to your newly created account.



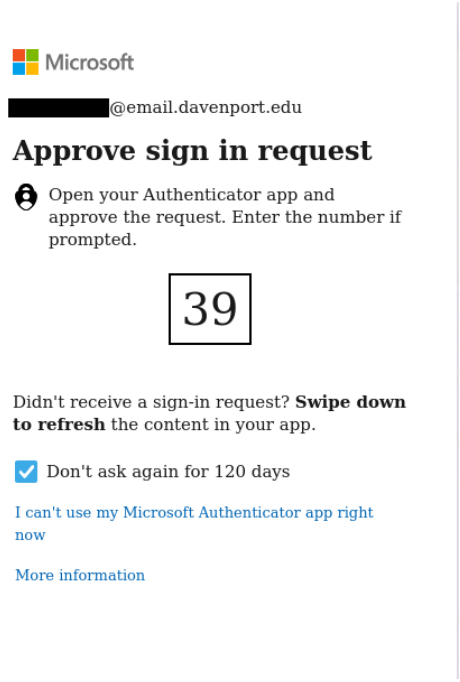
18. On the "Academic Verification" screen, enter the requested information.



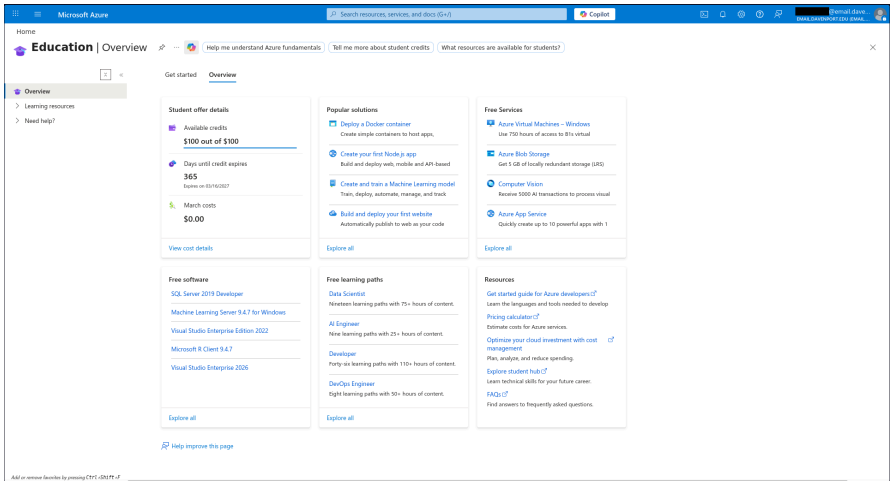
19. On the "Your Profile" page, verify the information is accurate, then click **Next**.

    19.1. **Note:** For the address field, you can enter either your home address or the University's address.

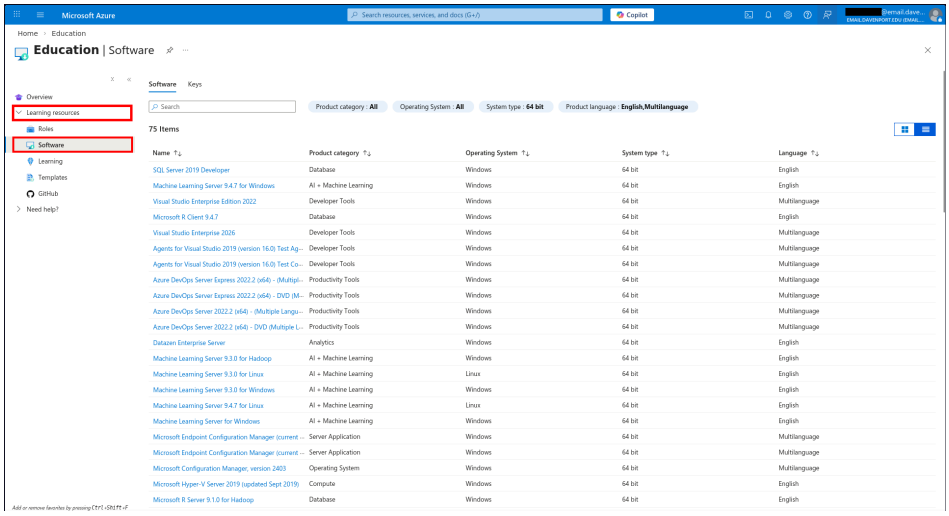
20. Approve the sign-in request using the Microsoft Authenticator app on your phone.



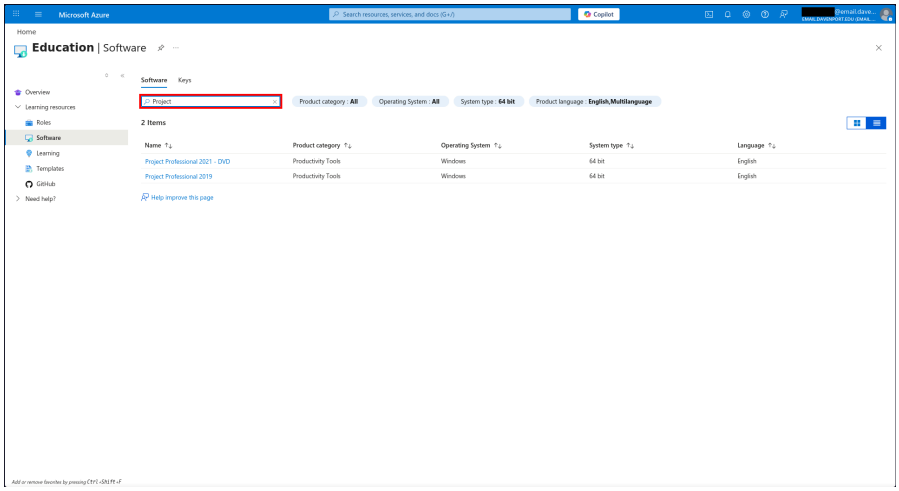
21. Once authenticated, you will be redirected to the main Azure dashboard.



22. Select **Learning resources**, then click **Software**.

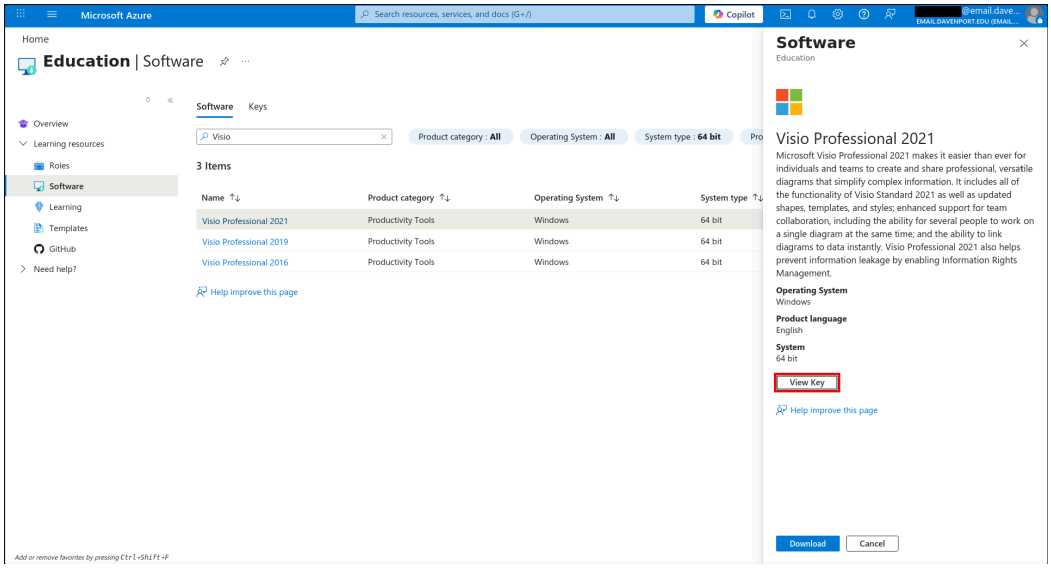


23. Type the name of the software you need into the search box. If multiple versions are available, click on the most recent one.



24. When the software pop-up appears, click **Download**.

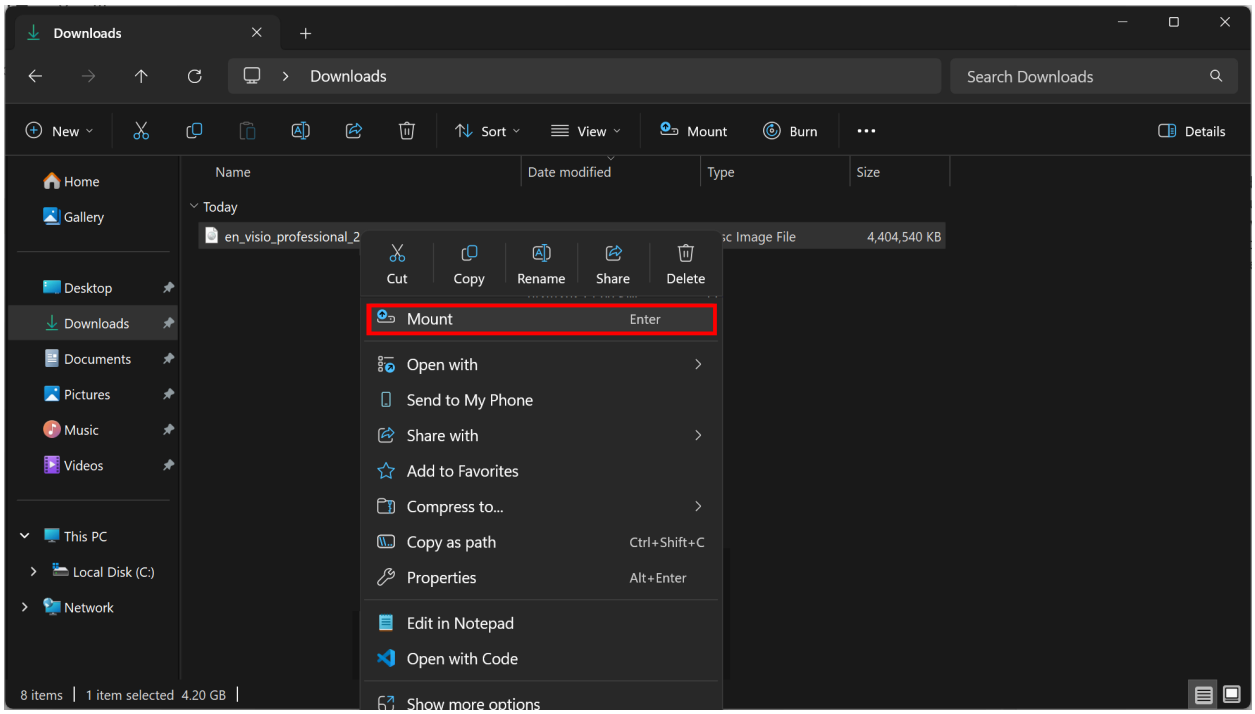
25. Click **View Key** and copy the product key to a secure place. The program will require this key during installation.



Part 4: Installation - DVD image (.iso file)

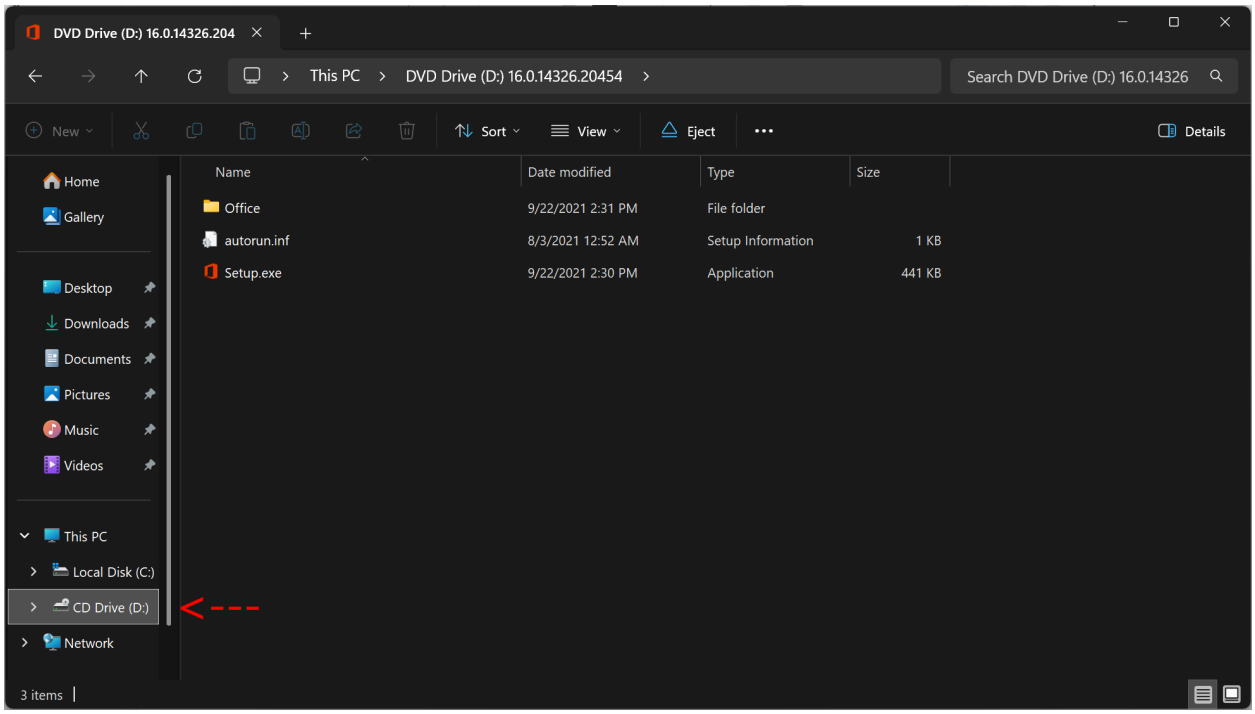
Note: There are several different types of files that you can download. The following instructions are for disk image files (a.k.a. .iso files). If you got an archive (.tar.gz or .zip files) then refer to step 30.

26. Once the file is downloaded, open your file explorer and navigate to the Downloads folder. Right-click on the downloaded file and select **Mount** (shown in the image below).



26.1. It may take a moment for this to work. You may also need to grant it permission; do so.

27. Once done, a new CD Drive should appear under **This PC**.



27.1. Click on this drive to view its contents

28. Double-click the Setup file. The installation should begin automatically.

28.1. If it doesn't automatically start, you may need to click through some menus. If this occurs, click **Next** until the installation begins. You may need to agree to a license agreement; do so.

29. Once complete, close the Setup window and launch the newly installed app. It will prompt you for the key, which is the one from the Azure download page.

Part 4b: Installation - Archive (.tar.gz or .zip file)

30. After downloading, open your file explorer and navigate to your Downloads folder.

31. Right-click on the downloaded file and select **Extract**. A folder with the same name as the file should appear.

32. Double-click the Setup file. The installation should begin automatically.

32.1. If it doesn’t automatically start, you may need to click through some menus. If this occurs, click **Next** until the installation begins. You may need to agree to a license agreement; do so.

33. Once complete, close the Setup window and launch the newly installed app. It will prompt you for the key, which is the one from the Azure download page.