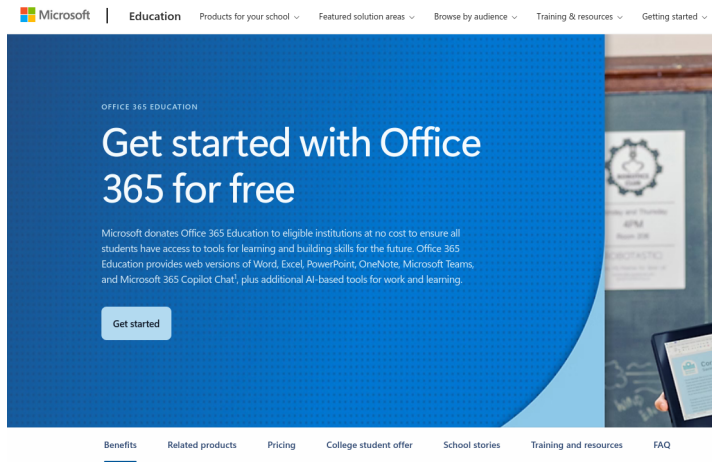


Part 1: Initial Account Creation

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.

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

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

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

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](#).

② Create your account

③ Confirmation details

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

You've selected Office 365 Education

① Let's get you started

② Create your account

First name *

Last name *

Date of birth *
 

Field is required

Country or Region *

Email

Enter a password to sign in to your account.

Create password *

Confirm password *

We've sent a verification code to . Enter the code to complete sign up.

Verification code *

[Resend code](#)

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](#).

③ Confirmation details

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**.

You've selected Office 365 Education

- ① Let's get you started
- ② Create your account
- ③ Confirmation details

Thanks for signing up. Your user ID is [REDACTED]@email.davenport.edu.

Office 365 Education is built to collaborate with your co-workers. Let's invite them. It's free.

Username	▼
Username	▼
Username	▼
Username	▼
Username	▼

[Add more people](#)

[Send Invitations](#)

[Skip & go to Office 365 Education](#)

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

You've selected Office 365 Education

- ① Let's get you started
- ② Create your account
- ③ Confirmation details

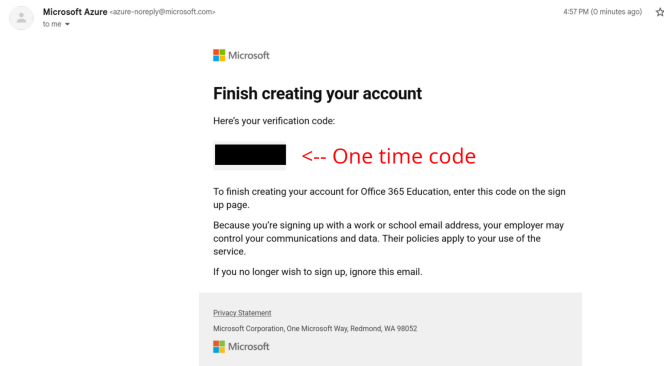
Thanks for signing up for Office 365 Education

Your username is [REDACTED]@email.davenport.edu

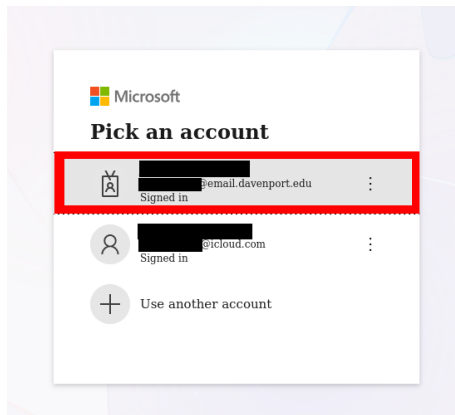
[Get Started](#)

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.



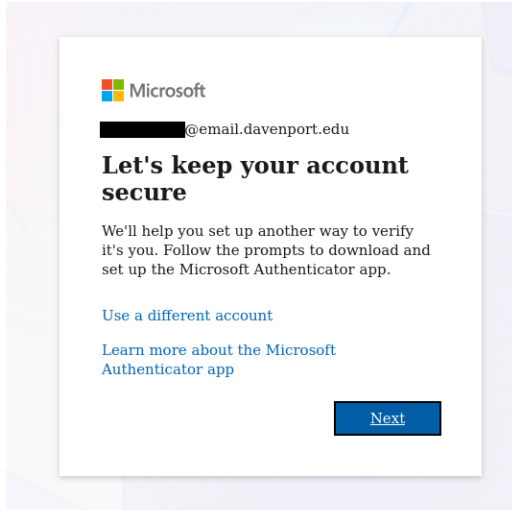
- 8.1. **Note:** If you have previously signed into your browser with another Microsoft account, you may see an account selection screen.



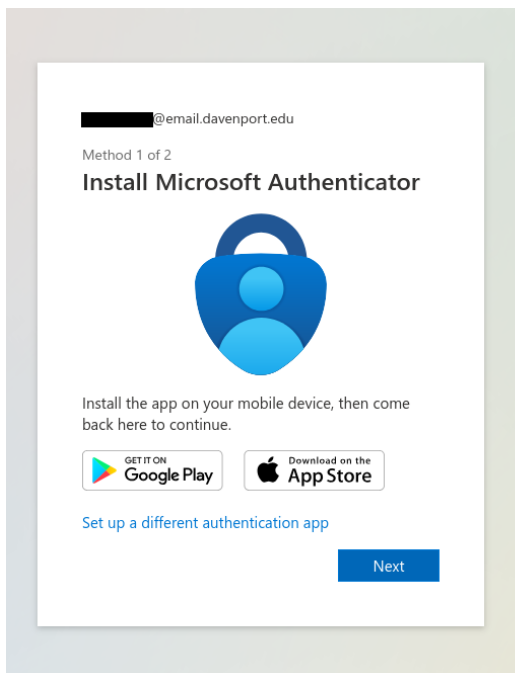
Select the correct school email address.

Part 2: Setting Up Microsoft Authenticator

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

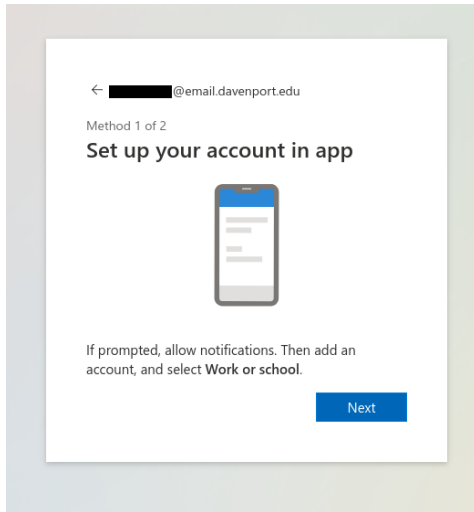


10. When prompted, install the **Microsoft Authenticator** app on your personal cell phone. Once installed, click **Next** on your computer.



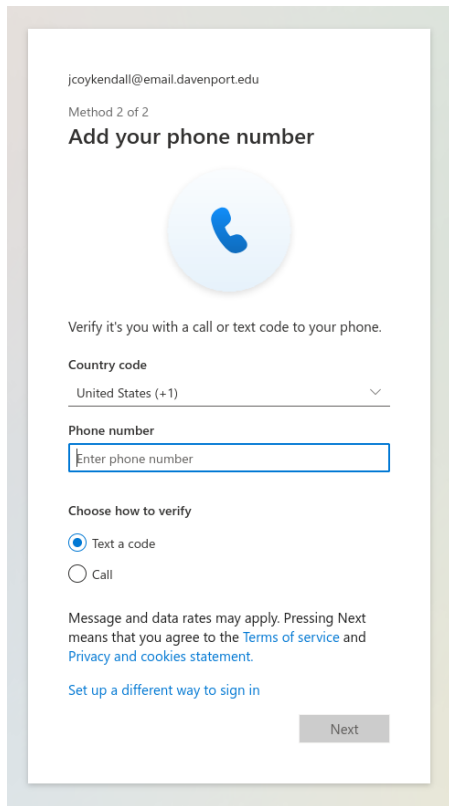
11. Follow the on-screen directions to enable notifications in the mobile app.
- 11.1. **Note:** If permissions have previously been denied, you will need to allow them in your phone's internal app settings.

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.

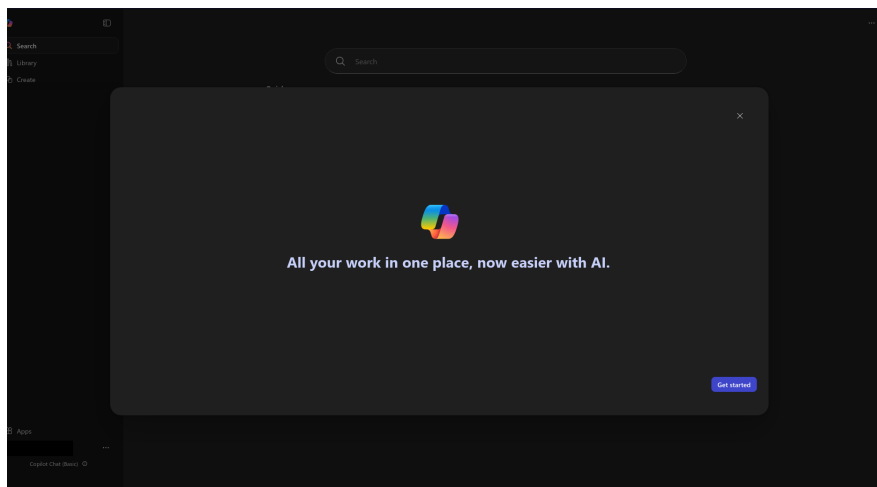


The screenshot shows a mobile app interface for adding a phone number. At the top, it displays the email 'jcoykendall@email.davenport.edu' and 'Method 2 of 2'. The main heading is 'Add your phone number' with a blue phone icon. Below this, it says 'Verify it's you with a call or text code to your phone.' There is a 'Country code' dropdown menu set to 'United States (+1)'. A 'Phone number' input field is present with the placeholder text 'Enter phone number'. Underneath, 'Choose how to verify' has two options: 'Text a code' (selected with a blue radio button) and 'Call' (unselected). A disclaimer states 'Message and data rates may apply. Pressing Next means that you agree to the Terms of service and Privacy and cookies statement.' There is a link 'Set up a different way to sign in' and a 'Next' button at the bottom right.

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 into your newly created account.



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

Academic Verification ^

Start by entering your name as per the school records. Select your school's country and enter your school's name. Enter your date of birth as per the school records.

First name
[Redacted]

Last name
[Redacted]

Country
United States

If your country is not listed, the offer is not available in your region. [Learn More](#)

School name
Davenport
Davenport University (Grand Rapids, MI)
Eastern Iowa Community College District (Davenport, IA)

mm / dd / yyyy

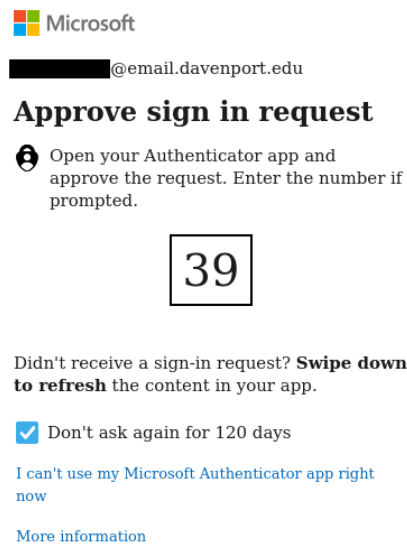
School email address
[Redacted]@email.davenport.edu

[Blue checkmark icon]

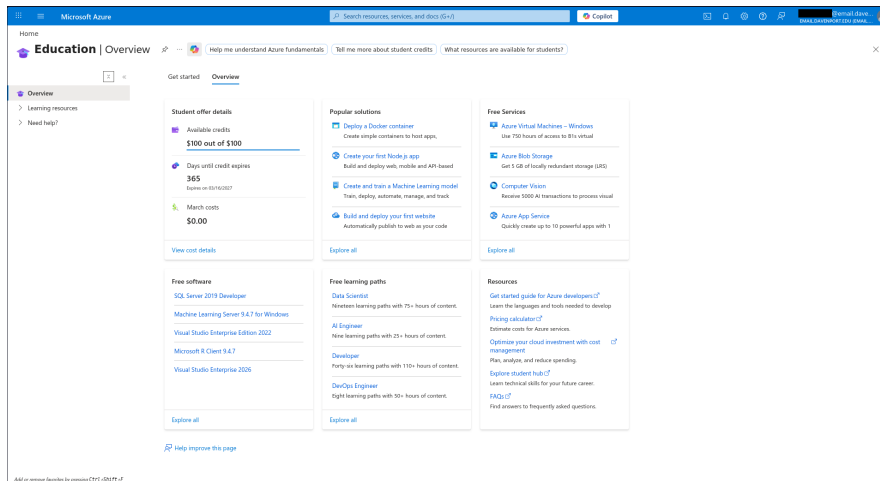
19. On the "Your Profile" page, verify the information is accurate, then click **Next**.

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

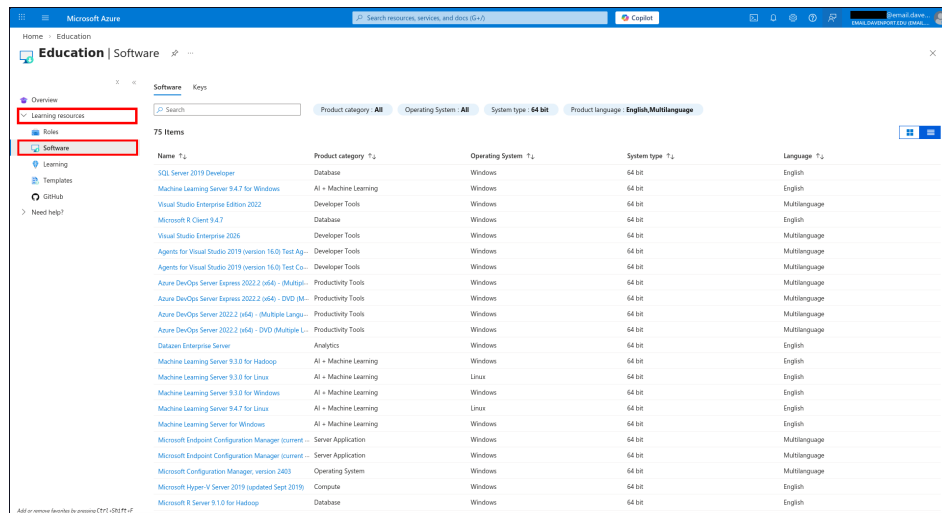
20. Approve the sign-in request using the Microsoft Authenticator app on your phone.



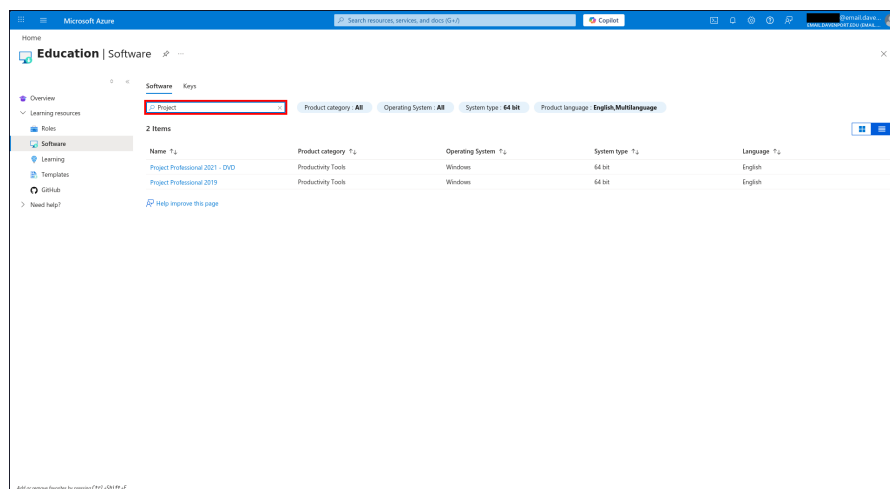
21. Once authenticated, you will be redirected to the main Azure dashboard.



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.

