

# Microsoft Office for Staff and Students

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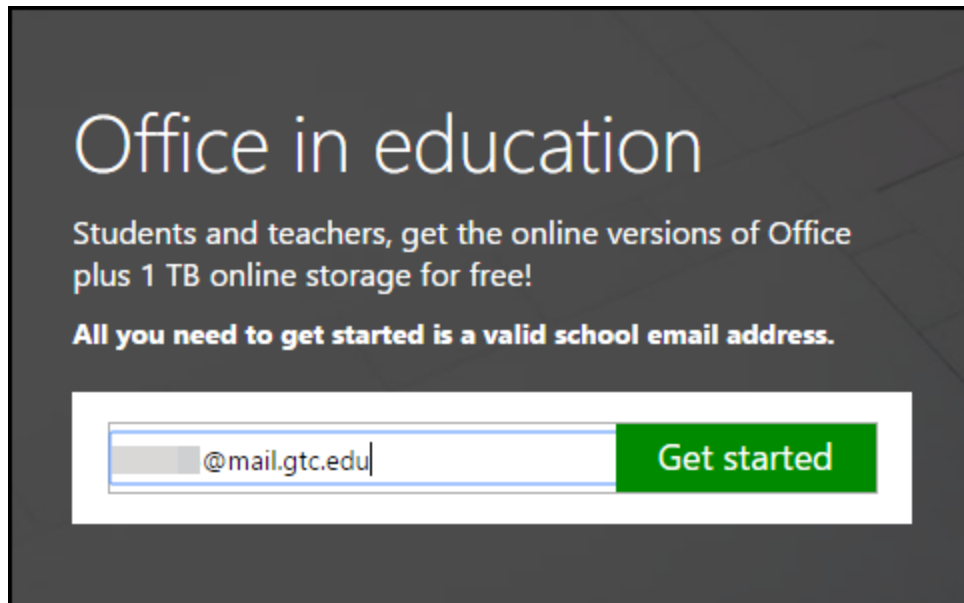
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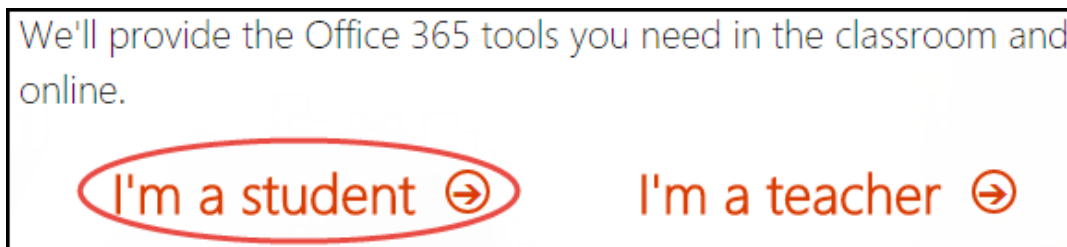
## Signing up for an account

1. Office 365 is now available to Faculty, Staff and Students at Gateway Technical College  
If you are a Student and would like to sign up for Office 365, click here [STUDENT Accounts](#)  
If you are Gateway staff and would like to sign up for Office 365, click here [STAFF Accounts](#)
2. Enter your full Student EMail address, then click the **“Get Started”** button.



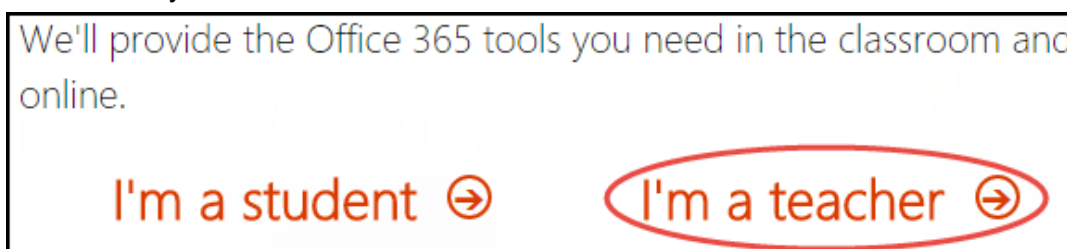
The screenshot shows a dark gray background with the text "Office in education" in large white letters. Below it, in smaller white text, it says "Students and teachers, get the online versions of Office plus 1 TB online storage for free!" and "All you need to get started is a valid school email address." At the bottom, there is a white input field containing "@mail.gtc.edu" and a green button labeled "Get started".

3. If you are a student, Click on **“I’m a student”**.



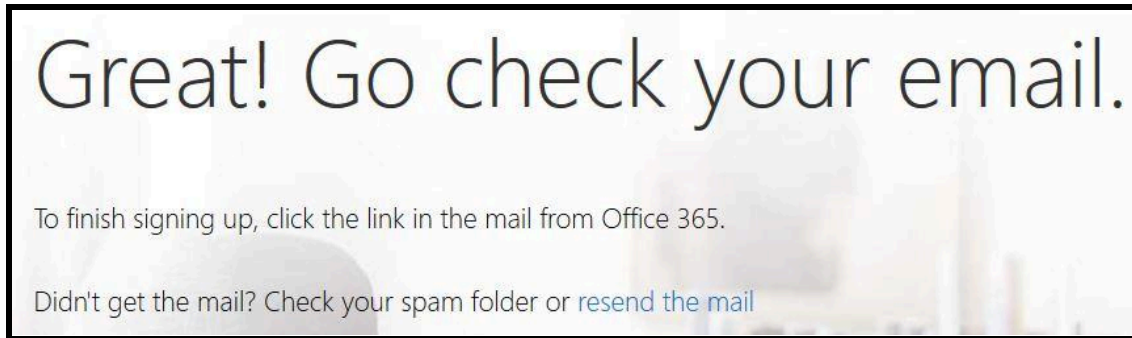
The screenshot shows a white background with the text "We'll provide the Office 365 tools you need in the classroom and online." in blue. Below this, there are two orange buttons: "I'm a student" and "I'm a teacher", both with a right-pointing arrow icon. The "I'm a student" button is circled in red.

If you are Gateway FACULTY or STAFF, click on **“I’m a teacher”**.

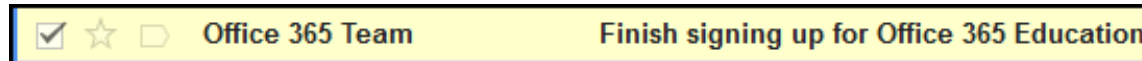


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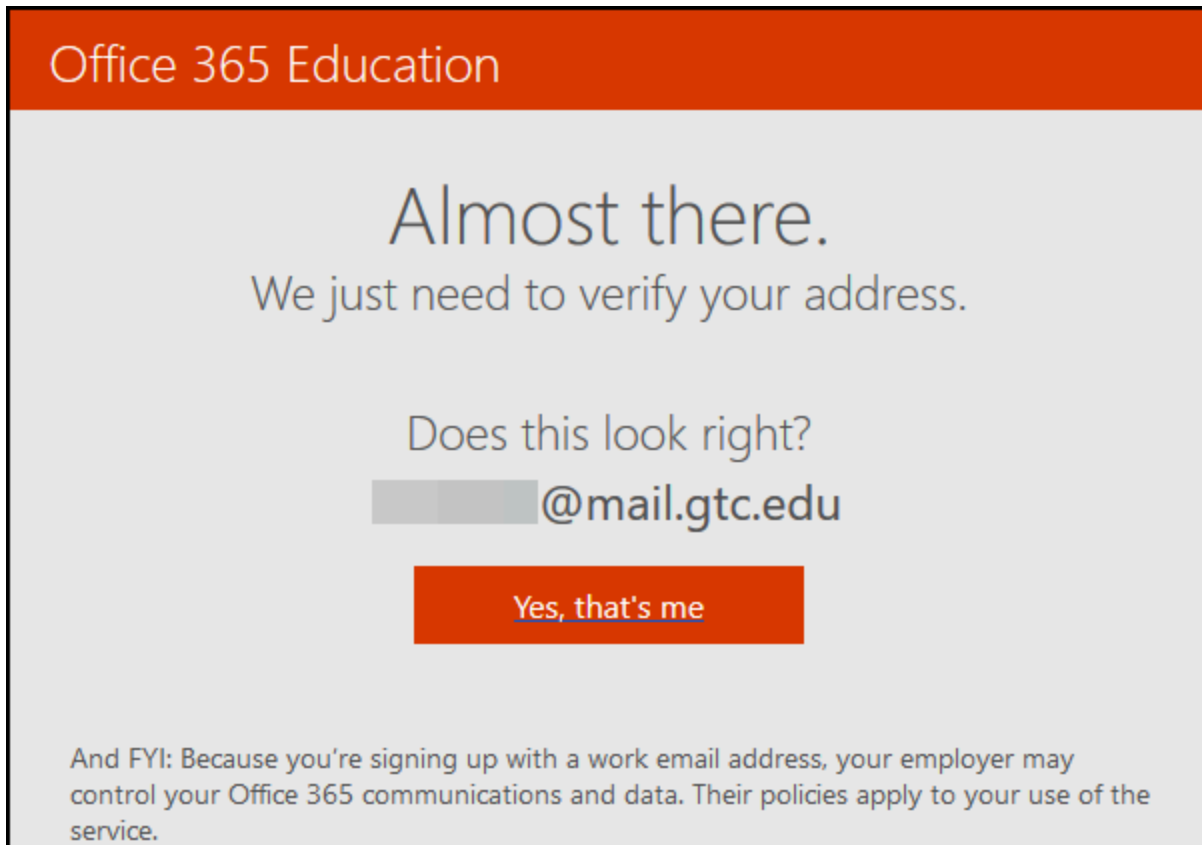
A screen will show up telling you to check your email



4. Click the link in your email that says **“Finish signing up for Office 365 Education”**



Then click **“Yes, that’s me”**



5. Finally fill out the requested information and click “**Start**” near the bottom.  
Remember this password!

# One last thing...

 @mail.gtc.edu  
Not you?

Your date of birth 

Microsoft will send you promotions and offers about Microsoft products and services for businesses.  
You can unsubscribe anytime.

By choosing **Start**, you agree to our [terms and conditions](#) and understand that your name and email address will be visible to other people in your institution. [Microsoft Privacy Policy](#)

**Start** 

After signing into your account you can now install and use Office 365.

## Install Office 2016 on your PC

Language: English [Change](#)

☒ Make Bing your search engine  
☒ Make MSN your browser homepage  
Applies to Internet Explorer, Firefox, Chrome, and Safari

 Word  Excel  PowerPoint  Outlook  OneNote

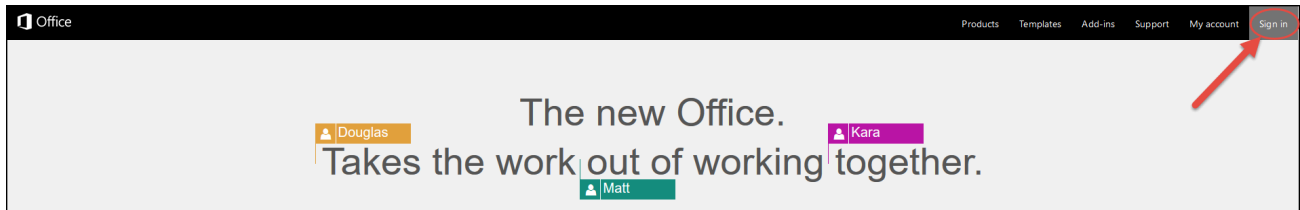
Got a Mac? Sign in to Office 365 on your Mac to install.

**Install now**

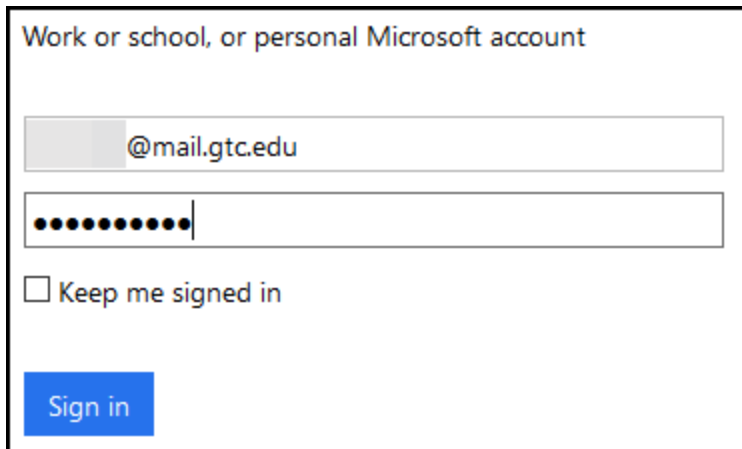
## Accessing your Gateway provided Office 365 account

If you haven't created your Office 365 account yet, please see the Office 365 Sign Up document first.

1. Go to <http://office.com>
2. Click **Sign in** in the upper right



3. Type in your Gateway email address and password. Then click **Sign in**

A screenshot of the Office 365 sign-in form. It includes a heading 'Work or school, or personal Microsoft account', a text input field containing '@mail.gtc.edu', a password input field with masked characters, a checkbox labeled 'Keep me signed in', and a blue 'Sign in' button.

## Resetting your password

Click here for information on resetting or changing your password.

<https://support.office.com/en-US/Article/Change-or-reset-your-password>