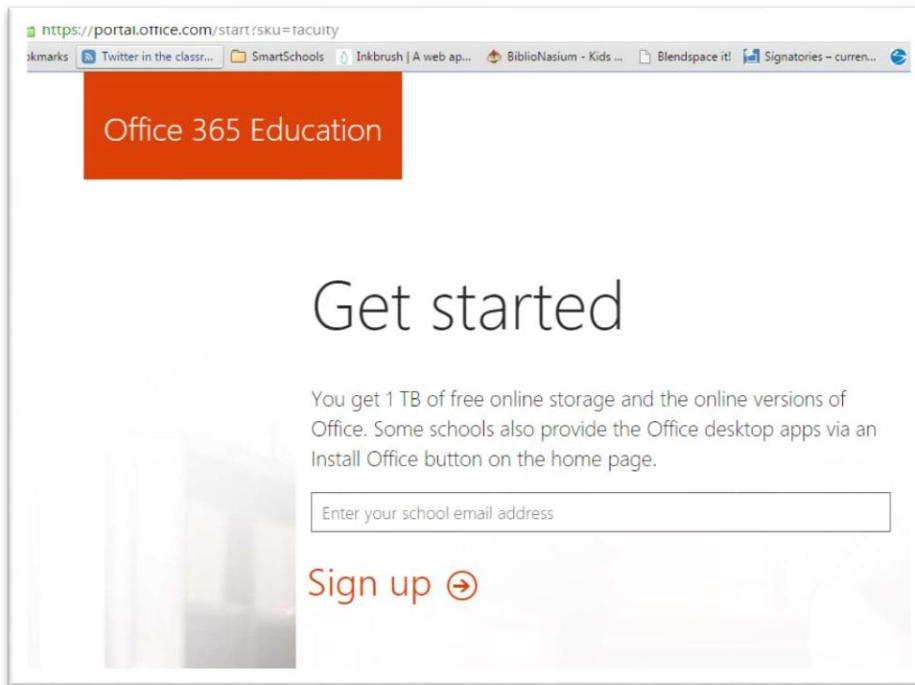


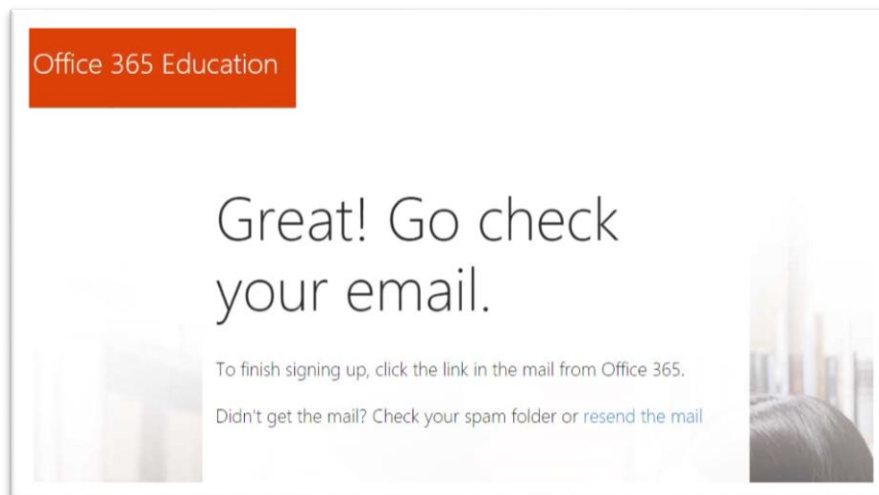


MICROSOFT OFFICE & OFFICE 365

GO TO: <https://portal.office.com/start?sku=faculty>



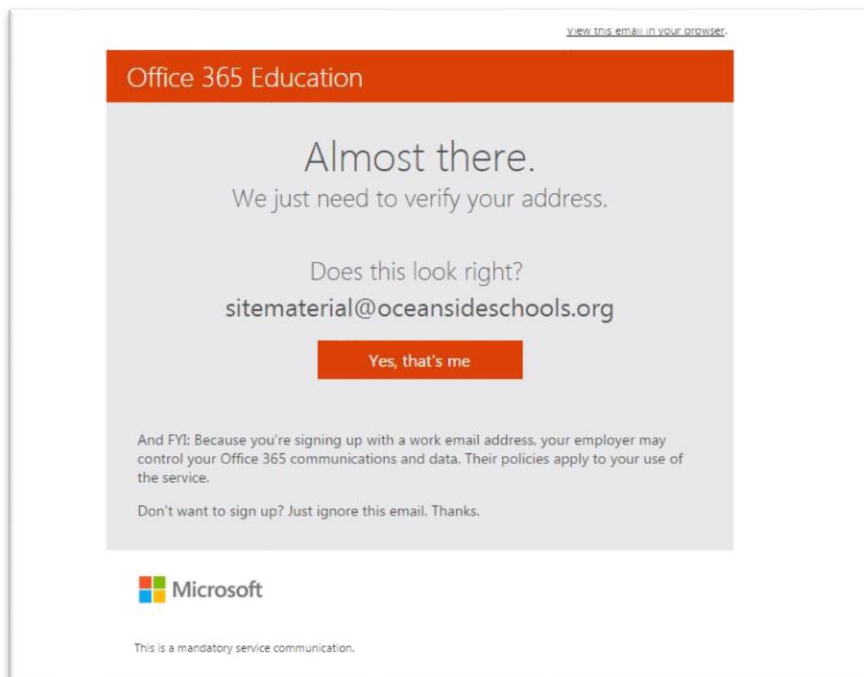
Enter your school email address



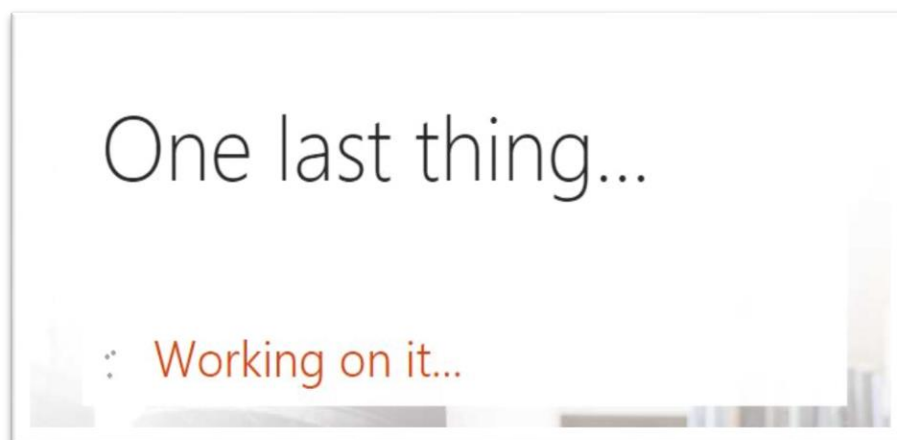
Go to your school email

You will receive an email from the Office 365 Team

When you open the email, you will see this:




Click on the Yes, that's me box. You will be taken to the following screen where you will fill out your name and create a password for your account. The password must be 8-16 characters and have a mix of upper and lowercase letters. Please have students use the same password for this as they do for their Google email. Example: osdXJ57UV



Microsoft is creating your account. In a few seconds your screen should change to the password creation screen below.

One last thing...

 sitematerial@oceansideschools.org
Not you?

Site Material

.....

Your password must be 8-16 characters and combine uppercase and lowercase letters, numbers, and any of these symbols: ! @ # \$ % ^ & * - _ + = [] | \ : ' , . ? / ~ ` () ;

.....

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 ➔

Here you will enter your name and the password you would like to use to get into Office 365. The password must be 8-16 characters and combine uppercase and lowercase letters, numbers and/or symbols.

Click the start button

Congratulations! You now have access to collaborate with Office online! Before you leave this page, click the Install Now button to install office on your PC or Mac. Oceanside School District staff and students are entitled to up to 5 licenses of Microsoft Office. The Microsoft apps for iPad are free.



Let's get stuff done.

Install Office on your PC

Word Excel PowerPoint Outlook OneNote

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

Smartphone or tablet? Get Office on your devices
Learn how to set up email and Office 365 apps on your device

Language: English [Change](#)

- Make Bing your search engine
- Make MSN your browser homepage

Applies to Internet Explorer, Firefox, Chrome, and Safari

Install now

Troubleshoot installation

Collaborate with Office Online

Newsfeed OneDrive Sites Drive Video Word Online Excel Online

PowerPoint Online OneNote Online Sway

OneNote for teachers
Stay organized and track your students' progress. Help students collaborate with each other.
[Create a OneNote Class Notebook](#)

However, opening them is in read-only format unless you log in with your new Office365 account. This does not count against your download entitlement.

To log into Office 365 from any computer type the following address into your browser and press enter.

<https://login.microsoftonline.com>