



NORTH CAROLINA AGRICULTURAL
AND TECHNICAL STATE UNIVERSITY

Getting Your Free Copy of Office 365



 Office 365



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What is Office 365?

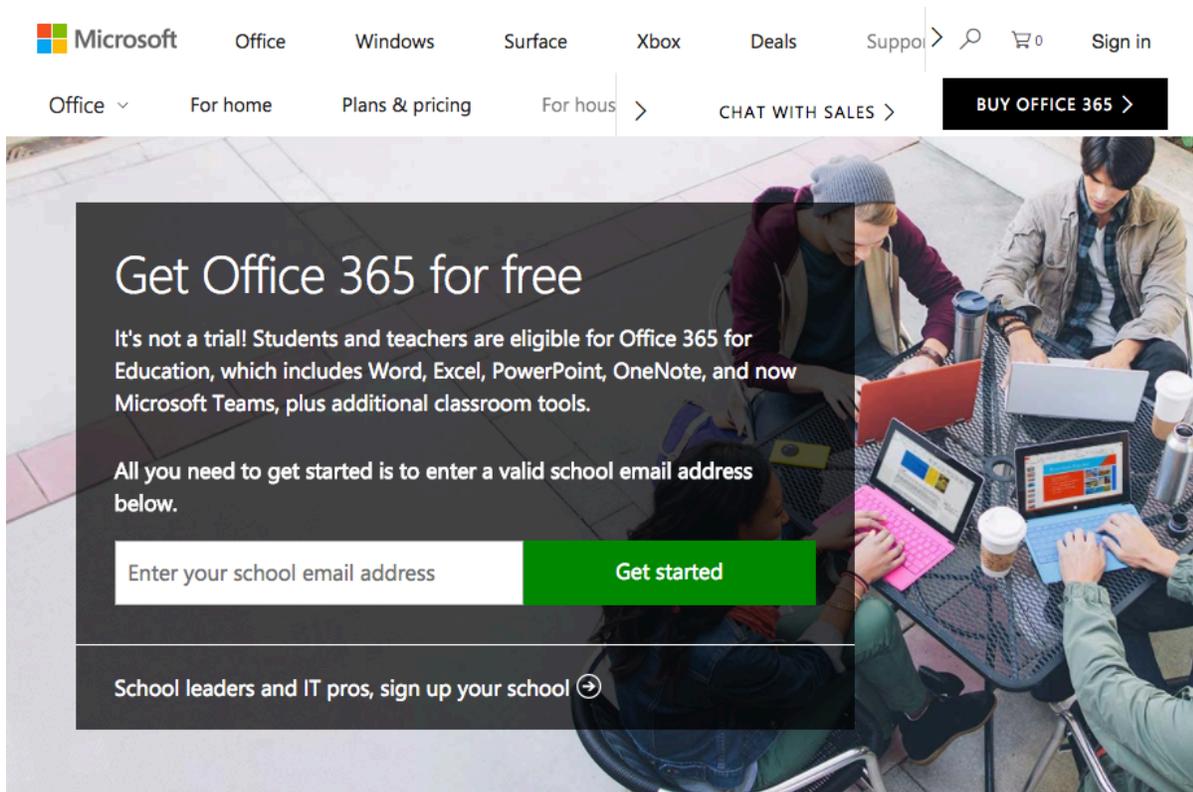
Office 365 is an online resource that is provided to Students and Staff at North Carolina A&T State University. It allows users to have access to Office applications as well as other productivity services that are accessed through the Internet. It also provides Microsoft Office Suite for use offline on up to five devices of your choice.

Uninstall Existing Versions of Office

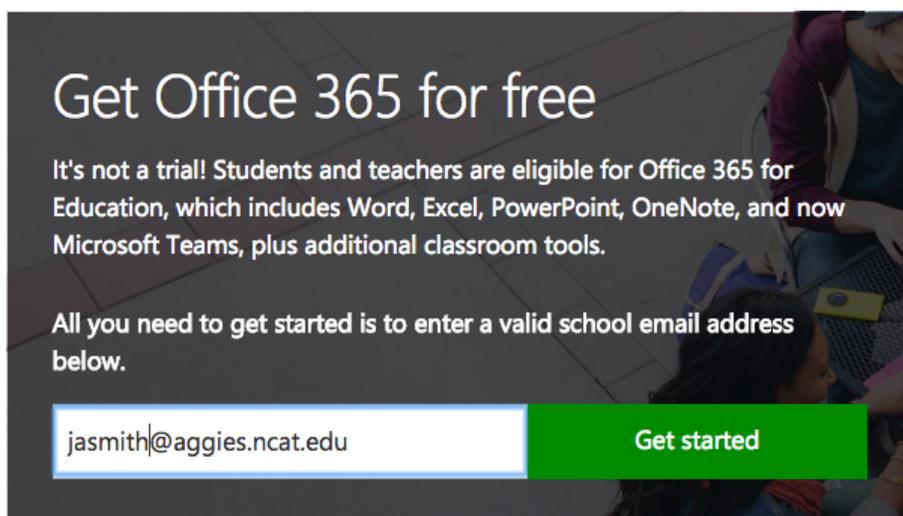
Prior to getting your free copy of Office 365, you will need to uninstall any existing versions of Office. Go into the Control Panel and uninstall any version(s) of Office installed on computer. Once removed, restart computer and proceed to Getting Your Free Copy of Office 365.

Getting your Free Copy of Office 365 as a Student

1. **Navigate to** -> <http://www.office.com/getoffice365>



2. **Type** in your *@aggies.ncat.edu* email address.



3. When prompted, select **"I'm a student"**.

Are you a student or a teacher?

We'll provide the Office 365 tools you need in the classroom and online. If you're an IT admin, [enroll your school](#).

I'm a student →

I'm a teacher →

4. **Check** your email inbox. There should be an email with your verification code. (Required in the form in step 5.) Be sure to check in "spam" if the email is not in your inbox. **Copy** the verification code.



5. **Enter** your name and **create** a new password.
(The password should be 4 letters with one capital and 4 numbers)

Create your account

We sent a verification code to sjneveda@aggies.ncat.edu. Enter the code to complete signup.

 [resend signup code](#)

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 →

6. **Send** invitations to fellow students or **click “Skip”**.

Invite more people

Share the benefits of Office 365 and work together on school projects. It's free.

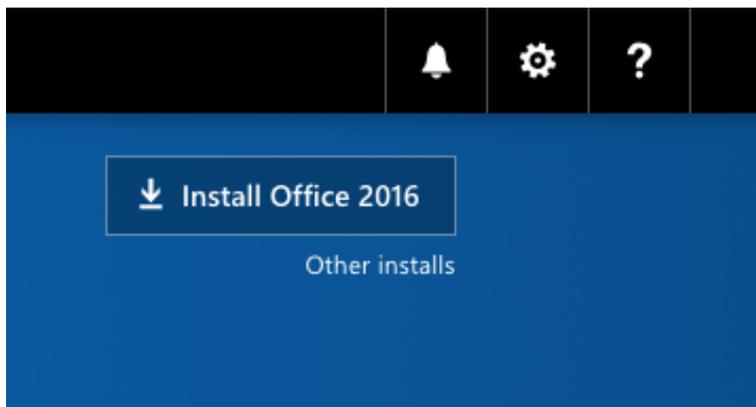
Who would you like to invite?

| | |
|---------------------------------------|------------------|
| <input type="text" value="Username"/> | @aggies.ncat.edu |

[Send invitations](#) ➔

[Skip](#)

7. Click **“Install Office 2016”** to start the step-by-step installation process.

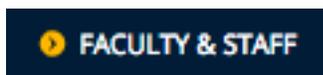


Getting your Free Copy of Office 365 as an Employee

1. **Navigate to the School Website -> <http://www.ncat.edu/>.**



2. **Click on the tab at the top labeled “*Faculty & Staff*”.**



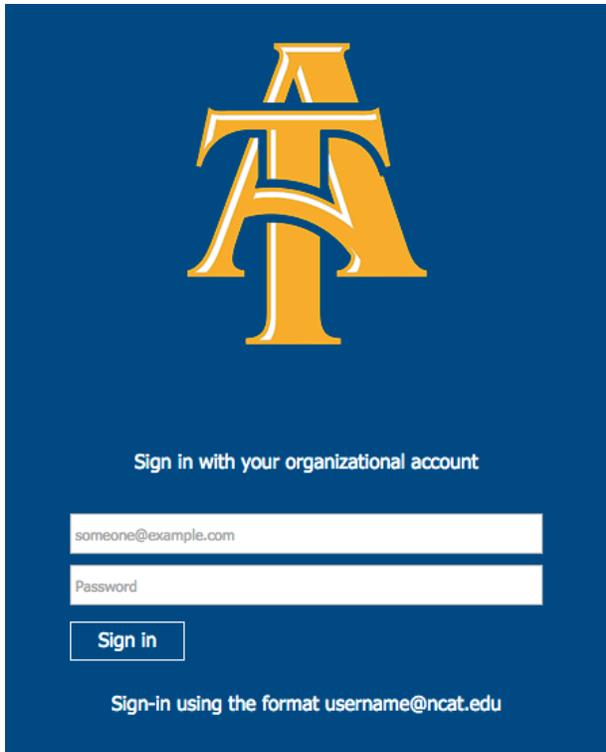
3. **Click on “*O365/iNotes Email*”.**



4. **Click on the “*Office 365 Login*” option.**



5. **Enter your email address and password.**



6. Click on **“Sign in”**.

Once logged in, you will be prompted you to install office on the computer you are using.



7. Click **“Install Now”** to start the step-by-step installation process.

Office 365 Features and Components

1. Office 365 allows the user to download Microsoft Office on up to 5 devices.
2. Students and Staff have access to this Software as long as they are considered a member of the North Carolina A&T State University Community. Once you leave your position as Student or Staff, your Office 365 account will no longer be renewed.
3. Office 365 includes more than just the Office Suite that is available for online use and download. It also includes several productivity services such as:
 - Mail – an email service linked to your Microsoft account.
 - Calendar – A calendar linked to your account that works like Google's calendar.
 - People – Quick access to your contacts.
 - OneDrive – An online storage cloud with up to 1Tb of storage space.
 - SharePoint – An isolated area that allows the creation and sharing of websites inside the school.
 - Tasks – An application that allows you to write down and keep track of several tasks, can even be set to send reminders.
 - Planner – An online area that can be used to coordinate plans by assigning tasks and listing checklists.
 - Power BI – An application that transforms data into rich visuals and helps to organize them so that you can focus on what matters most.
 - Delve – Online sharing area that allows for the sharing of important documents and content.
 - Video – Online sharing platform for videos. Like YouTube, but isolated within the University.
 - Forms – A form generator that allows you to create surveys and forms and keep track of the responses. Similar to Qualtrics.