

Office 365

1. To start setting up Office 365, visit the GCC home page and in the search bar look up Office 365. Click on Software Discounts for Students. Click on the hyperlink that will take you to the Office 365 set up page.

▼ Student Labs

- SR 321/Sandbox Lab
- ▶ Sierra Vista/Learning Commons
- Computer Discounts for students
- ▶ **Software Discounts for Students**

STUDENTS » Student Labs »

Software Discounts for Students

JourneyEd

[journeyEd](#) offers software and more at educational discounts. Shop by category. 

CollegeBuys

[CollegeBuys](#) powered by the Foundation for California Community Colleges, offers exclusive savings on software and more. 

Office 365

Get Office 365 for free! All you need is a valid school email address. [View How to Register for Office 365 instructions here](#) (pdf) 

2. On the set-up page click “Get started”

Microsoft | Education Products for your school ▼ Featured solution areas ▼ Browse by audience ▼ Getting Started ▼ Contact Sales

OFFICE 365 EDUCATION

Get started with Office 365 for free

Microsoft donates Office 365 Education to eligible institutions at no cost to ensure all students have access to tools for learning and building skills for the future. Office 365 Education provides web versions of Word, Excel, PowerPoint, OneNote, Microsoft Teams, and Microsoft 365 Copilot Chat, plus additional AI-based tools for work and learning.

[Get started](#)



3. Enter your full GCC student email and press "Next".

***This will only work with your student email! ***

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

This is required

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

4. In following screen click "I am a 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](#).

I'm a student

I'm a teacher

5. Next create your account.

- a. Enter a phone number to receive a text with a 6 digit code or optionally receive a call that will give you the 6 digit code.**
- b. Enter 6 digit code and click on "Verify"**

Part 1

You've selected Office 365 Education

1 Let's get you started

2 Create your account

A text or phone call helps us make sure this is you.
Enter a number that isn't VoIP or toll free.

☒ Text me

☐ Call me

Country code

(+1) United States



Phone number

We don't save this phone number or use it for any other purpose.

Send verification code

Back

3 Confirmation details

Part 2 - Put in the 6 digit code and press Verify

Enter your verification code

Didn't get it or need a new code? [Try again.](#)

Verify

Change my phone number

6. In next screen fill out the information required to finish creating the account. Another 6 digit verification code will be sent to your student email. Check on agreeing to the Privacy Statement and press Next.

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 complete sign up.

@student.glendale.edu. Enter the code to

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.](#)

Next

Back

7. In next screen, select Skip and go to Office 365 Education

③ Confirmation details

Thanks for signing up. Your user ID

@student.glendale.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](#)

8. Confirm user name and you can click "Get started"

③ Confirmation details

Thanks for signing up for Office 365 Education

Your username is **@student.glendale.edu**

Get Started

9. The next step is to download a Microsoft Authenticator app. This step is required and must be on a mobile device, not a laptop. You can find this app in the App store and the icon looks like a blue lock with a person on the inside (second picture below). When downloading the app, you must turn on push notifications. It will not allow you to continue setting up if you do not turn on push notifications



@student.glendale.edu

Action Required

Your organization requires additional security information. Follow the prompts to download and set up the Microsoft Authenticator app.

[Use a different account](#)

[Learn more about the Microsoft Authenticator app](#)

[Next](#)

Method 1 of 2: App



App

2

Phone

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

Method 1 of 2: App

App

2
Phone

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back

Next

10. Once you are in the app on your phone, in the bottom right corner there is a blue circle with a QR reader. Click on the blue circle and it will take you to a camera to scan the QR code on the laptop.

Method 1 of 2: App

App

2
Phone

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back

Next

11. Once you have scanned the QR code, on the laptop a 2 digit number should appear. You will need to type in the 2 digit code into your mobile device. After typing in the code you should get a notification approved message and you can press next.

The screenshot shows the Microsoft Authenticator app interface. At the top, a progress bar indicates 'Method 1 of 2: App' with a blue circle icon, and '2 Phone' with a blue circle icon. Below the progress bar, the text 'Microsoft Authenticator' is displayed. To the left is an icon of a smartphone with a blue checkmark. To the right of the icon is a green checkmark icon followed by the text 'Notification approved'. At the bottom right, there is a blue button labeled 'Next'.

12. You will now need to input your phone number to receive another code. This gives you the option to choose between receive a text with the 6 digit code or a phone call with the 6 digit code

The screenshot shows the 'Phone' setup screen in the Microsoft Authenticator app. At the top, a progress bar indicates 'Method 2 of 2: Phone' with a green checkmark icon, and 'App' with a blue circle icon. Below the progress bar, the text 'Phone' is displayed. Underneath, it says 'You can prove who you are by answering a call on your phone or receiving a code on your phone.' followed by 'What phone number would you like to use?'. There is a dropdown menu showing 'United States (+1)' and a text input field labeled 'Enter phone number'. Below these are two radio buttons: 'Receive a code' (selected) and 'Call me'. A small text note says 'Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).' At the bottom right is a grey button labeled 'Next'. At the bottom left is a link that says 'I want to set up a different method'.

The screenshot shows the 'Phone' setup screen in the Microsoft Authenticator app. At the top, a progress bar indicates 'Method 2 of 2: Phone' with a green checkmark icon, and 'App' with a blue circle icon. Below the progress bar, the text 'Phone' is displayed. Underneath, it says 'We just sent a 6 digit code to [redacted] Enter the code below.' followed by a text input field labeled 'Enter code'. Below the input field is a link that says 'Resend code'. At the bottom right are two buttons: 'Back' and 'Next'. At the bottom left is a link that says 'I want to set up a different method'.

13. When you input the 6 digit code and press next, a verification complete message should appear.

Method 2 of 2: Phone

App Phone

Phone

✓ Verification complete. Your phone has been registered.

Next

14. When you press next, a success message should appear. You can press done and it should redirect you to another page where you can start using Office 365!

Method 2 of 2: Done

App Phone

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Phone

Microsoft Authenticator

Done