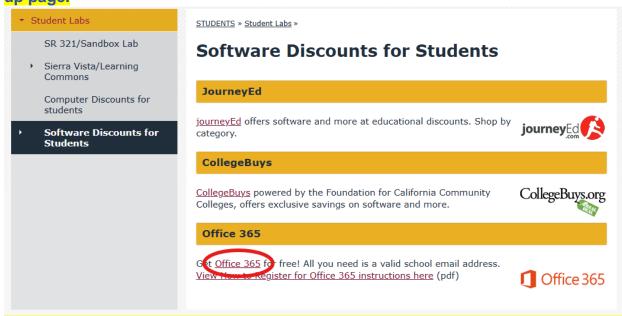
Office 365

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



2. On the set-up page click "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.



- 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
Country code
Phone number

(+1) United States

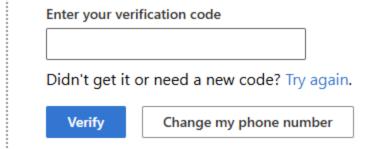
We don't save this phone number or use it for any other purpose.

Send verification code

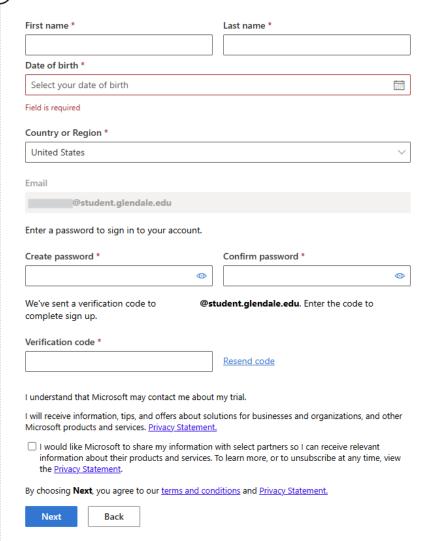
Back

Confirmation details

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



- 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



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			
Skip & go to Offi	ice 365 Education		

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

3 Confirmation details

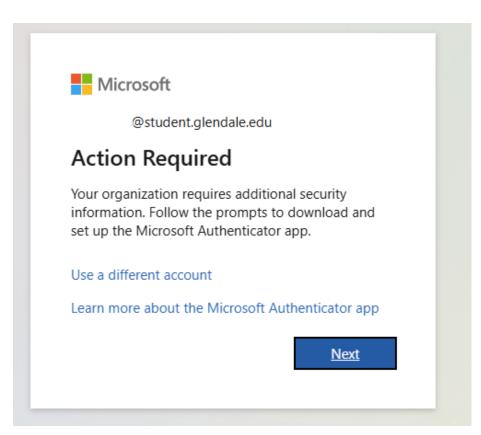
Thanks for signing up for Office 365 Education

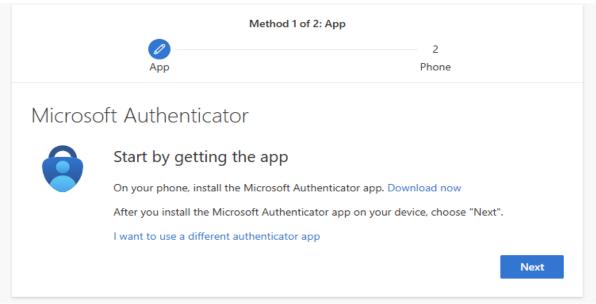
Your username is

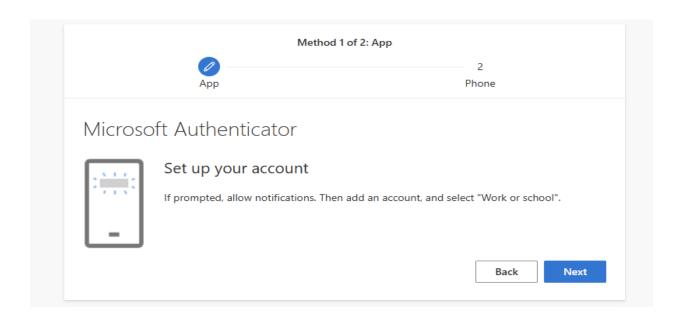
@student.glendale.edu

Get Started

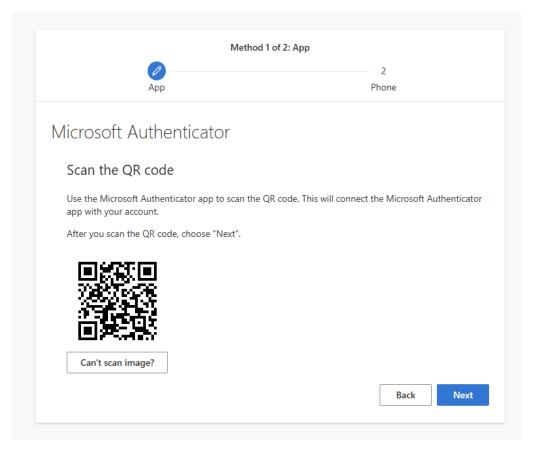
9. The next step is to download a Microsoft Authenticator app. This step is required and must be on a mobile device, not a laptop. You can find this app in the App store and the icon looks like a blue lock with a person on the inside (second picture below). When downloading the app, you must turn on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



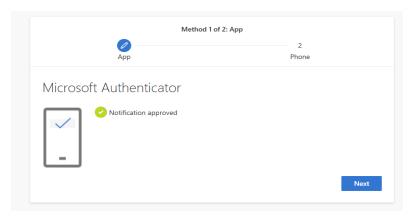




10. Once you are in the app on your phone, in the bottom right corner there is a blue circle with a QR reader. Click on the blue circle and it will take you to a camera to can the QR code on the laptop.

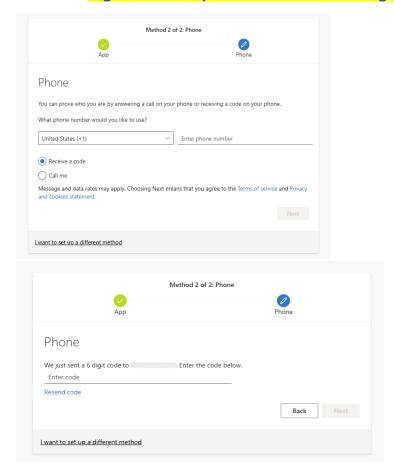


11. Once you have scanned the QR code, on the laptop a 2 digit number should appear. You will need to type in the 2 digit code into your mobile device. After typing in the code you should get a notification approved message and you can press next.

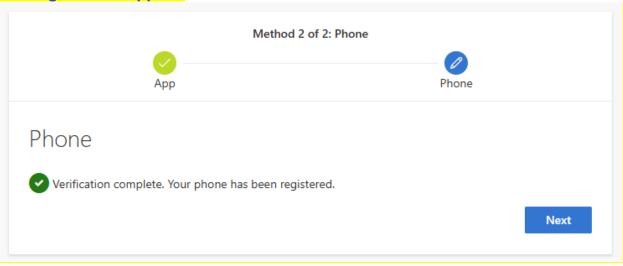


12. You will now need to input your phone number to receive another code.

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



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



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

