

Office 365: Start by Signing Up

Berwick Academy Technical Services is happy to announce that Microsoft Office 365 for Windows and Mac is now free to all students and employees. Office 365 includes the following:

- Microsoft Office 2013 Professional Plus for Windows (Word, Excel, PowerPoint, OneNote, Outlook, Access, and Publisher) and Microsoft Office 2011 for Mac (Word, Excel, PowerPoint, and Outlook) for installation on up to 5 personal computers.
- Mobile versions of Microsoft Office (Word, Excel, PowerPoint, and OneNote) on up to 5 personal tablets (iPads, Windows tablets, Androids, etc.) or phones (iPhones, Windows phones, Androids, etc.).
- Web versions of Microsoft Office (Word, Excel, PowerPoint, and OneNote) accessed via a web browser with real-time co-authoring and collaboration.
- 1 Terabyte of OneDrive cloud storage.

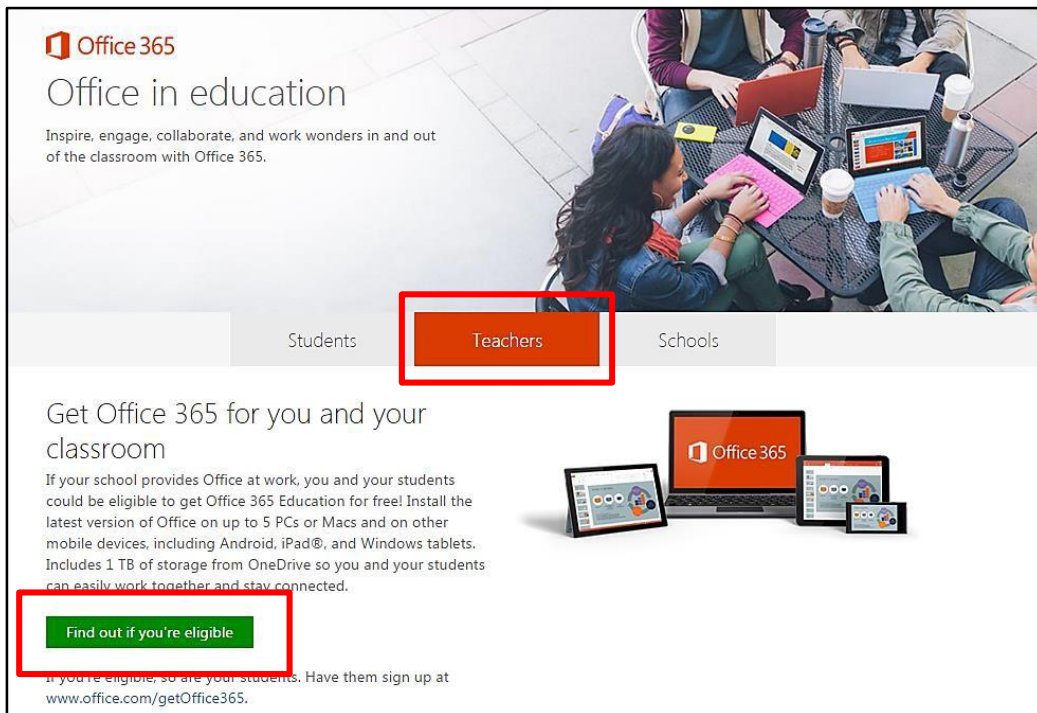
To sign into your Office 365 account follow these easy steps below:

Browse to the Microsoft Office in Education link:

<http://products.office.com/en-us/student/office-in-education>

Click the **Student** button if you are a current student or click the **Teachers** link if you are a current Faculty member or employee.

Click on the green **Find out if you're eligible** button on this page.



Office 365

Office in education

Inspire, engage, collaborate, and work wonders in and out of the classroom with Office 365.

Students **Teachers** Schools

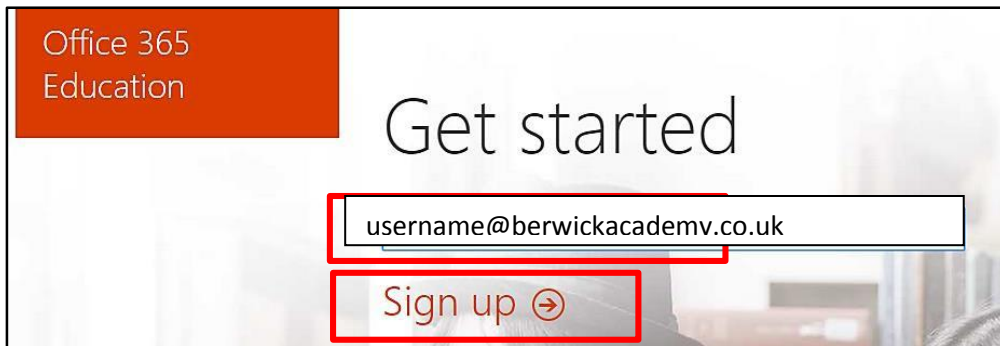
Get Office 365 for you and your classroom

If your school provides Office at work, you and your students could be eligible to get Office 365 Education for free! Install the latest version of Office on up to 5 PCs or Macs and on other mobile devices, including Android, iPad®, and Windows tablets. Includes 1 TB of storage from OneDrive so you and your students can easily work together and stay connected.

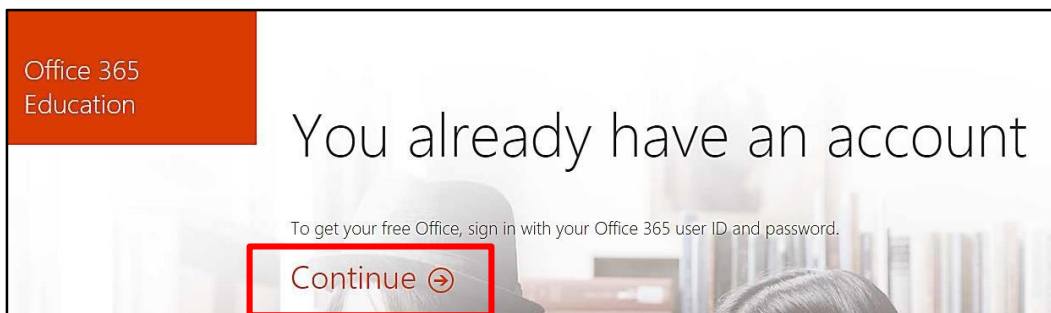
Find out if you're eligible

If you're eligible, so are your students. Have them sign up at www.office.com/getOffice365.

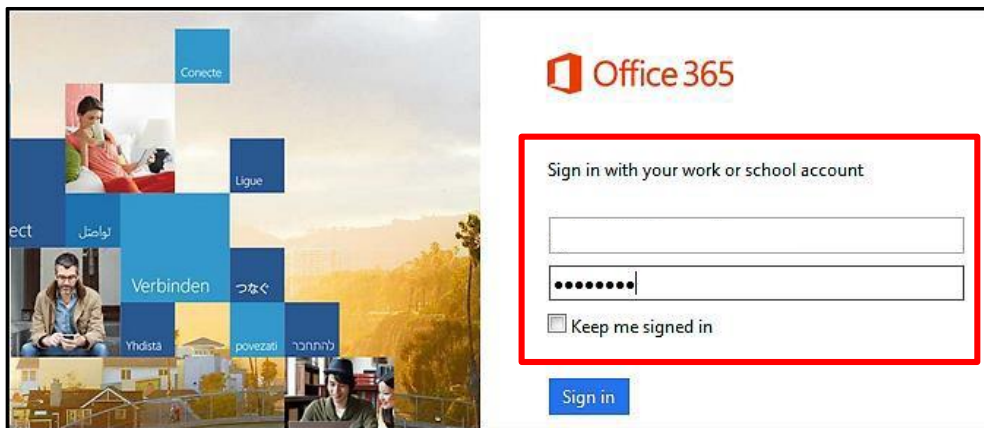
Enter your entire school email account address and then click **Sign up**.



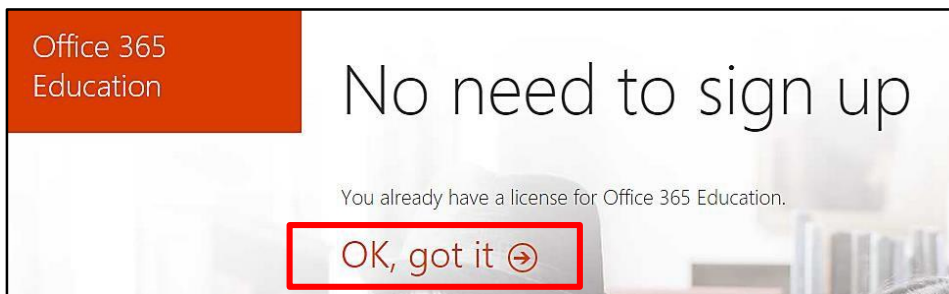
You should see **You already have an account**, click the **Continue**



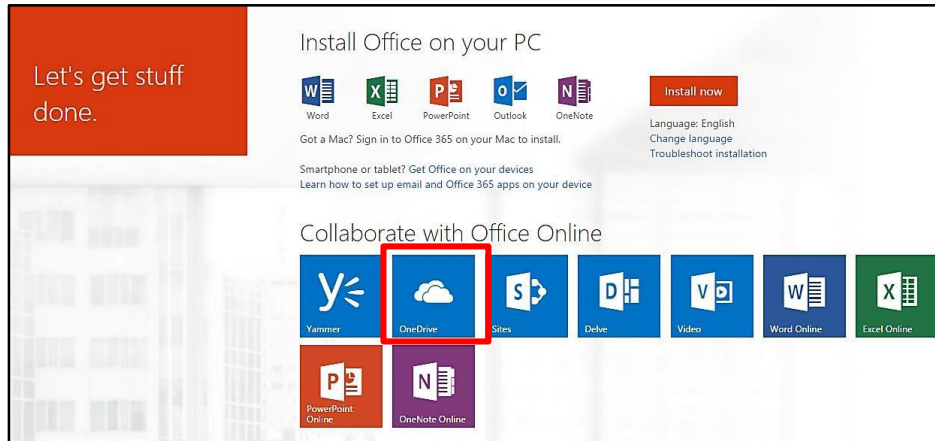
Sign in using your entire Dickinson email account and Gateway password.



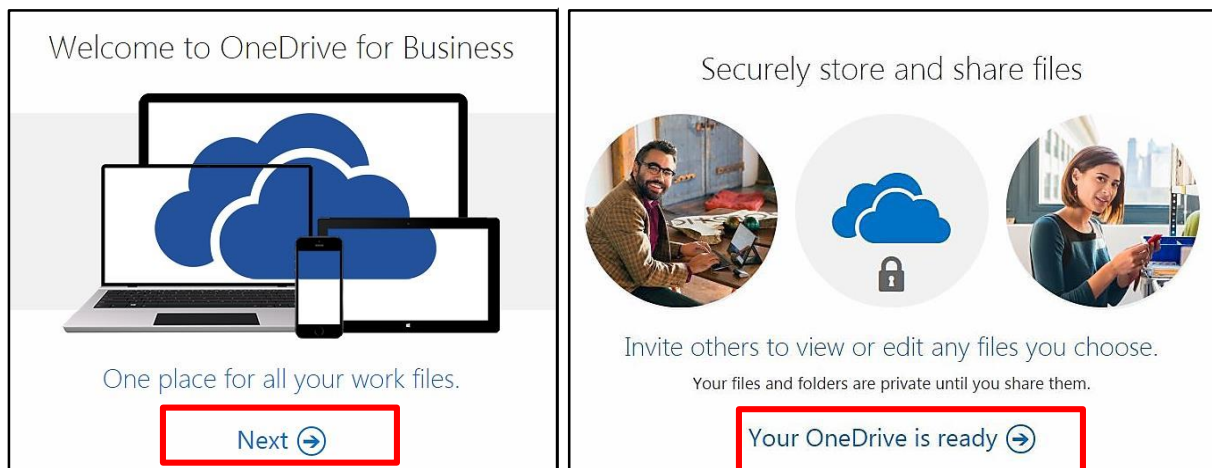
Now, the **No need to sign up**, click the **OK, got it**



You are now ready to use Office 365 and the various apps, like the **One Drive** app, used for file storage.



The first time in **OneDrive**, you will need to click **Next**, then **Your OneDrive is ready** to get started.



Learn more at the [Office 365 Training and Tutorials](#) from Microsoft.