

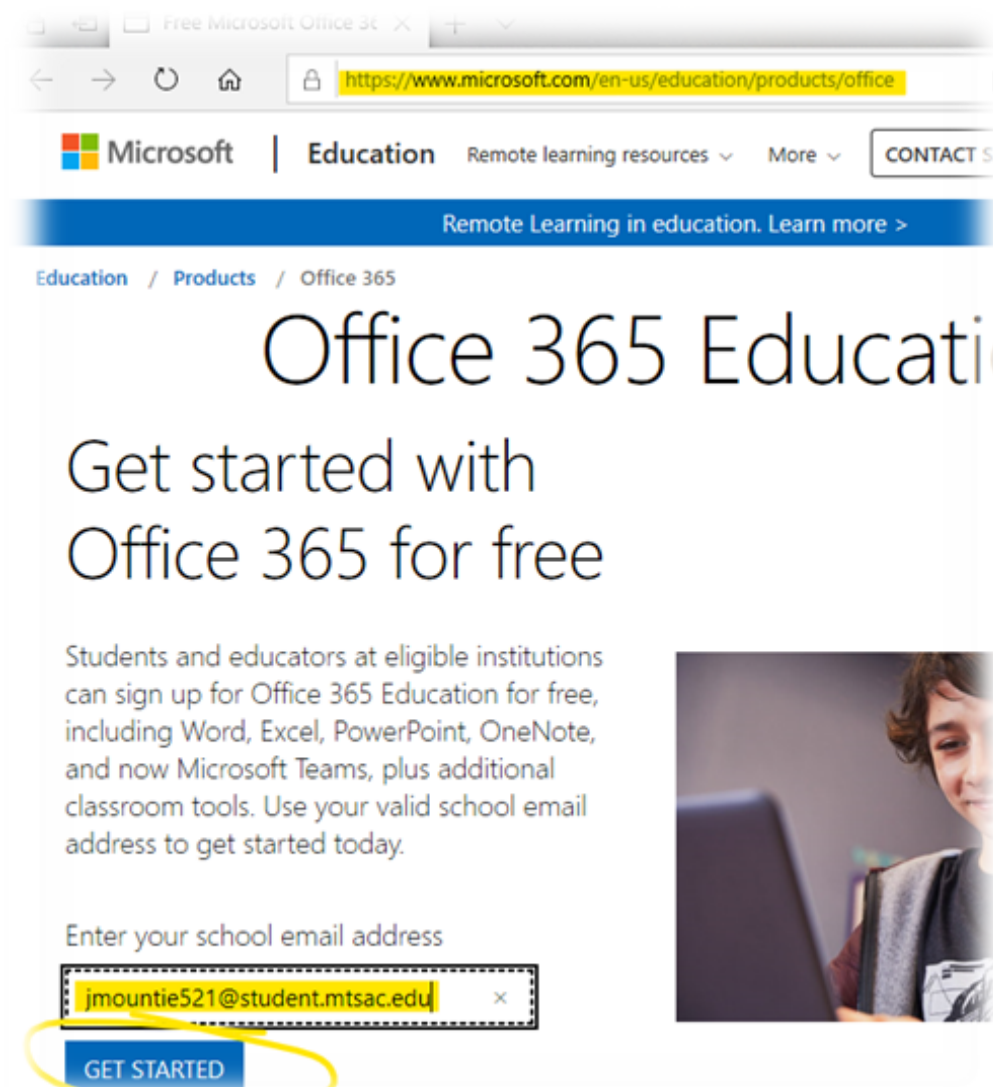
Microsoft Office 365 for Students

Student Microsoft Account Claim Process

Students at Mt. SAC can sign up for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and Microsoft Teams, plus additional classroom tools. Use your *MountieMail+* student email address (*@student.mtsac.edu*) to sign up today. Please follow the steps below.

Steps for Signing Up for Microsoft Office 365 Education Student Account

Use a web browser to visit <https://www.microsoft.com/en-us/education/products/office>. Enter your *MountieMail+* student email address and click on **GET STARTED**. Verify your status as a student, click on **I'm a student** to continue.



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 →

2. On the Create your account page, fill in the information requested and create your Microsoft Office 365 password (this does not have to be the same as your Mt. SAC Portal password. At this step, you do not know your signup code. Do not close this browser window.

Office 365 Education

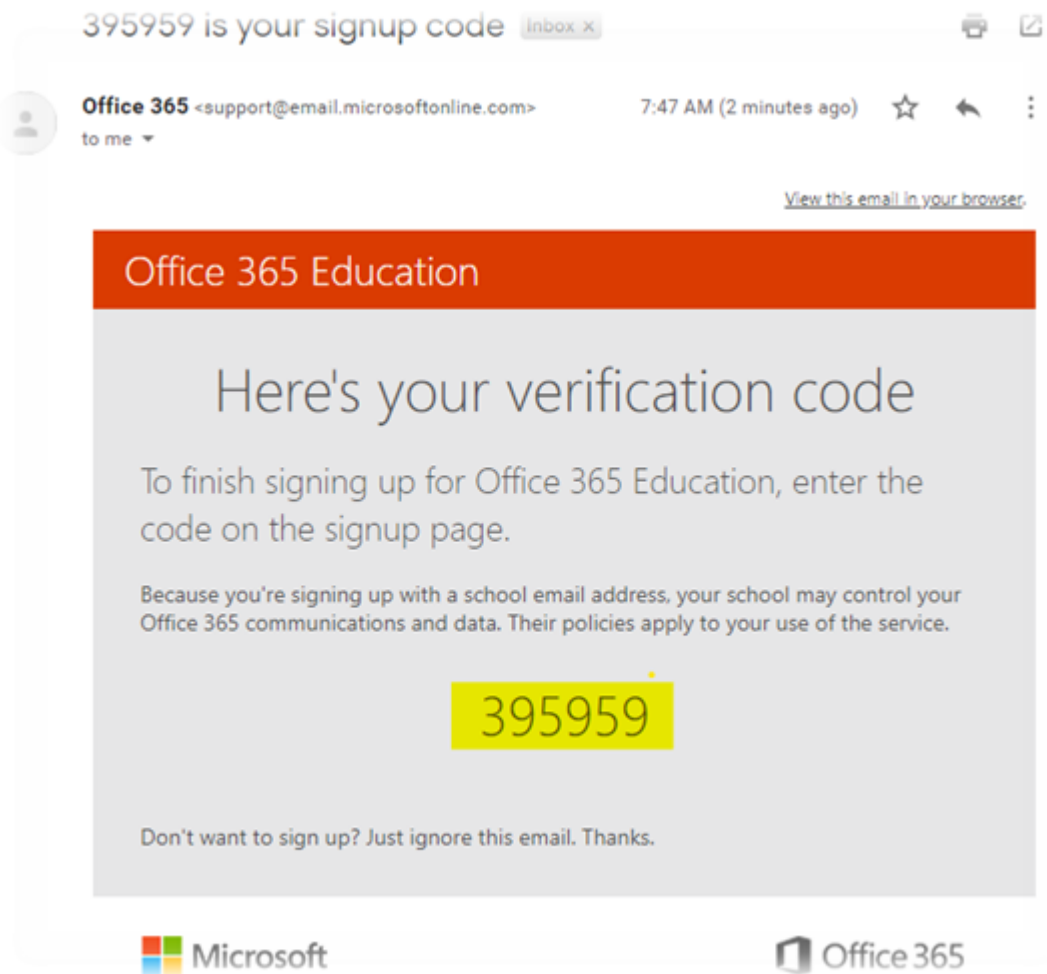
Create your account

We sent a verification code to jmountie521@student.mtsac.edu. Enter the code to complete signup.

[resend signup code](#)

Your date of birth ?

3. Check your *MountieMail+* (<https://mail.google.com/a/student.mtsac.edu>) student email for a new email from **Office 365** with the subject "123456 is your signup code" (your numbers will be different). Make a note of the six-digit code.



4. Go back to the **Create your account** page and put input the six-digit signup code, then click on **Start**.

Create your account

We sent a verification code to jmountie521@student.mtsac.edu. Enter the code to complete signup.

[resend signup code](#)

Your date of birth [?](#)

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By choosing **Start**, you agree to our [terms and conditions](#) and [Microsoft Privacy Policy](#) and acknowledge that your email address is associated with an organization (and is not a personal use or consumer email address). You also understand an administrator of your organization may assume control over your account and data and that your name, email address, and organization name will be visible to other people in your organization. [Learn more](#).

Start 

5. You will be automatically signed in to Microsoft Office 365 on the web.
6. You can now use your MountieMail+ student email and Microsoft Office 365 password for your installed Microsoft Office applications to fully activate Microsoft Office.