Illinois Mathematics and Science Academy

INFORMATION TECHNOLOGY SERVICES
630.907.5000 . 1500 SULLIVAN ROAD, AURORA, IL 60506-1000 . IMSA.EDU

Microsoft Office for Free

For educational institution's staff and students

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Program Description

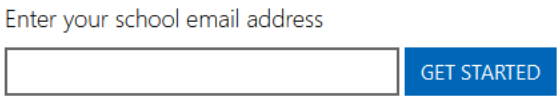
Microsoft has a program called Microsoft Office 365 Education. This program provides the basic Office suite application to staff and students of an educational institution. The programs includes Microsoft Office suite applications: Word, Excel, PowerPoint, OneNote, Microsoft Teams and additional classroom tools.

Sign Up

- Login to the computer you wish to install Microsoft Office 365 on to
- Open a web browser
- Type/copy the following URL: https://products.office.com/en-us/student/office-in-education?tab=students

Sophomores, you will need to setup, change your password, on your IMSA account before proceeding

- Enter your IMSA account email address and click Get Started



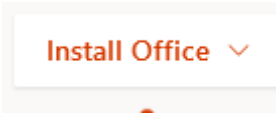
- Select I'm a student or I'm a teacher

- Create your account by filling in the form presented
- Enter a new password, twice. This password is for Microsoft Office only and is NOT linked to your IMSA account

- Enter the Sign Up code that was sent to your IMSA email account. Check the SPAM folder if you don't find it in your inbox
- Click Start
- Wait 10 minutes for the page to refresh with your installation options
    - To get back to this web portal use URL: https://www.office.com and sign in using your IMSA email address the password you created.

Install Office Applications

- Return to the https://www.office.com web site and login using your Microsoft Office account
- Click Install Office to install the Microsoft Office applications to your computer



- Follow the instructions/prompts from Microsoft to complete the installation
- Task Completed

Activating Office 365

- Once the office installation completes, reboot your computer
- Open anyone of the Office application, like Microsoft Word and follow the on screen prompts to activate Office 365
- Task Completed

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