Office 365 Installation

Get started

*If you currently have a version of Office installed, either purchased, trial or one that came with your computer, please make sure you can re-install that version before proceeding, in case you decide to go back to that version of Office.

*Uninstall office programs and restart your computer prior to attempting to install the Office 365 Education.

Getting Started

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1   **Click** here to visit Office 365 Set up page.

2   Type your Lincoln University **email address** in the blank box and click **GET STARTED**.

Get started with Office 365 for free

Students and educators are eligible for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. All you need is a valid school email address. It's not a trial – so get started today.

Enter your school email address

| username@lincolnucasf.edu | GET STARTED |

NOT ELIGIBLE? SEE MORE OPTIONS >

LEARN HOW TO BUY FOR SCHOOLS >

Students & Faculty

3 At your discretion, click either **I'm a student** or **I'm a teacher**.

Are you a student or a teacher?

We'll provide the Office 365 tools you need in the classroom and online. If you're an IT admin, enroll your school.

I'm a student ⊕   I'm a teacher ⊕

Create your account

4 Fill up information to create your account. Enter the **verification code** sent to your University email **username@lincolnucasf.edu** > Click **Start**.

Create your account

First name	Last name

Create password

Confirm password

We sent a verification code to _____ @lincolnucasf.edu. Enter the code to complete signup.

Verification code	resend signup code

Your date of birth (?)

Month ▾	Day ▾	Year ▾

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☐ 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 **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 trial organization name will be visible to other people in your organization. Learn more.

Start ⊕

Invite your peers

5 If you would like to invite your peers to work together on school projects, go ahead and enter their usernames, if not click **Skip**.

Invite more people

Share the benefits of Office 365 and work together on school projects. It's free.
Who would you like to invite?

Username	@lincolnucasf.edu
Username	@lincolnucasf.edu
Username	@lincolnucasf.edu
Username	@lincolnucasf.edu
Username	@lincolnucasf.edu

Send invitations ⊕

Skip

More information
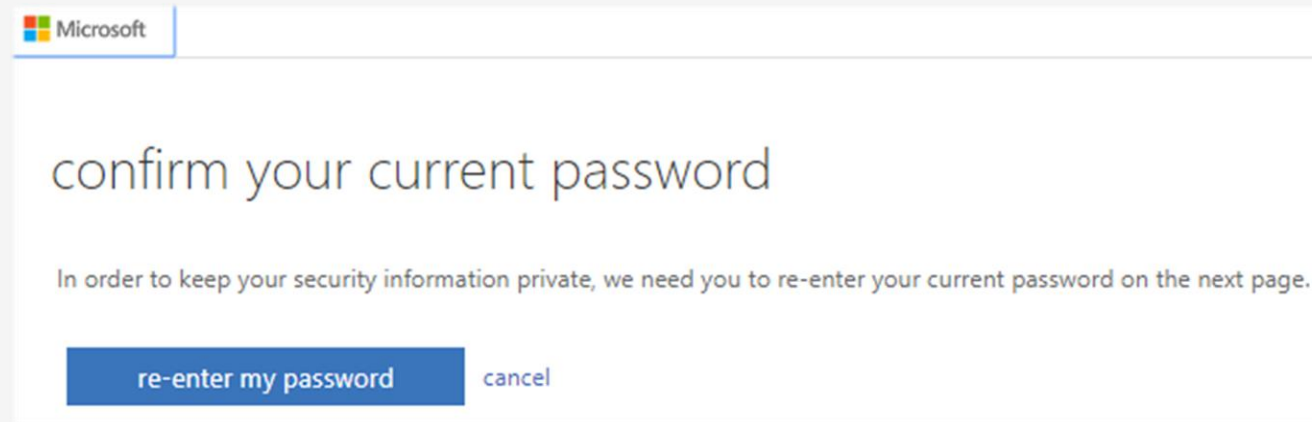
6 Keeping your account secure needs more information from you > Click **Next**.
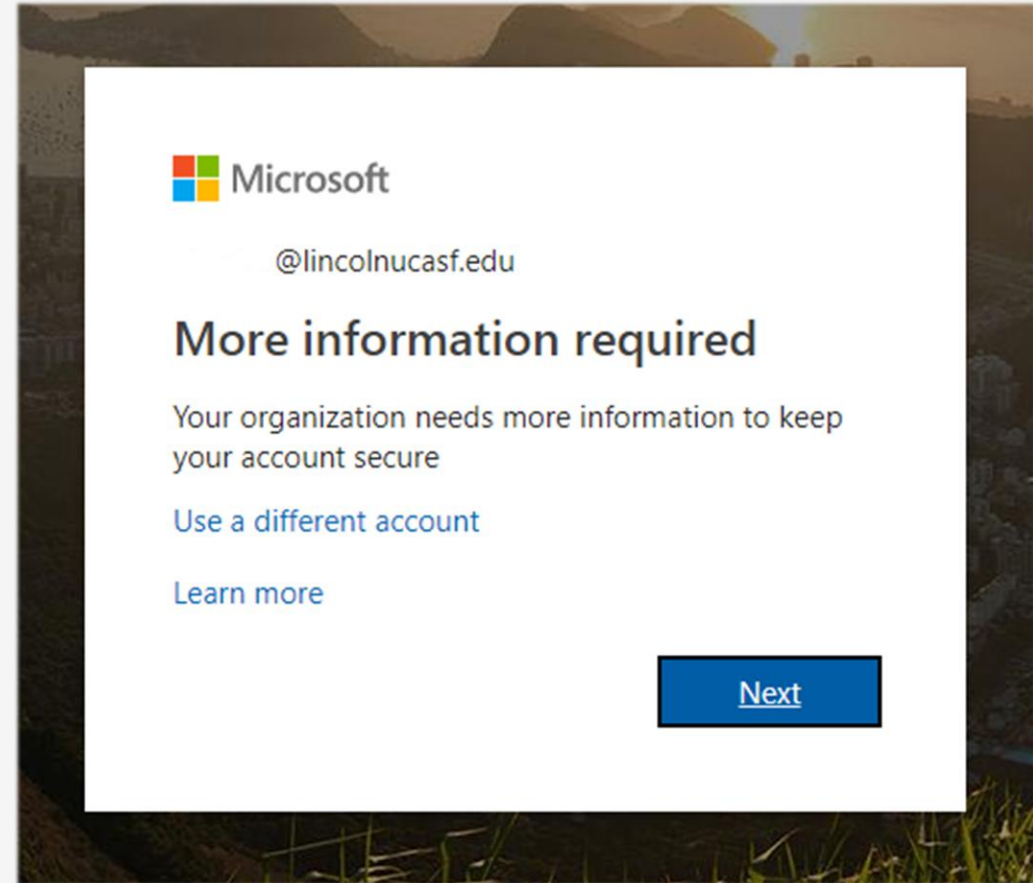
Confirm Password

7 To confirm your current password > click **re-enter my password**.

Confirm Password

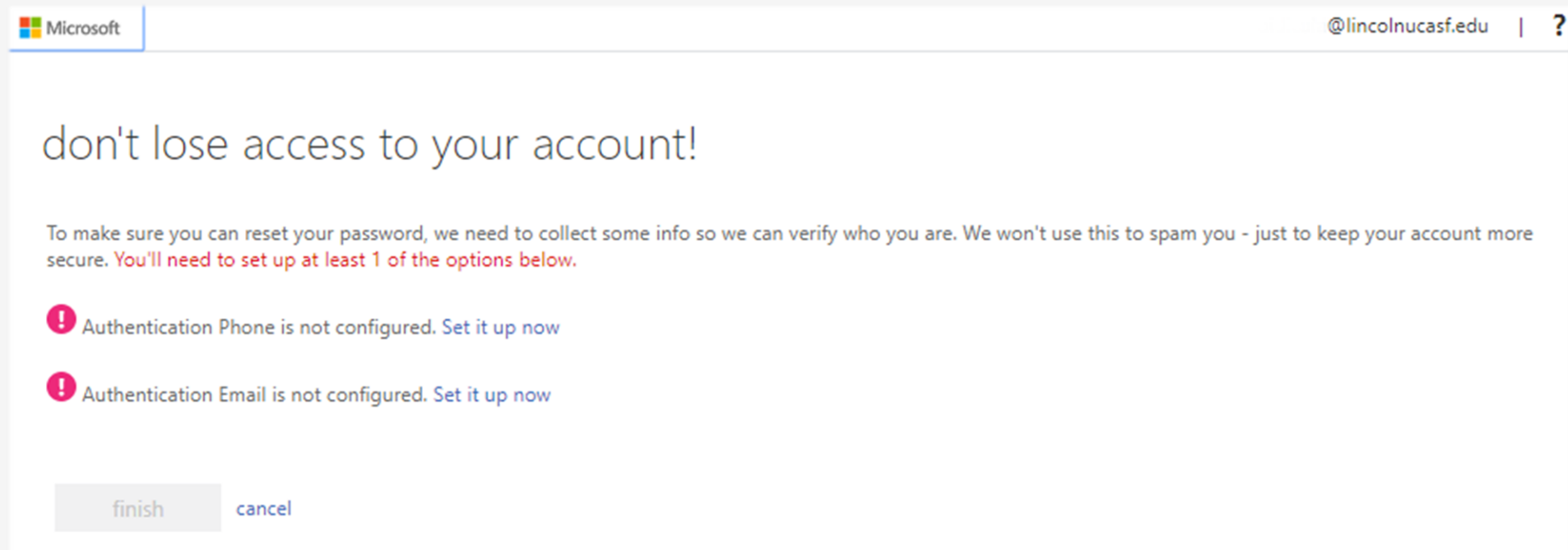**8** Enter the password you created moments ago.

Stay signed in?

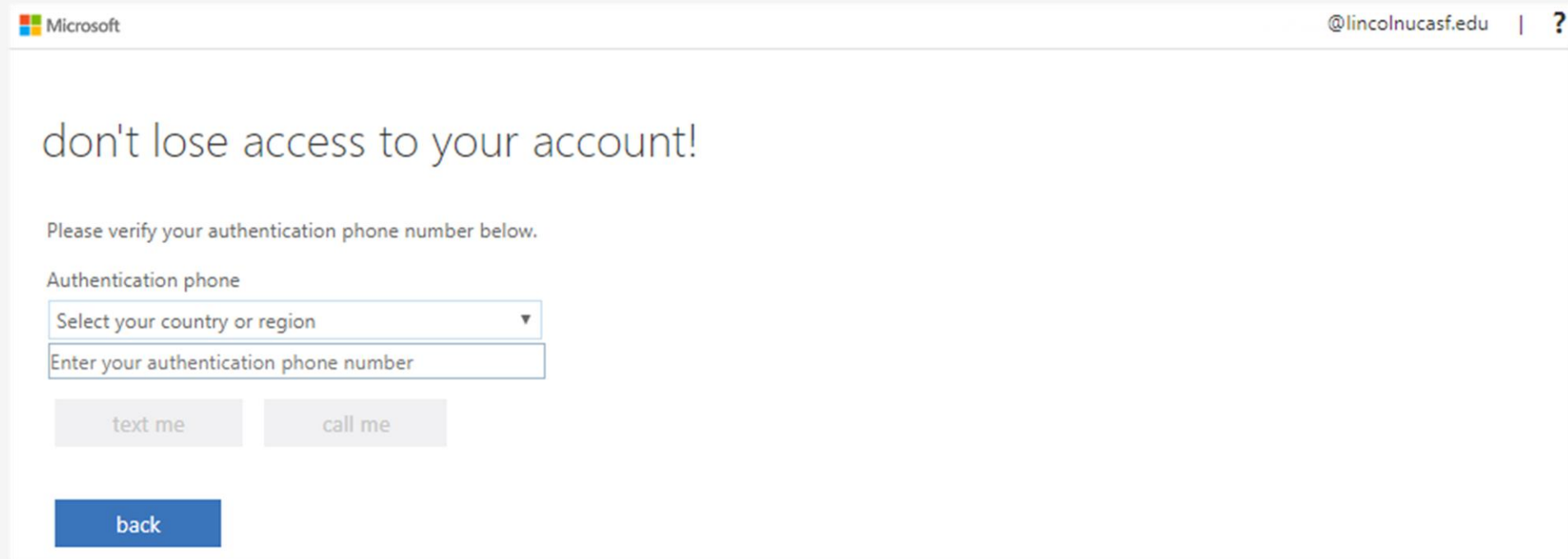**9** Click **Yes**, to stay signed in to reduce the number of times you are asked to sign in, else click **No**.
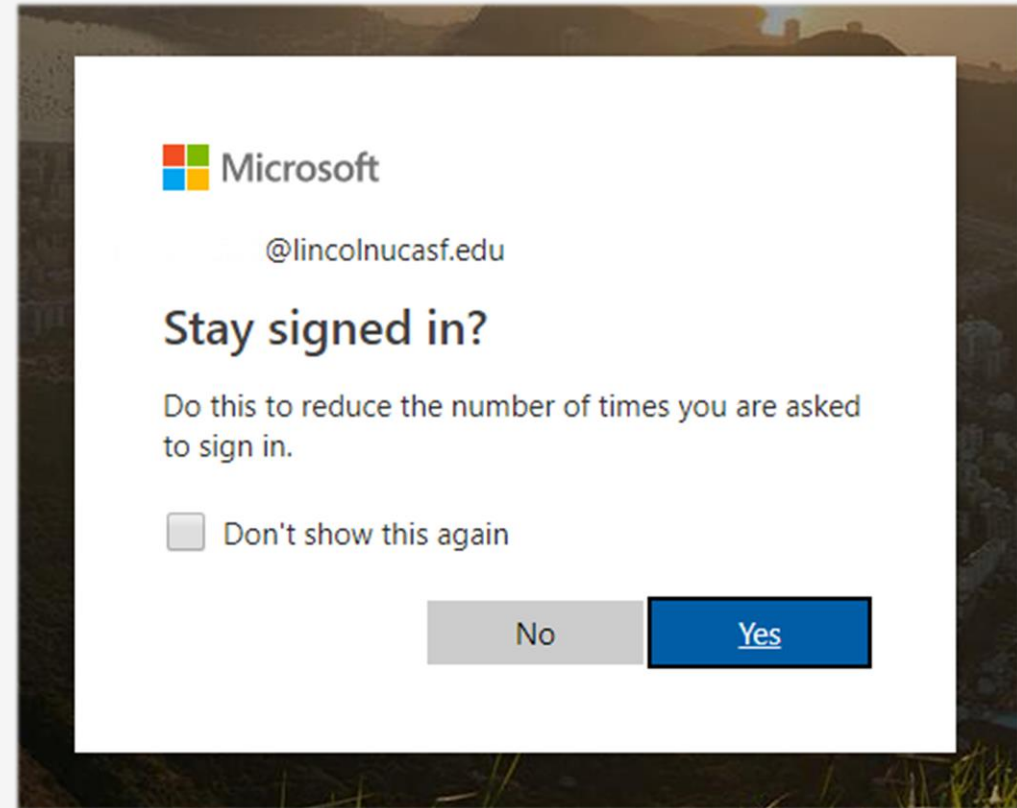
Link your Phone and Non-school Email

10 Click **Set it up now** to authenticate both your phone and non-school email > Verification to reset password in future will be done through the phone number and email you provide here.

Phone number

11 Type in your phone number and click on **text me** or **call me** at your discretion to receive a verification code on your phone. Verify the code to authenticate your number with Microsoft account.
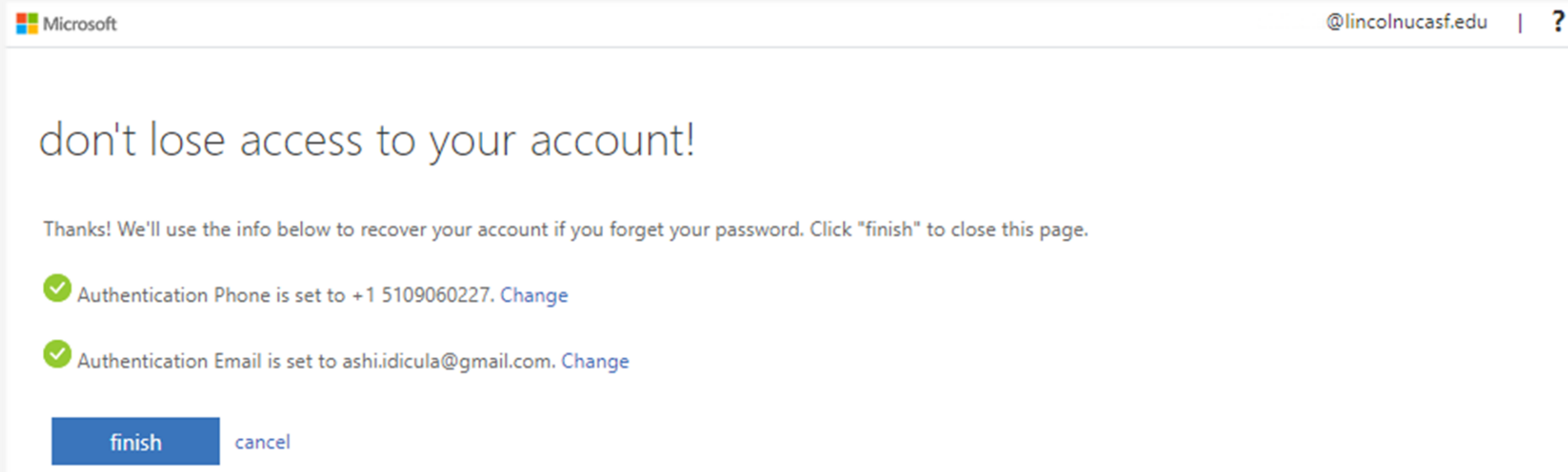
Non-school email

12 Type in your non-school email and click on **email me** to receive a verification code to your email. Verify the code to authenticate your email with Microsoft account.

Verify codes

13 Verify both your phone number and non-school email and click **finish**.

Almost there

14 Slide through introductory slides from Microsoft. →

Welcome,
Let Office 365 help you get your classwork done

Install Office

Apps

Install Office ⌄

| OneDrive | Word | Excel | PowerPoint | OneNote | SharePoint | Teams | Sway |

Office 365 apps
Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.

Other install options
Select a different language or install other apps available with your subscription.

Explore all your apps →

Documents

↑ Upload and open...   New ⌄

Recent   Pinned   Shared with me   Discover

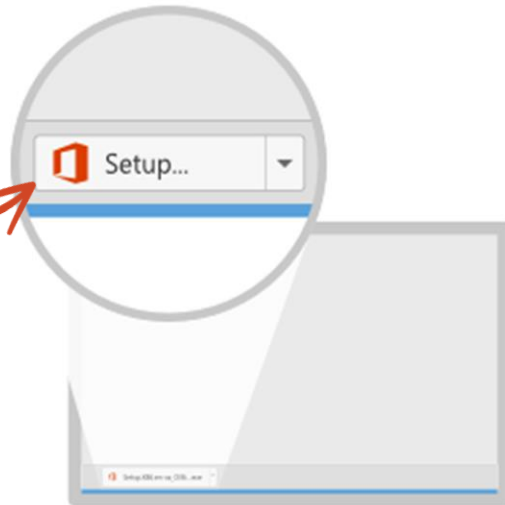**15** Your Microsoft account is created > To install Office 365 apps on your computer click **Install Office** > **Office 365 apps**.
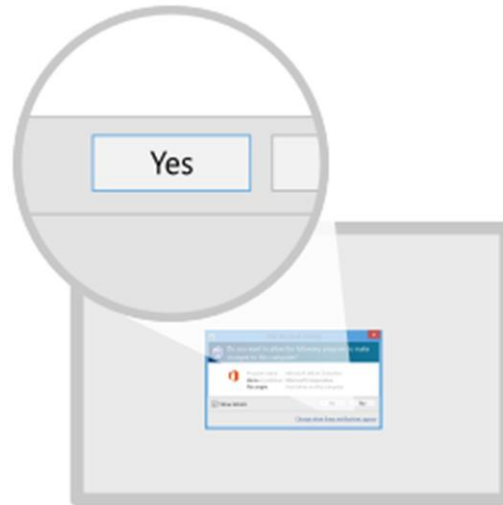
Run Setup
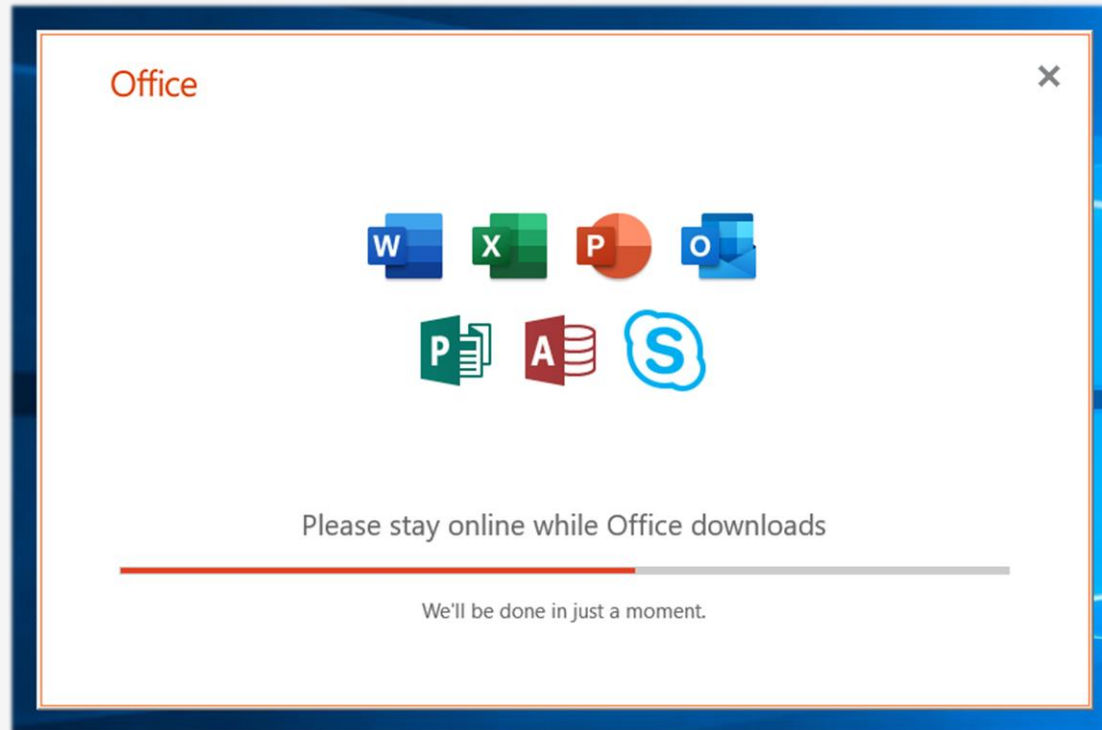
Installation

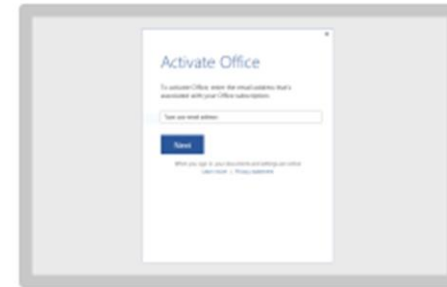**17**   Installation is in progress > Please stay online.

Start working
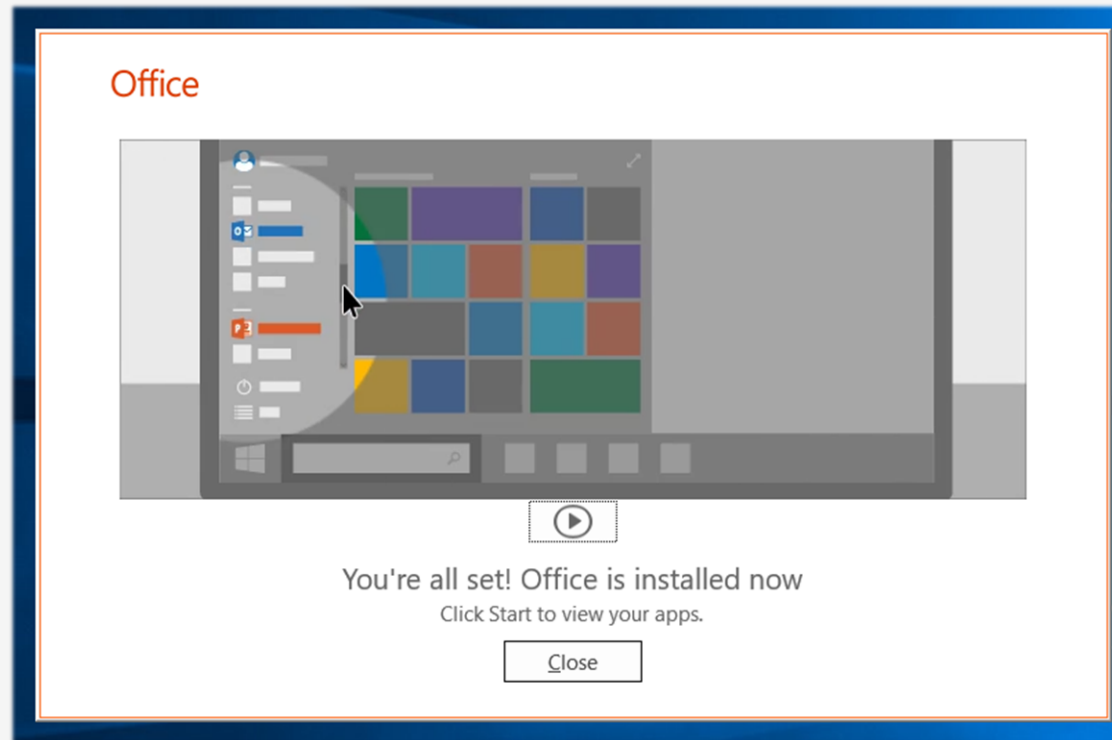
18   Office is installed > Click **Start** ⊞ on your computer > Scroll down for Office 365 apps Word, PowerPoint, Excel etc.

More questions about Office 365?

Frequently Asked Questions

What Office products am I able to download?

Microsoft Office 365 offers Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, and InfoPath to PC users. Mac users have access to Word, Excel, PowerPoint, and Outlook.

What is my Lincoln University Email?

Your Lincoln University Email address is your username followed by @lincolnucasf.edu.

If I already have Microsoft Office 365 on my computer, do I need to download it?

If you already have Office 365 installed on your computer, you can choose to cancel your subscription and install Office 365 Education with your Lincoln Email.
*Please note:* You will need to uninstall the previous version of Microsoft Office 365 from your computer before installing Office 365 Education.

How many computers can I download Office 365 on?

You are able to install Office 365 Education on up to 5 computers.

More questions about Office 365?

Is this a Student version of Office? Are there restrictions?

Microsoft Office 365 Education is a fully functional software package.

If I have an older version of Microsoft Office on my computer, can I still download and install Office 365?

Yes! You can have multiple versions of Microsoft Office installed on your computer. We suggest not uninstalling your previous version of Office unless you have your product key available to reinstall it at a later date.

How long can I use Microsoft Office 365 Education?

Microsoft Office 365 Education is available for all active Lincoln University students.

What happens to my Office 365 when I am no longer a student or have graduated?

Microsoft Office 365 Education is only available to active Lincoln University students. If you're no longer a student, the software will no longer function.

If I upgrade to Office 365, what happens when I am not a student, will I be able to downgrade back to my old version?

Yes, you can choose to subscribe to Office 365 or choose to reinstall older version of Office.
Please note: You will need the product key in order to install your older version of Office.

More questions about Office 365?

Do I need to uninstall my old Microsoft Office before downloading?

You can have multiple versions of Microsoft Office installed on your computer. We suggest not uninstalling your previous version of Office unless you have your product key available to reinstall it at a later date.

Can I download Office Mobile for Office 365 on my Apple iPhone or Android phone?

Yes, Office Mobile for Office 365 is included in the phone & tablet section of your Lincoln Email.

I have just been accepted to Lincoln University and will start classes soon. When will I be able to download Office 365?

Students can download Microsoft Office 365 Education once they have access to their Lincoln University student email.

I have an Apple computer; is there a Mac version I can download?

Microsoft currently offers Office 2019 for Macs. Mac users who do not already have 2019 installed on their computer can download this version from their Lincoln University student email.