

## Office 365 Instruction for Instructors at Lincoln University

If you currently have a version of office installed, either purchased, trial or one that came with your computer, make sure you have the original media or some way to re-install this copy before proceeding, in case you decide to go back to this version.

If you have Office 365 installed in your device, please un-install it and reboot prior to attempting to install the Office 365 programs or you will have problems.

1. Click [here](#) to go to set up page:
2. Type your Lincoln Email address in the blank and click Sign up:



Get Office 365 for free

It's not a trial! Students and teachers are eligible for Office 365 Education, which includes Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools.

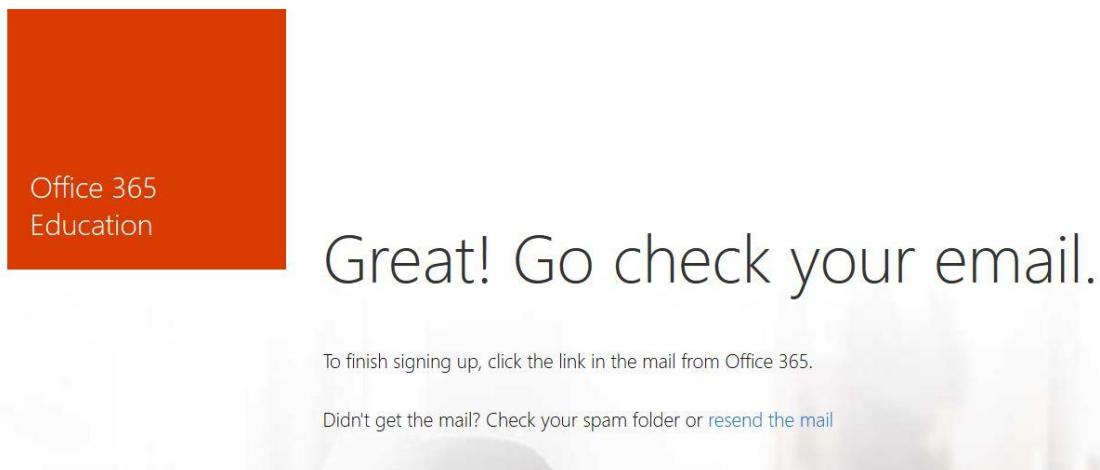
All you need to get started is to enter a valid school email address below.

Enter your school email address

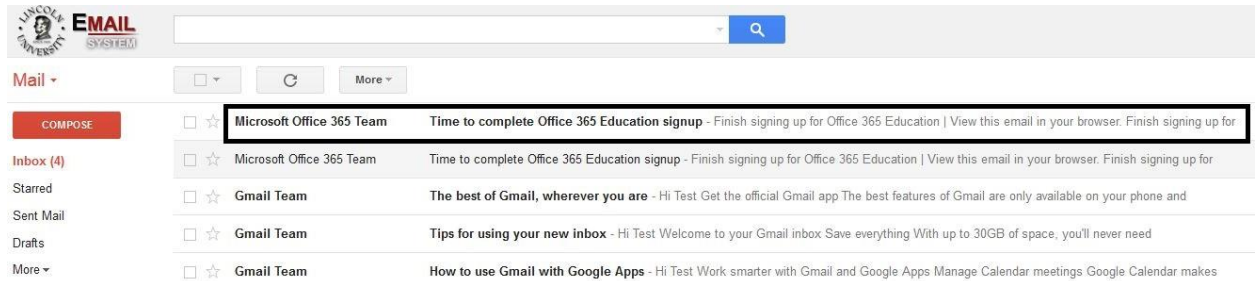
Type Lincoln Email Address: `username@lincolnuca.edu`

School leaders and IT pros, sign up your school [→](#)

You will receive an invitation email from Microsoft Office 365 Team:



3. Login to your Lincoln Email, open the new email from Microsoft Office 365 Team:



Open the invitation email you received and click “**Complete Office 365 Education signup**”:



# Finish signing up for Office 365 Education

We received a request from \_\_\_\_\_ to sign up for Office 365 Education.  
To finish signing up, click this link:

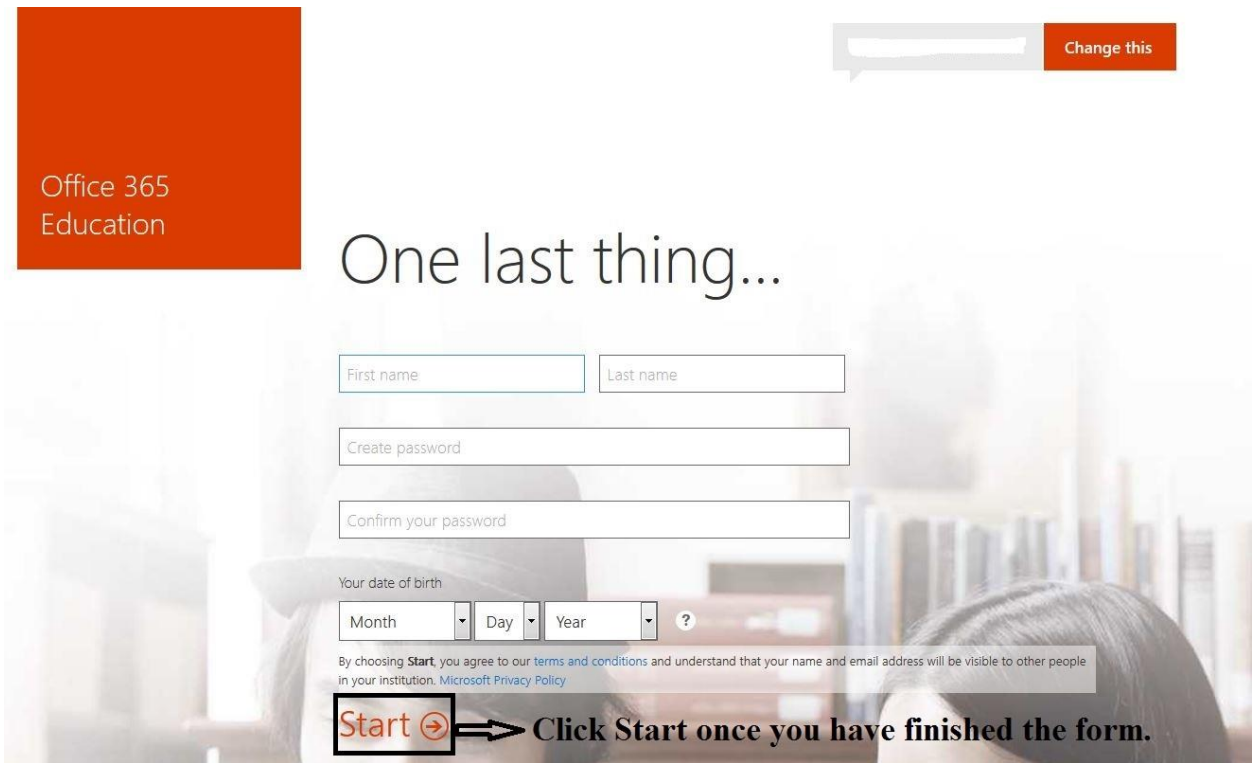
[Complete Office 365 Education signup](#) ← **Click to go to next step**

Or copy and paste the following link into your browser:  
<https://portal.office.com/Start/Confirm?Token=S%2b3M5VEv9PqPl9yRBLCbE75Rnvy0IzbtLzJha5Ym%2b7xRjyHi31OED6Xi%2bdqKXPjT%2b0kV651%2fHyt7MeMC1nORp%2fRz1niDstiZ6RAU8iwQl%2fMdgvjJ6tds4KwXp3TJLDGzx9GiiMWz1cdHkcKXc0nNMUqi1zTMmqS7qq9qgnSCYKkomHIg8Gs83Bq%2fpkR%2fNDLJ3QdQAsm6GnYZMI3Uo%2fvImw%3d%3d&culture=en-US&sku=e82ae690-a2d5-4d76-8d30-7c6e01e6022e&ru=https%3a%2f%2fportal.office.com%2f>

Didn't try to sign up for Office 365 Education? Don't worry. You can ignore this email. The request will be canceled automatically.

Thank you,  
The Microsoft Office 365 Team

4. Type your personal information in the blank, then click “**Start**”:



Office 365  
Education

One last thing...

First name  Last name


Create password

Confirm your password

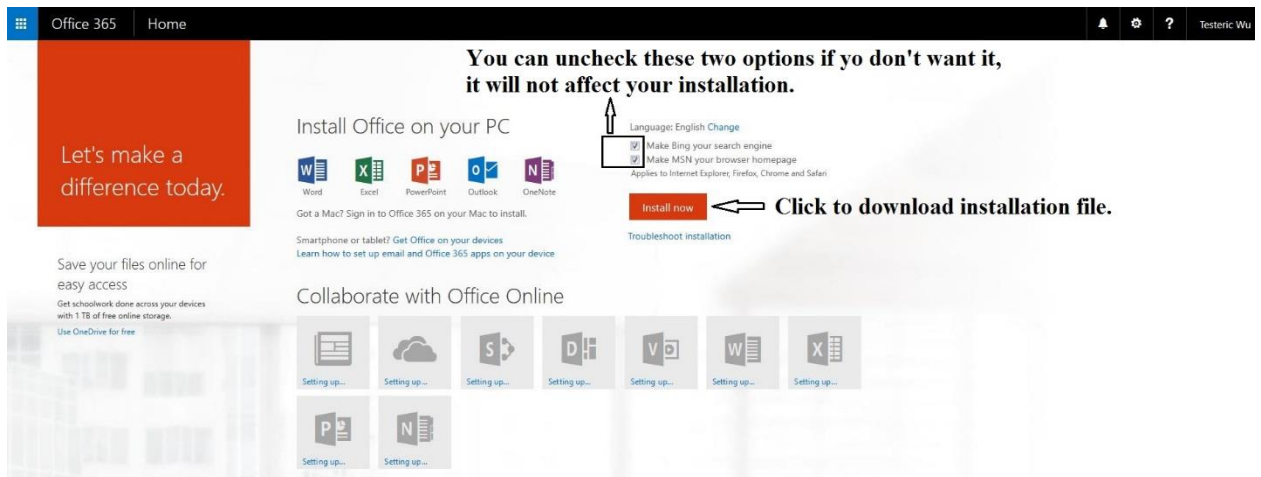
Your date of birth

Month  Day  Year  ?

By choosing **Start**, you agree to our [terms and conditions](#) and understand that your name and email address will be visible to other people in your institution. [Microsoft Privacy Policy](#)

**Start**  **Click Start once you have finished the form.**

5. Now you have logged in to your Office 365 account, you can click “**Install now**” to start download Installation files:



Office 365 Home

Let's make a difference today.

Save your files online for easy access  
Get schoolwork done across your devices with 1 TB of free online storage.  
[Use OneDrive for free](#)

**You can uncheck these two options if you don't want it, it will not affect your installation.**

Install Office on your PC

Word Excel PowerPoint Outlook OneNote

Got a Mac? Sign in to Office 365 on your Mac to install.

Smartphone or tablet? Get Office on your devices  
Learn how to set up email and Office 365 apps on your device

Collaborate with Office Online


Setting up... Setting up... Setting up... Setting up... Setting up... Setting up... Setting up...

Setting up... Setting up...

Language: English Change

Make Bing your search engine

Make MSN your browser homepage  
Applies to Internet Explorer, Firefox, Chrome and Safari

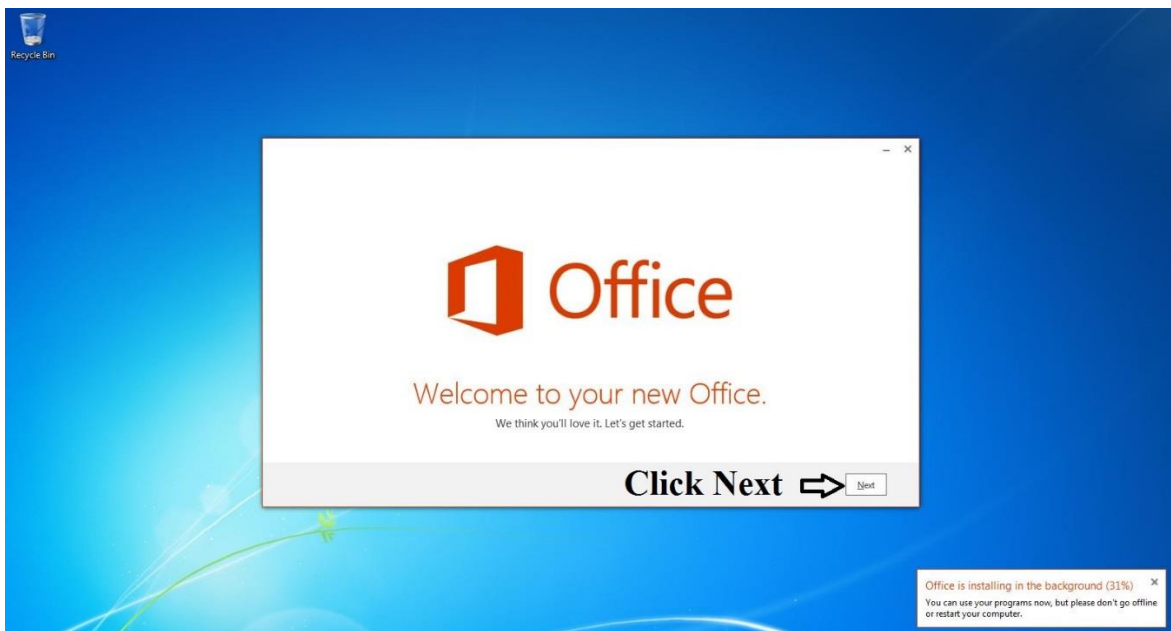
**Install now**  **Click to download installation file.**

Troubleshoot installation

Open the downloaded file, Office 365 will start to install in your computer:



6. Follow the Office Start Guide to setup your account:





## First things first.

By clicking "Accept" you agree to the Microsoft Office License Agreement. [View Agreement](#)

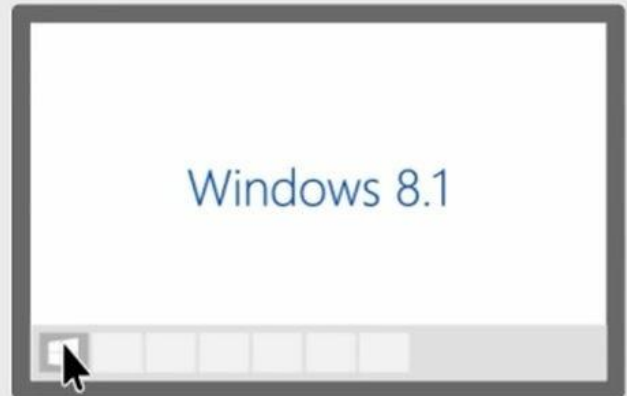
This product also comes with automatic updates. [Learn more](#)

Accept

1. Click Start.

2. Click the arrow.

3. Scroll right.



Next

Office

## Sign in and get the most out of Office.

When you sign in, you can save your documents online to access them almost anywhere and share with anyone. Your settings are also online, so you'll always find Office just the way you left it.

[Learn more](#) | [Privacy Statement](#)

**Sign in** ← **Click Sign in**

No thanks, maybe later.

◀ Back to video

Type your Lincoln Email Address in the blank, then type the password you have set at step 4:

Sign in

What email address or phone number would you like to use to sign in to Office? (If you already have an account that you use with Office or other Microsoft services, enter it here).

Type your email address or phone number

**Next**

When you sign in, your documents and settings are online  
[Learn more](#) | [Privacy statement](#)

Sign In

User ID:  
yourusername@lincolnuca.edu

Password:  
[ ]

Keep me signed in

Sign in

[Can't access your account?](#)

© 2012 Microsoft Corporation  
[Privacy](#) | [Legal](#)





## Meet OneDrive.

Signing in to Office means you can save documents to the cloud with OneDrive.

OneDrive gives you anywhere access to your files and makes it easy to share with the people who need them.

[Learn more](#)

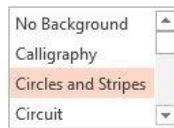


Next



## Hello Testeric!

How would you like your Office to look?



**You can choose your office background style here.**



Next



## Take a look at what's new.

Office has lots of great new stuff, and we'd love to show you around. Here's a quick introduction on what's new.

Take a look

No, thanks

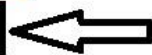


## Take a look at what's new.

Office has lots of great new stuff, and we'd love to show you around. Here's a quick introduction on what's new.

Take a look

No, thanks



To take a tour of office new features, click **Take a look**. We are going to move ahead and select **No, thanks**.





Click "All done" to complete installation, now office 365 has been installed in your computer successfully.

## Frequently Asked Questions

### **1. 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*.

### **2. What is my Lincoln University Email?**

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

### **3. 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 you Lincoln Email.

Please note: You will need to uninstall the previous version of Microsoft Office 365 from your computer before installing Office 365 Education.

### **5. How many computers can I download Office 365 on?**

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

### **6. Is this a Student or Instructor version of Office? Are there restrictions?**

Microsoft Office 365 Education is a fully functional software package.

### **7. 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.

### **8. How long can I use Microsoft Office 365 Education?**

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

### **9. What happens to my Office 365 when I am no longer an instructor?**

Microsoft Office 365 Education is only available to active Lincoln University instructors. Once no longer an instructor, the software will no longer function.

**10. If I upgrade to Office 365, what happens when I am not a instructor, 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.

**11. 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.

**12. 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.

**13. I have an Apple computer, is there a Mac version I can download?**

Microsoft currently offers Office 2011 for Macs. Mac users who do not already have 2011 installed on their computer can download this version from their Lincoln University email.