

Access Microsoft Office 365

UIW faculty and staff now have access to Microsoft Office 365. This is a cloud-based version of Microsoft Office. With Office 365, Microsoft Word, Excel, PowerPoint, and OneNote documents can be created and edited using your iPad, saved on your OneDrive or Drop Box.

This tutorial will explain how to access and set up your Office 365 account and install Office 2013 or Office 2011 for Mac, and access the iPad Apps for Microsoft Word, Excel, PowerPoint, and OneNote. Access or Publisher are available on PC only.

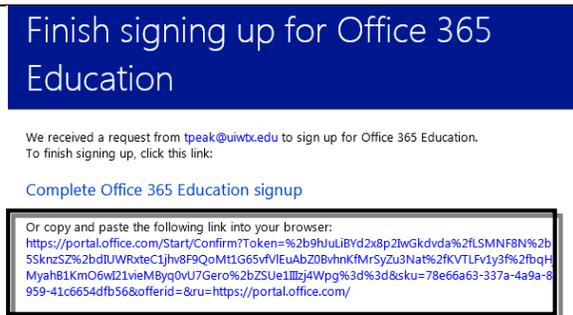
Set up Office 365



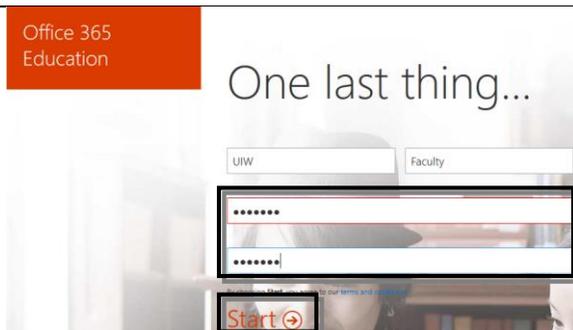
1. Go to www.office.com/teachers
2. Click the green **Find out if you're eligible button**



3. Type your **UIW email in the space provided**,
4. Click **Sign up**



5. Go to your UIW email account and locate the email from Office 365.
6. Click the **link in the email**.



7. Fill out the sections for your **first and last names**
8. **Create and verify** your password
9. Click **Start**

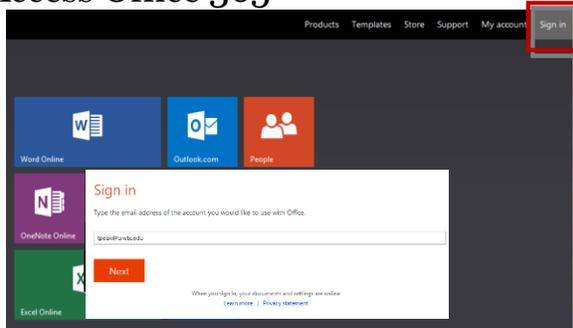


10. When you get to the install page, Office 365 is ready to use.
11. Choose an online version of **Microsoft Word, Excel, PowerPoint, or OneNote**, and begin.

12. You can install Office 2013 (2011 for Mac) by clicking **Install Now**, and following the prompts. You may install Office 2013/Office 2011 for Mac on up to five computers total. **NOTE: If you have Office installed on your computer, skip this step.**

13. You can use Office 365 with your iPad and other mobile devices. Go to the App Store or Google Play and download the individual apps for Microsoft Word, Excel, PowerPoint, and OneNote. Once downloaded, click the app, and it is ready to use on the cloud.

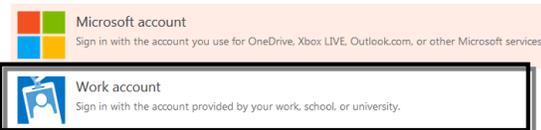
Access Office 365



1. Go to www.office.com, and click **sign in**
2. Type your email address in the space provided and click **Next**

We Need a Little More Help

It looks like you use the same email address with more than one account. Please select the type of account which you would like to use to sign in.



3. Click **Work Account**, and follow the prompts to login to your account.