

Microsoft Office

How do I request and download Office 365?

Carthage faculty, staff, and students may register for an Office 365 ProPlus account for free through the College.

Visit <https://products.office.com/en-ca/student/office-in-education>, **scroll down to the orange banner where it says “Students and teachers get your free version of Office now”** and enter your Carthage email address. Indicate whether you are a student or a teacher. You will need to create your own password; it does not sync with your Carthage credentials. A verification code will be emailed to you from Microsoft. Use this to finish filling in the “Create Your Account” form. After logging in you may click the “Install” button in the top, right. Follow the instructions to finish your download. You may download the current version of Office on up to five devices.

PLEASE NOTE:

- There will be a delay in access between the time you sign up and the time your login will be usable to activate the software (anywhere from one hour to 24 hours).
- If you already have a version of Office on your device, you will need to uninstall that version before installing this one.
- [Take a look at this video for how to create your account.](#)
- [Look at this how-to if you do not have an Install button after creating your account.](#)
- Microsoft Access is not included in the free Office 365 ProPlus package that Carthage offers. To utilize Access, you may purchase the full Office 2016 software package (Office 365 Personal, Office 365 Home, Office Home, or Office Student) via the following links:
 - http://www.journeyed.com/product/search?qk_srch=office
 - <https://products.office.com/en-us/buy/office>

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