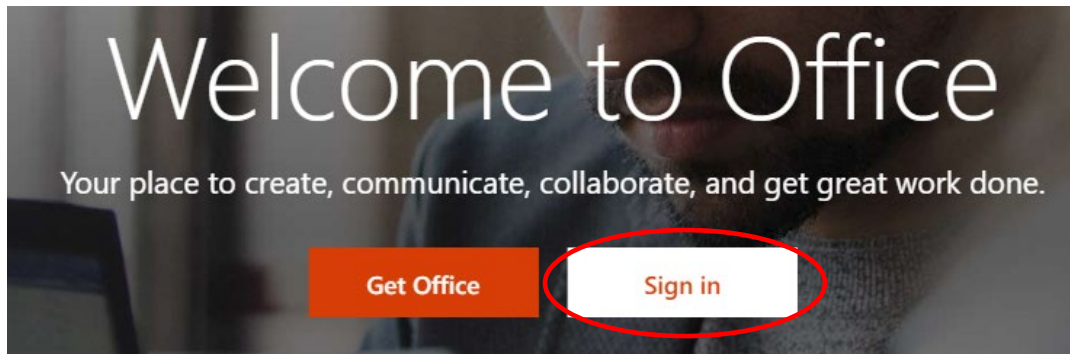


## **Activating and installing your FREE student Office 365 Subscription.**

Navigate to <https://www.office.com/> and click **Sign in**



Enter your **username@sheridan.edu**



### Sign in

username@sheridan.edu

No account? [Create one!](#)

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

[Sign-in options](#)

Next

If you are not already signed into My NWCCD portal you will be redirected to the college sign in page.



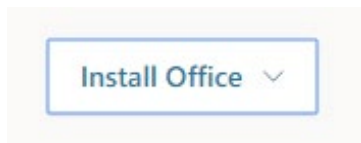
Sign in with your organizational account

username@sheridan.edu  
Password

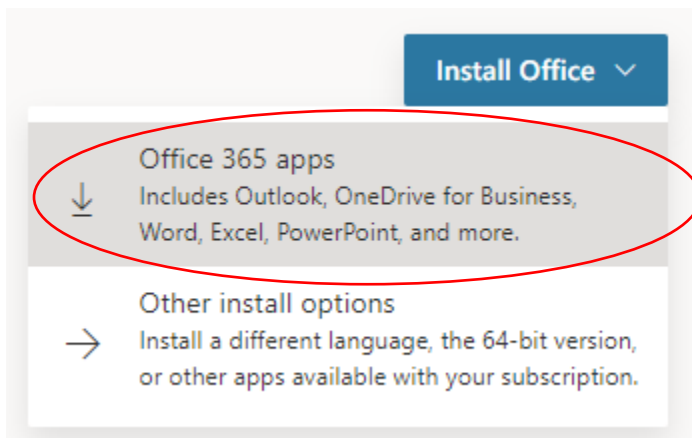
Sign in

Update your password? [Click here](#)  
Forgot your student password? [Click here](#)  
Need to activate your student account? [Click here](#)  
Need help with your employee account? [Click here](#)  
For all other inquiries, [click here](#)

Once logged in you will see your Web Apps. On the top right you should see the **install office** button.



*NOTE: If you do not see the **Install Office** button on the top right side of the screen, you will need to activate your Office 365 App license. Click on this link: (<https://products.office.com/en-us/student/office-in-education>) and follow the prompts to activate your license.*



After clicking on one of the above options your office install will begin. Depending on your internet and computer speed, this install can take a while. It is important that you remain connected to the internet. If you are using a laptop it is recommended that you connect to a power source.

*NOTE: You cannot install Office on Chromebooks or a table running Windows version S.*