

Enroll in Office 365

To be eligible for Office 365 each student must do the following. It should not take more than a few minutes. Just follow the directions on each screen and that will complete the process for you.

1. Go to this link Office.com/GetOffice365
2. Look for the button as it appears below on this site:

Find out if you're eligible

3. Click on the above button and then you will be prompted to enter your school email address. This will be the student's ID number followed by @thsstudent.com Example: 20151234@thsstudent.com After entering your address just click on the link that says "Signup".
4. Your browser will advance to different sites a few times. You will then be prompted to enter the password for your account.
5. After successfully logging in you will see a page that contains content similar to the picture below. Also you will see a confirmation that you are enrolled.

Collaborate with Office Online



Install Office on more devices

On a PC or Mac: [Install](#)

On a smartphone or an iPad: [Set up mobile apps](#)

6. You can simply log out of this site now that you have successfully enrolled.

*** At this point, iPad users, after installing the Word, Excel, PowerPoint and OneDrive for Business apps, can simply log into the apps using their school account credentials. After doing that they have fully operating apps.

*** After deciding that you want to install Office 365 on your PC or Mac, you can reach the download page by logging in to OneDrive using your browser. In the upper left hand corner you will see this icon:



Simply click on this icon and it will take you to the download page that will permit you to install Office on that PC or Mac.