

Office 365 Installation

Get started

*If you currently have a version of Office installed, either purchased, trial or one that came with your computer, please make sure you can re-install that version before proceeding, in case you decide to go back to that version of Office.

*Uninstall office programs and restart your computer prior to attempting to install the Office 365 Education.

Getting Started

- 1 Click [here](#) to visit Office 365 Set up page.
- 2 Type your Lincoln University **email address** in the blank box and click **GET STARTED**.

Get started with Office 365 for free

Students and educators are eligible for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. All you need is a valid school email address. It's not a trial – so get started today.

Enter your school email address

GET STARTED

[NOT ELIGIBLE? SEE MORE OPTIONS >](#)

[LEARN HOW TO BUY FOR SCHOOLS >](#)

Students & Faculty

3

At your discretion, click either [I'm a student](#) or [I'm a teacher](#).

Are you a student or a teacher?

We'll provide the Office 365 tools you need in the classroom and online. If you're an IT admin, [enroll your school](#).

[I'm a student](#) →

[I'm a teacher](#) →

Create your account

4

Fill up information to create your account. Enter the **verification code** sent to your University email **username@lincolnucsf.edu** > Click **Start**.

Create your account

First name Last name

Create password

Confirm password

We sent a verification code to @lincolnucsf.edu. Enter the code to complete signup.

Verification code [resend signup code](#)

Your date of birth

Month Day Year

Microsoft will send you promotions and offers about Microsoft products and services for businesses. You can unsubscribe anytime.

I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#).

By choosing **Start**, you agree to our [terms and conditions](#) and [Microsoft Privacy Policy](#) and acknowledge that your email address is associated with an organization (and is not a personal use or consumer email address). You also understand an administrator of your organization may assume control over your account and data and that your name, email address, and trial organization name will be visible to other people in your organization. [Learn more](#).

Start 

Invite your peers

5

If you would like to invite your peers to work together on school projects, go ahead and enter their usernames, if not click **Skip**.

Invite more people

Share the benefits of Office 365 and work together on school projects. It's free.

Who would you like to invite?

<input type="text" value="Username"/>	@lincolnucasf.edu
<input type="text" value="Username"/>	@lincolnucasf.edu
<input type="text" value="Username"/>	@lincolnucasf.edu
<input type="text" value="Username"/>	@lincolnucasf.edu
<input type="text" value="Username"/>	@lincolnucasf.edu

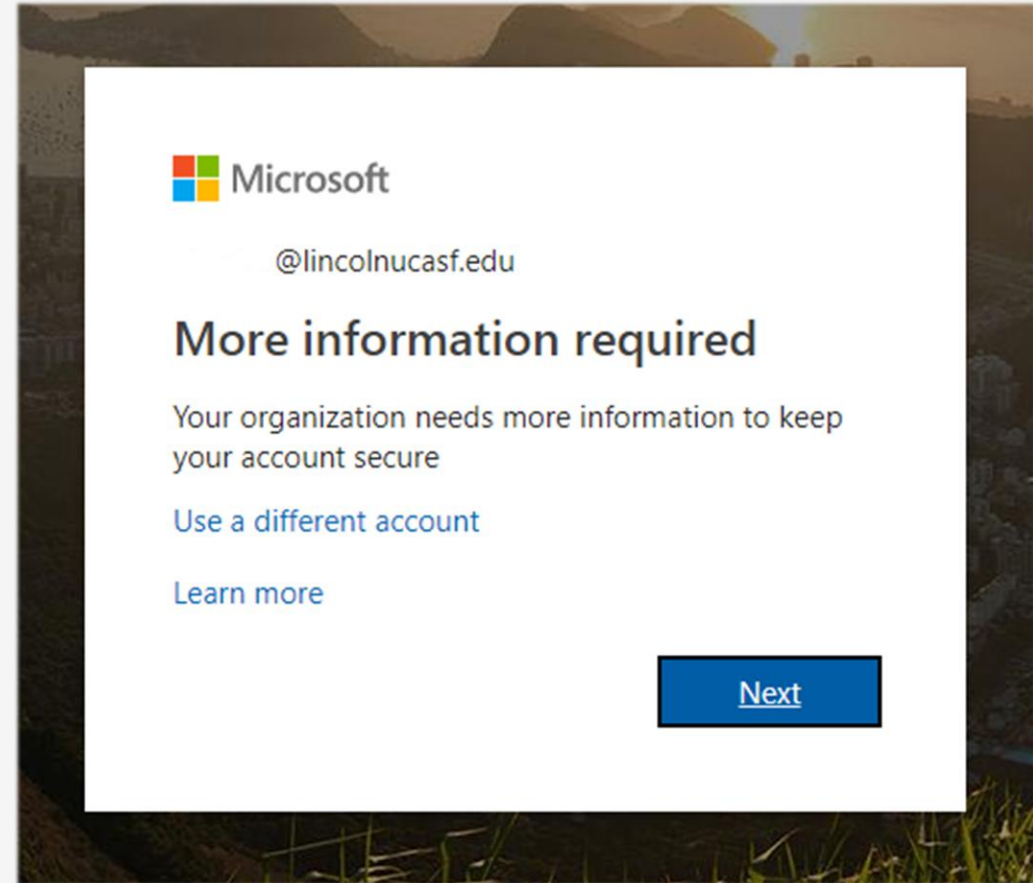
Send invitations 

[Skip](#)

More information

6

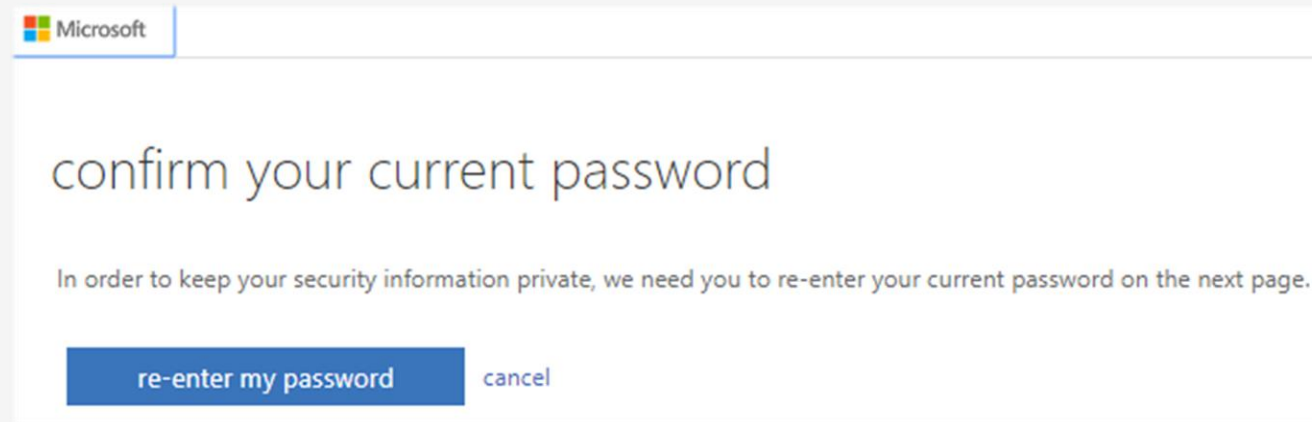
Keeping your account secure needs more information from you >
Click **Next**.



Confirm Password

7

To confirm your current password > click **re-enter my password**.

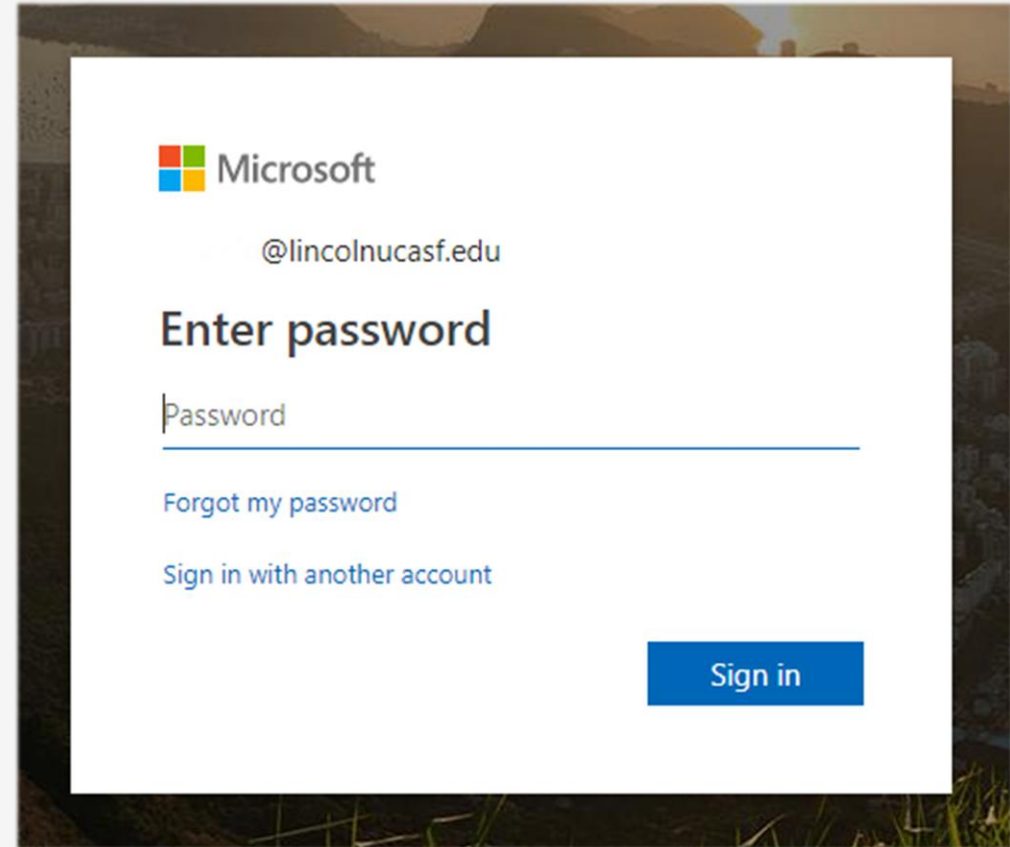


A screenshot of a Microsoft dialog box. The title bar at the top left shows the Microsoft logo and the word "Microsoft". The main text of the dialog reads "confirm your current password". Below this, a smaller line of text says "In order to keep your security information private, we need you to re-enter your current password on the next page." At the bottom of the dialog, there are two buttons: a blue button labeled "re-enter my password" and a plain text button labeled "cancel".

Confirm Password

8

Enter the password you created moments ago.



Microsoft

@lincolnucsf.edu

Enter password

Password

[Forgot my password](#)

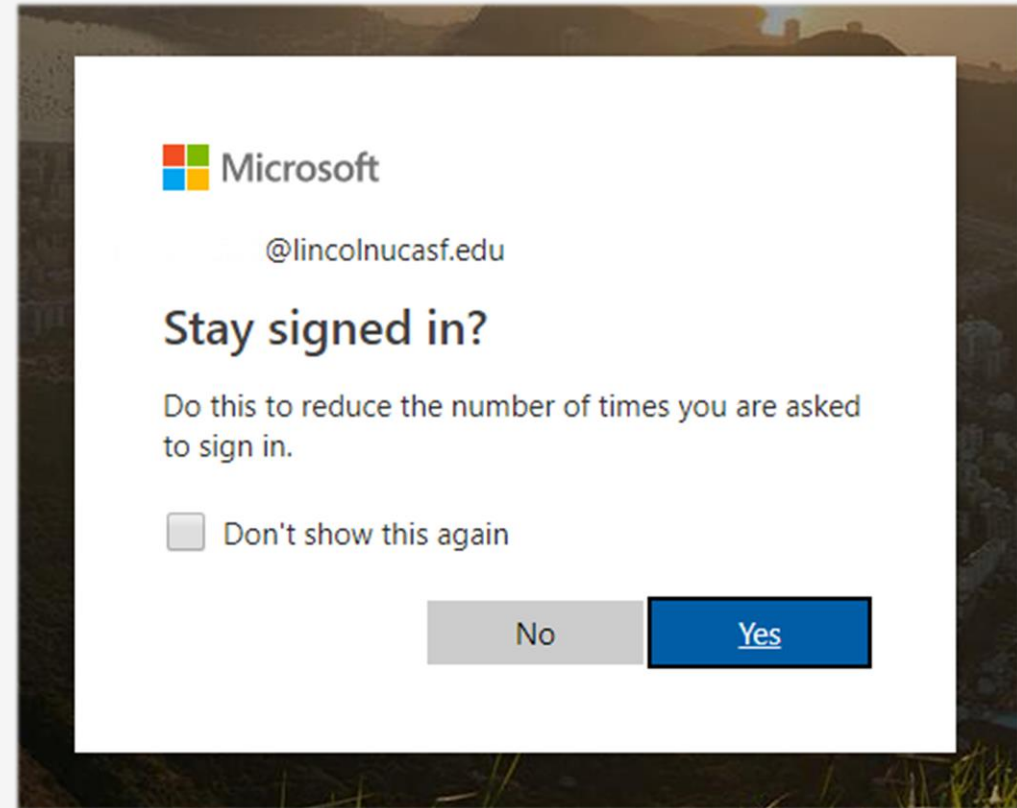
[Sign in with another account](#)

[Sign in](#)

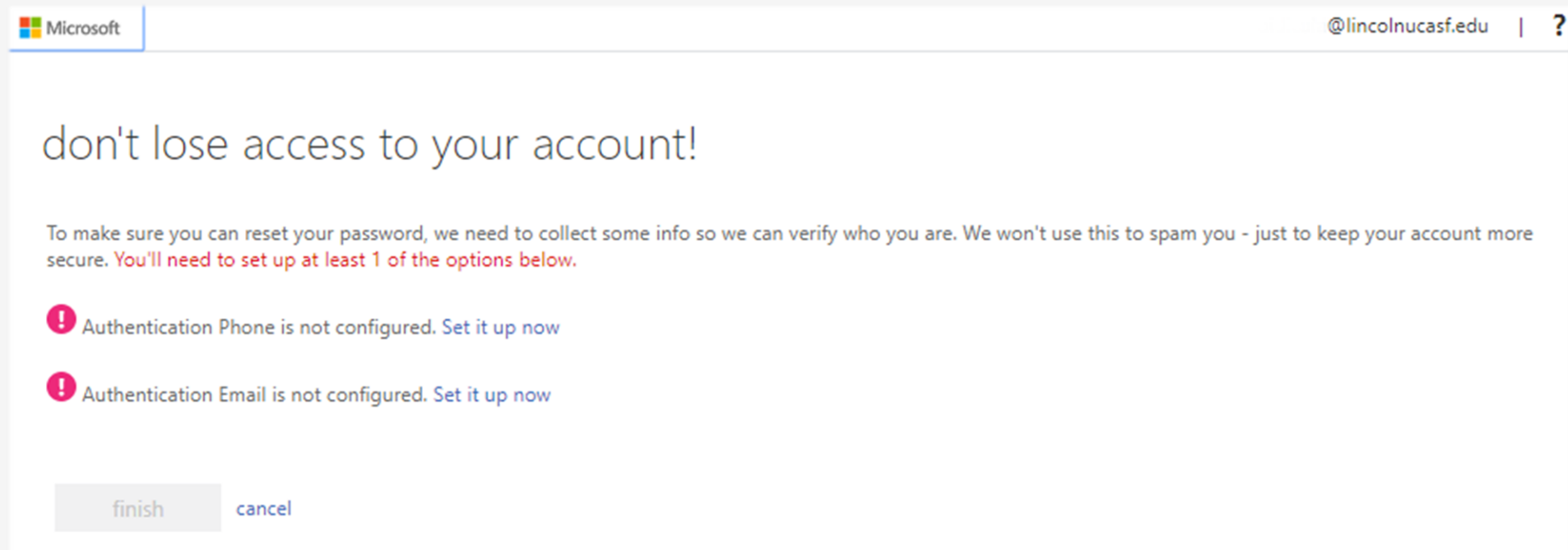
Stay signed in?

9

Click **Yes**, to stay signed in to reduce the number of times you are asked to sign in, else click **No**.



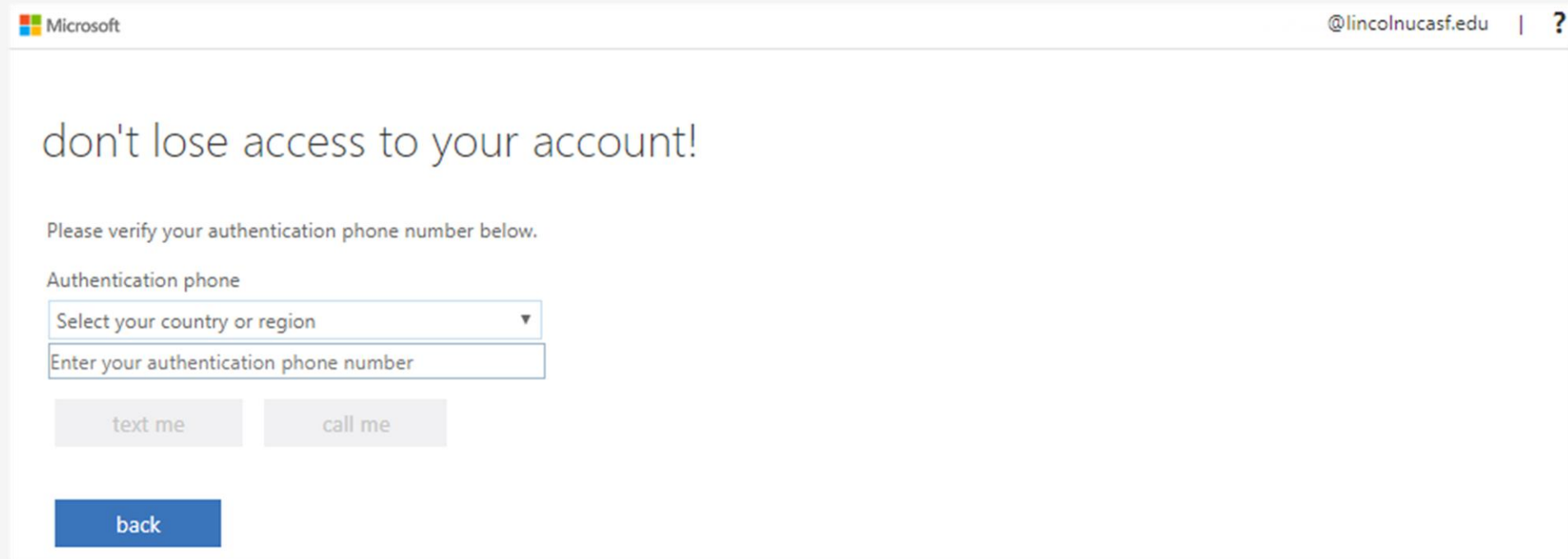
Link your Phone and Non-school Email



10

Click **Set it up now** to authenticate both your phone and non-school email > Verification to reset password in future will be done through the phone number and email you provide here.

Phone number



The screenshot shows a Microsoft account verification page. At the top left is the Microsoft logo, and at the top right is the user's email address '@lincolnucsf.edu' and a help icon. The main heading is 'don't lose access to your account!'. Below this, it says 'Please verify your authentication phone number below.' The form includes a label 'Authentication phone', a dropdown menu for 'Select your country or region', and a text input field for 'Enter your authentication phone number'. There are two buttons: 'text me' and 'call me', both in a light gray state. At the bottom left of the form is a blue 'back' button.

- 11 Type in your phone number and click on **text me** or **call me** at your discretion to receive a verification code on your phone. Verify the code to authenticate your number with Microsoft account.

Non-school email

Microsoft @lincolnucsf.edu | ?

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

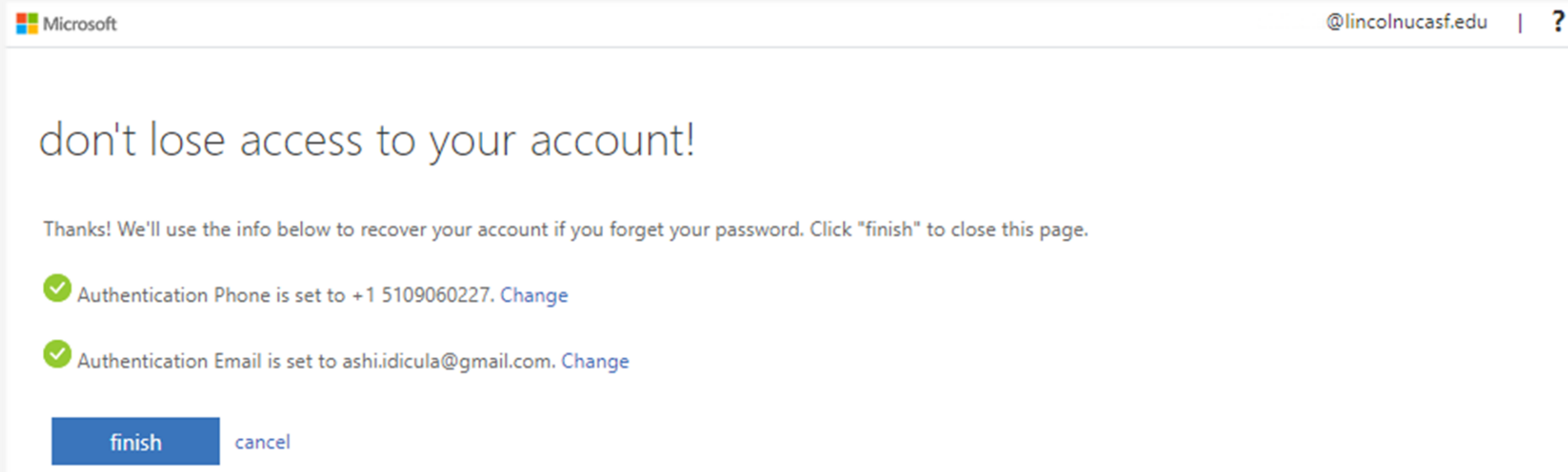
Authentication Email

email me

back

- 12 Type in your non-school email and click on **email me** to receive a verification code to your email. Verify the code to authenticate your email with Microsoft account.

Verify codes



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Verify both your phone number and non-school email and click **finish**.

Almost there

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Slide through introductory slides from Microsoft.

A screenshot of a Microsoft Office 365 introductory slide. The slide features the Microsoft logo in the top left corner and a close button (X) in the top right. The central graphic shows a collection of colorful icons representing productivity tools: a smartphone with a checkmark, a document with a checklist, a pencil, a red eraser, and a purple sticky note. Below the graphic, the text reads: "Welcome, [Name], Let Office 365 help you get your classwork done". At the bottom, there are five small grey dots, with the first one filled, indicating the current slide in a sequence.

Microsoft

Welcome, [Name],
Let Office 365 help you get your
classwork done

• • • • •



Install Office

The screenshot displays the Microsoft Office 365 web interface. At the top left, the word "Apps" is displayed. Below it, a row of application icons is shown: OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, and Sway. Below the icons is a link that says "Explore all your apps" with a right-pointing arrow. On the right side of the interface, there is a button labeled "Install Office" with a downward arrow. A dropdown menu is open from this button, containing two options: "Office 365 apps" (with a downward arrow icon) and "Other install options" (with a right-pointing arrow icon). The "Office 365 apps" option includes the text "Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more." Below the "Apps" section, the "Documents" section is visible, with tabs for "Recent", "Pinned", "Shared with me", and "Discover". At the bottom right of the "Documents" section, there are two buttons: "Upload and open..." and "New".

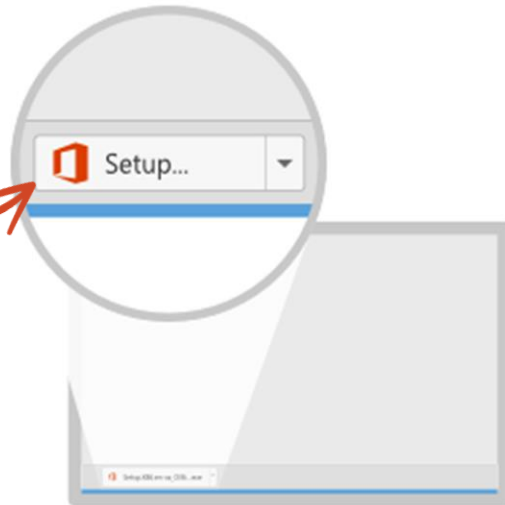
15 Your Microsoft account is created > To install Office 365 apps on your computer click **Install Office** > **Office 365 apps**.

Run Setup

Just a few more steps...

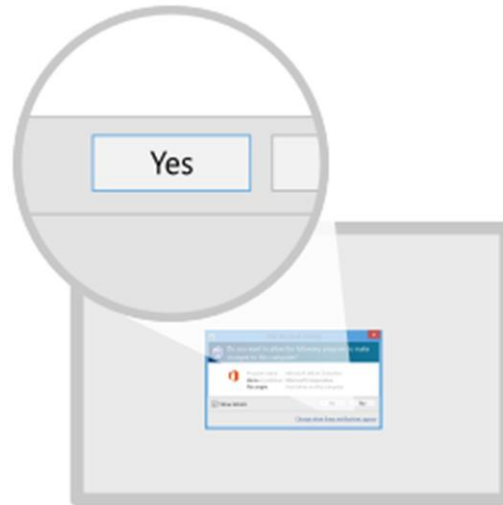
16

SELECT ME



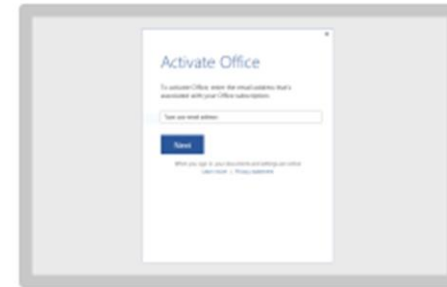
1 Click Run

Click the Setup file at the bottom of the screen.



2 Say "yes"

Click Yes to start installing.



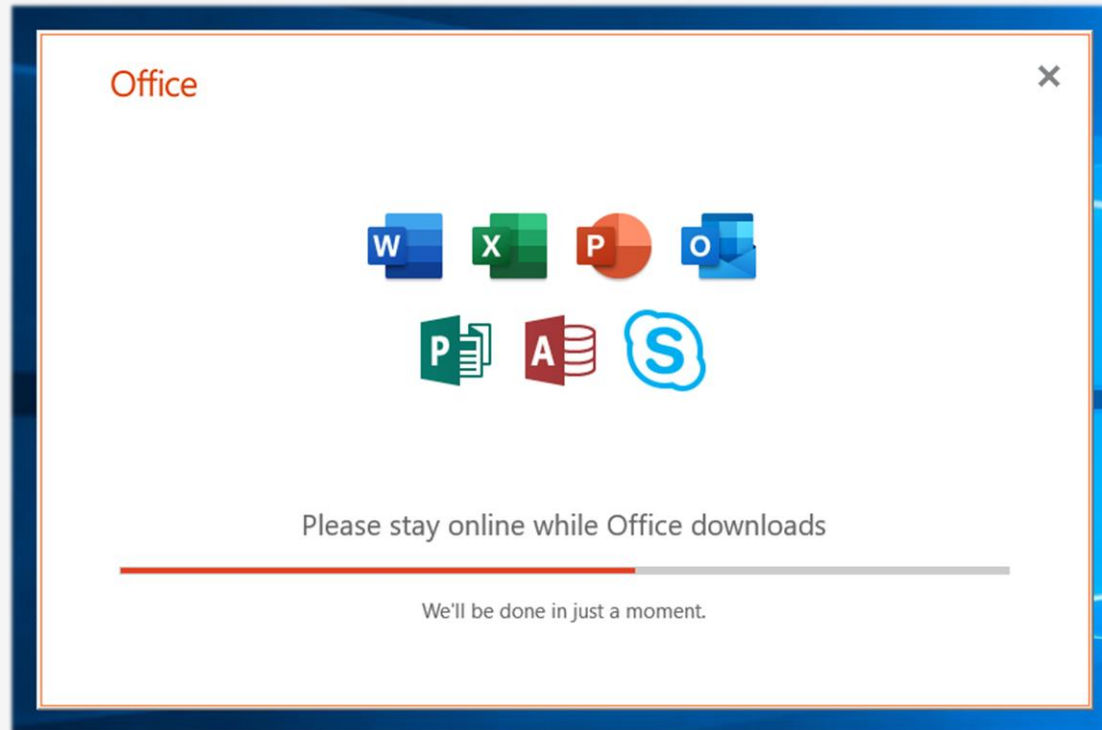
3 Stay online

After installation, start Office and sign in with the account you use for Office 365: aidicula@lincolnucsf.edu.

Close

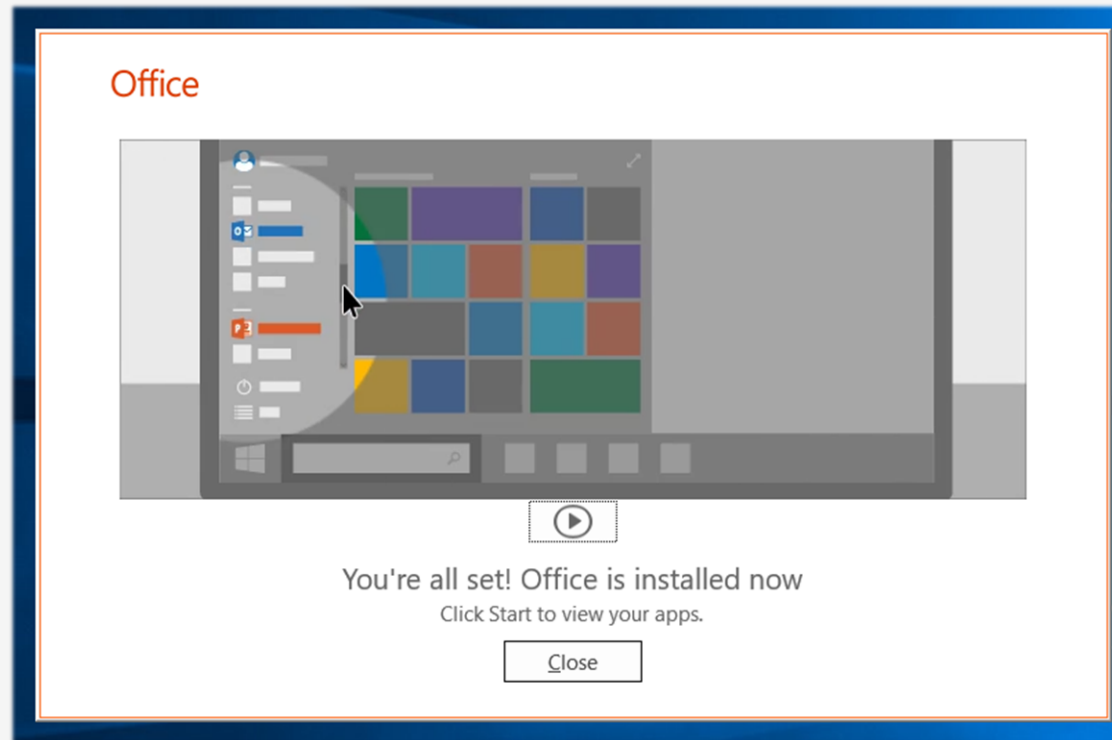
Need help installing?

Installation




17 Installation is in progress > Please stay online.

Start working



18

Office is installed > Click **Start**  on your computer > Scroll down for Office 365 apps **Word**, **PowerPoint**, Excel etc.

More questions about Office 365?



Frequently Asked Questions

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.

What is my Lincoln University Email?

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

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

How many computers can I download Office 365 on?

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

More questions about Office 365?



Is this a Student version of Office? Are there restrictions?

Microsoft Office 365 Education is a fully functional software package.

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.

How long can I use Microsoft Office 365 Education?

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

What happens to my Office 365 when I am no longer a student or have graduated?

Microsoft Office 365 Education is only available to active Lincoln University students. If you're no longer a student, the software will no longer function.

If I upgrade to Office 365, what happens when I am not a student, 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.

More questions about Office 365?



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.

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.

I have just been accepted to Lincoln University and will start classes soon. When will I be able to download Office 365?

Students can download Microsoft Office 365 Education once they have access to their Lincoln University student email.

I have an Apple computer; is there a Mac version I can download?

Microsoft currently offers Office 2019 for Macs. Mac users who do not already have 2019 installed on their computer can download this version from their Lincoln University student email.