

Student Sign Up for Office 365

1. Navigate to <https://www.microsoft.com/en-US/education/products/office>
2. Enter your 'xxxxxxx@leomail.etamu.edu' address in the email address text box
3. Click the 'GET STARTED' button

Get started with Office 365 for free

Students and educators at eligible institutions can sign up for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. Use your valid school email address to get started today.

Enter your school email address

GET STARTED

4. Click the "I'm a student" link

Are you a student or a teacher?

Office 365 Education includes Microsoft Teams and other tools you need for your online classroom. Teams allows students and teachers to chat, work on assignments, and co-create documents. If you're an IT admin, [sign up your school](#).

I'm a student ➞


I'm a teacher ➞


5. Complete the “Create your account” form with the requested information.
6. Check your @leomail.tamuc.edu mailbox for the verification code from **Office 365<support@email.microsoftonline.com>**
7. It is not required to opt-in to the Microsoft promotions check box.
8. Click the “**Start**” button at bottom to continue


Create your account


We sent a verification code to **@leomail.tamuc.edu**. Enter the code to complete signup.

[resend signup code](#)

This is required.
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 organization name will be visible to other people in your organization. [Learn more](#).

Start 



9. You do not have to invite more people. Click the **Skip** link to continue.

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

Send invitations ➔

Skip

10. You now have access to the online version of Microsoft Office, OneDrive and Teams.
11. If you sign-out of Office 365 or need to access it from a different computer, navigate to **<https://portal.office.com>** and sign in using your @leomail.tamuc.edu email address and the password you setup on account creation.