

## **Microsoft Office for Students**

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### **Summary**

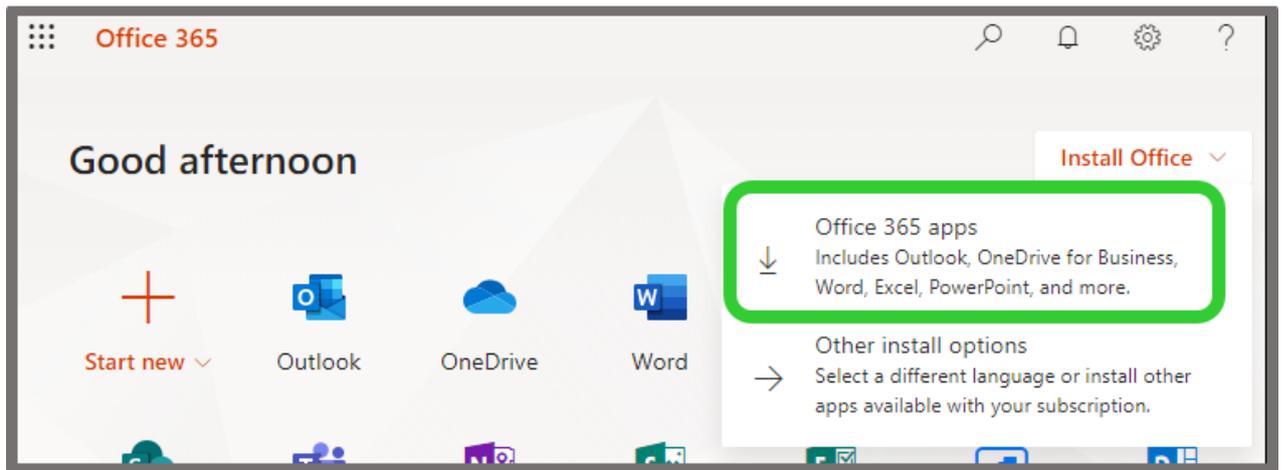
How students can obtain Microsoft Office free of charge

### **Free Office 365 Accounts**

A-B Tech now gives all curriculum students (taking classes for college credit) Microsoft Office 365 accounts free of charge. These include access to both the desktop and web apps in the Office suite. The desktop apps included are Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, and OneDrive for Business.

### **Directions to Install Desktop Apps**

1. Go to [login.microsoftonline.com](https://login.microsoftonline.com).
2. Type in your *full* A-B Tech student email address for your username, and click "Next."
3. Type in your A-B Tech password and click "Sign in."
4. Click on the "Install Office" link in the upper-right section of the screen, and then select "Office 365 apps."



5. Follow the prompts to install the software on your computer.

Keep in mind that you can install the desktop Office apps on up to five PCs or Macs, five tablets, and five smartphones.

**Key Words:** Office, Microsoft, Word, Excel, PowerPoint, OneNote, word processor

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