

Accessing Office 365 Education (Online Version Only)

CSU Global students can access a suite of online Microsoft Office products through Office 365 Education; downloadable versions are not available and can be purchased directly from Microsoft. Online access includes:

- Project for Office (**View Only**)
- Common Data Service
- Education Analytics
- Microsoft Kaizala Pro
- Whiteboard (Plan 1)
- Office Mobile Apps for Office 365
- To-Do (Plan 2)
- Azure Active Directory Basic for EDU
- School Data Sync (Plan 1)
- Microsoft Stream for O365 E3 SKU
- Microsoft Teams
- Microsoft StaffHub
- Power Automate for Office 365
- Power Apps for Office 365
- Azure Rights Management
- Microsoft Forms (Plan 2)
- Microsoft Planner
- Sway
- Yammer for Academic
- Office for the web (Education)
- SharePoint Plan 1 for EDU

More information can be found on each of the above systems once you've completed sign-up.

- **Note:** Word and PowerPoint do not require additional steps beyond sign-up. Other products require additional authentication steps (more information is included below).

Sing-Up

To gain access, navigate to the below URL:

<https://www.microsoft.com/en-us/education/products/office?tab=students?tab=students>

- **Note:** To sign-in, after sign-up has been completed, use the following URL:
<https://www.office.com/>

Once on the sign-up page, students will enter their CSU Global email address and click "Get Started"

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

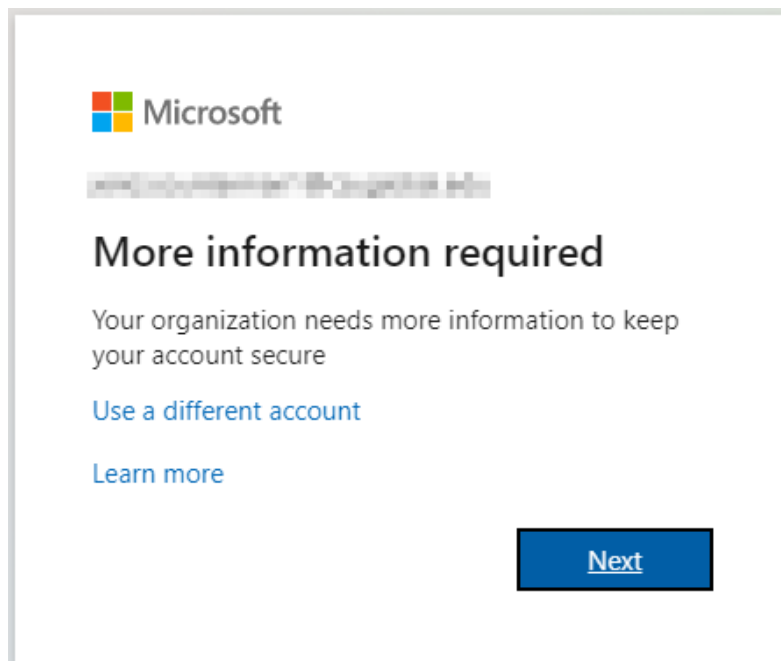
Follow the sign-up prompts and retrieve the verification code sent to your CSU Global email account; enter the code to continue.



Once this step is complete you will have access to Microsoft Word and PowerPoint. Other products can be used but require the additional authentication process outlined below.

Authentication

Clicking on any of the other products will bring the authentication process, starting with the below prompt:



Clicking "Next" will bring up the following screen. Below is just one authentication method done through the Microsoft Authentication mobile app. Once you've downloaded the app, click "Next".

- **Note** - you may choose another option by clicking “I want to set up a different method”


Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

1 App ————— 2 Phone

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)


[I want to set up a different method](#) [Skip setup](#)

Continue through the process by clicking “Next”

Method 1 of 2: App

1 App ————— 2 Phone

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

[Back](#) [Next](#)

[I want to set up a different method](#) [Skip setup](#)

Using your phone, scan the QR code provided on your screen. On the mobile device that has the authenticator app you will see a notification - click Approve.

Method 1 of 2: App


App Phone

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



[Can't scan image?](#)

Back Next

Once you've clicked Approve on your mobile device you will see the below screen on your computer. Enter your mobile number and select either "Text me a code" or "Call me"; this will provide a verification code for the final step in the setup process.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App Phone

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1) Enter phone number

Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

Once you've entered the final verification code you are able to use the other systems listed above.