

## MICROSOFT OFFICE 365 Account Claim instructions

Greensboro College is pleased to offer this cloud-based service of Microsoft Office, along with a vast amount of productivity tools. The information below contains some basic login information on signing into the Greensboro portal and downloading apps.

### Downloading and Installing Office 365

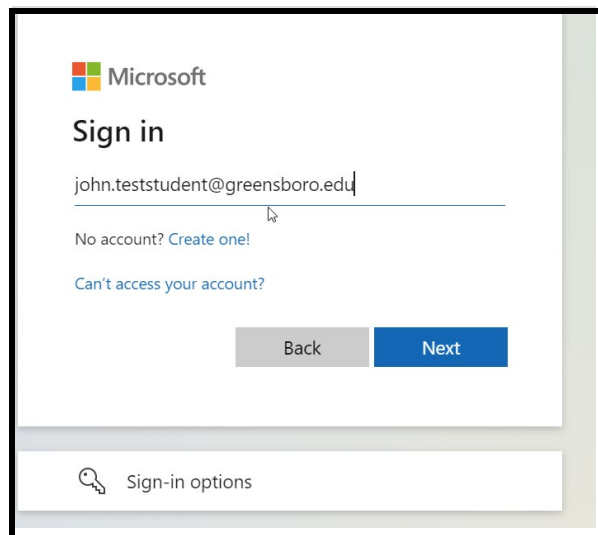
NOTE: You can install Office 365 on up to 5 devices. These devices can be Greensboro College-owned or personal devices.

### Log in and/or Install Office 365

**Link to M365 account claim:**

(right click on this link below and select Copy link, open a web browser and select Paste)

[Greensboro Microsoft account claim](#)



1. Enter your Greensboro email address `firstname.lastname@greensboro.edu` and click Next

Microsoft

← john.teststudent@greensboro.edu

### Enter password

.....

[Forgot my password](#)

[Sign in](#)

2. Enter your password. We **reset your password** your Initial password should follow a "(UPPERCASE first initial)(lowercase last initial)(First 7 of GCID)!" convention. *User Jane Doe's password would be "Jd1234567!".* When done, click "Sign in". **If your GC ID is less than 7 characters, pad 0s in front to make 7; ex. Jd0012345!**  
**\*\*\* remember the exclamation point at the end of the initial password "!"**

Microsoft

test.student@greensboro.edu

### Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

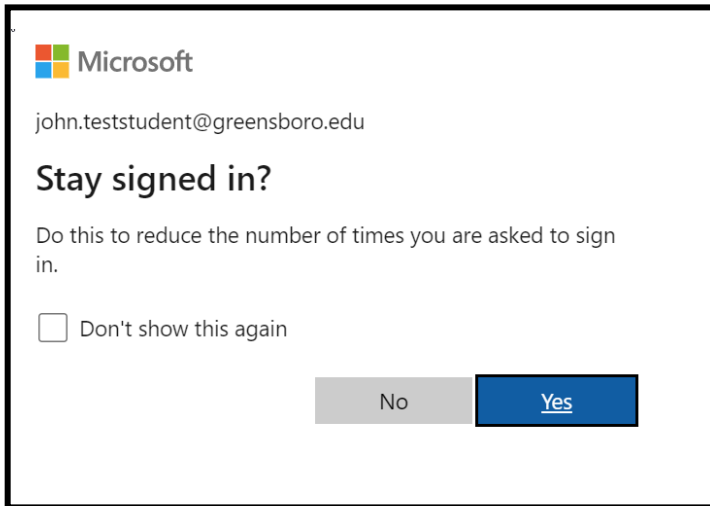
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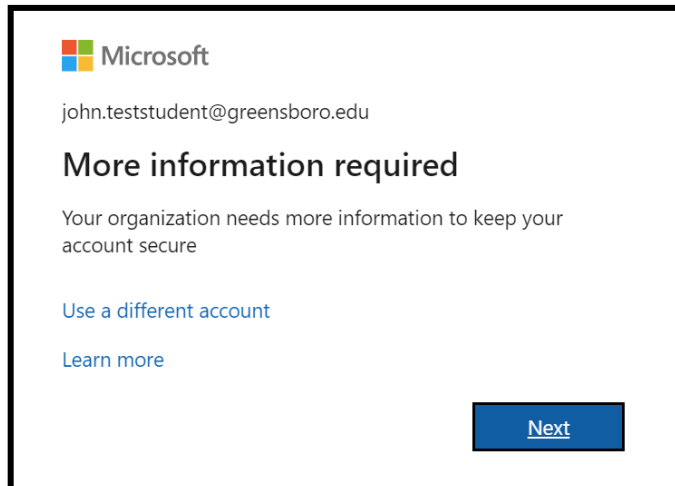
.....|

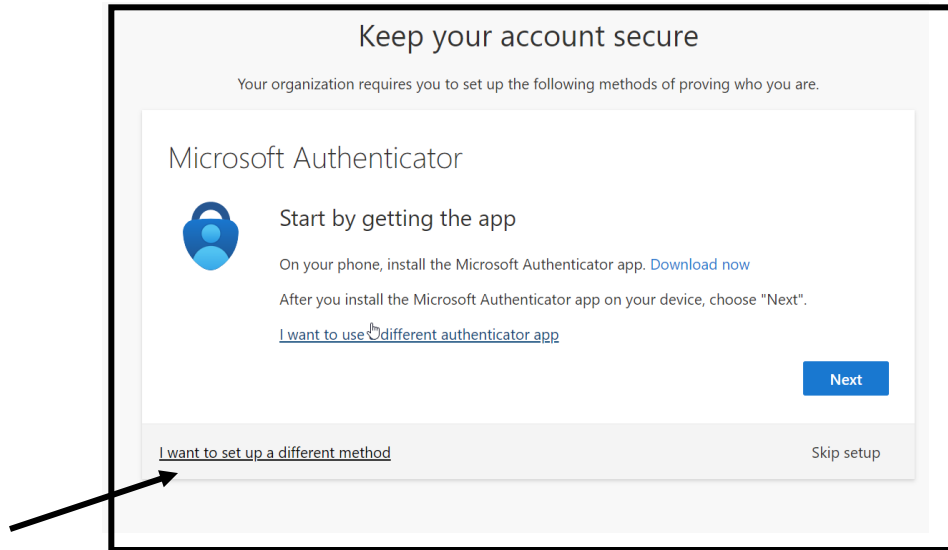
[Sign in](#)

3. On this screen, you will be prompted to update your password. **Password requirements are: At least 8 characters, 1 capital letter, 1 symbol.** When done, click "Sign in" to continue.

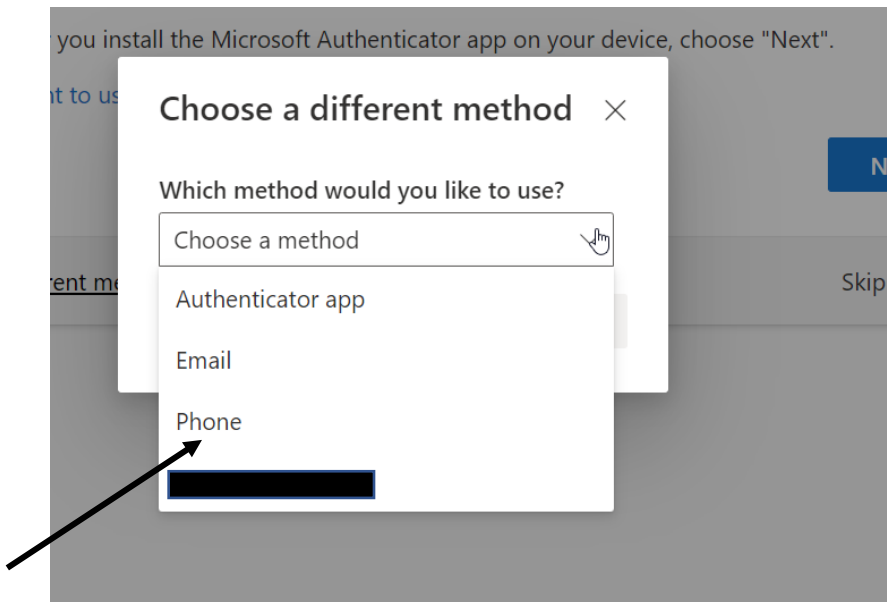


4. The next screen will begin the Multi-Factor Authentication registration. Click "Next" to continue.

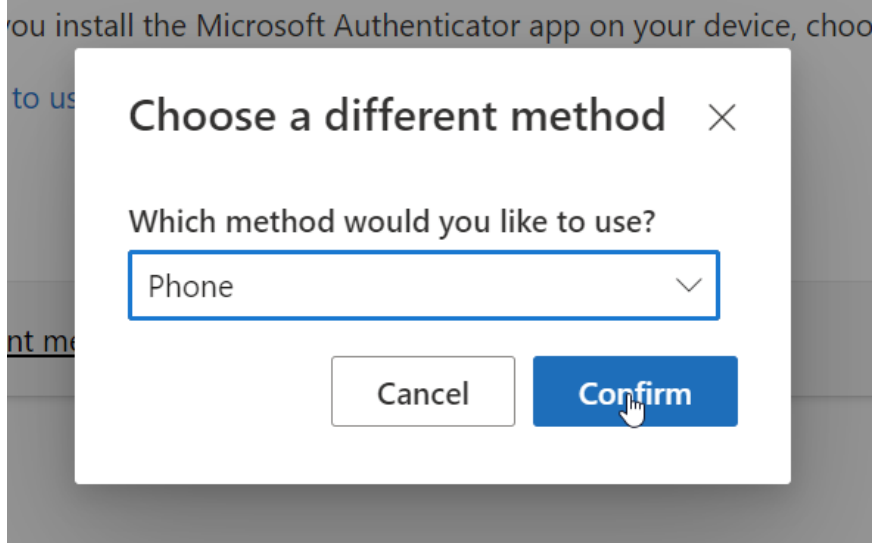




**5. Click on “I want to set up a different method” and then click on Next**



6. Select “Phone” to receive a text message to your mobile phone. If you do NOT have a phone, select “Email” (you will be prompted to enter your personal email address or another non-greensboro.edu email account.)



7. Select Phone and click “Confirm”

### Keep your account secure

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

#### 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

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

8. Enter your phone number and click Next

**Keep your account secure**

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

Phone

We just sent a 6 digit code to +1 4109241478. Enter the code below.

Enter code

[Resend code](#)

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

9. You should receive a text message on the phone number you have provided. Please enter the code that was sent to that phone and click Next.

**Keep your account secure**

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


Phone

We just sent a 6 digit code to +1 4109241478. Enter the code below.

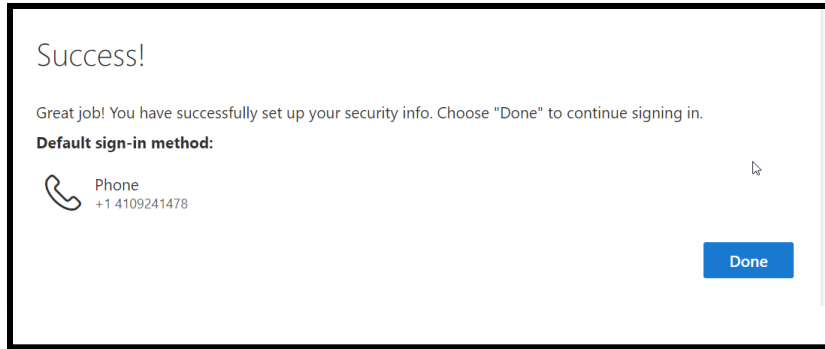
[Resend code](#)

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

Phone

 SMS verified. Your phone was registered successfully.

10. You should receive this screen above once you enter the correct code that was sent to your phone. Click Next



11. Click "Done"

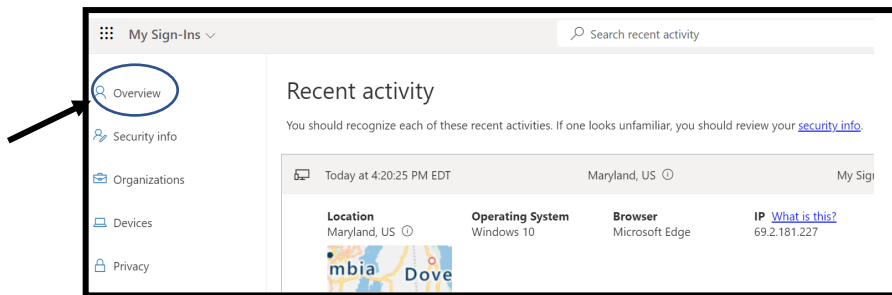
**You have the option of using the Microsoft applications in the cloud**

**OR**

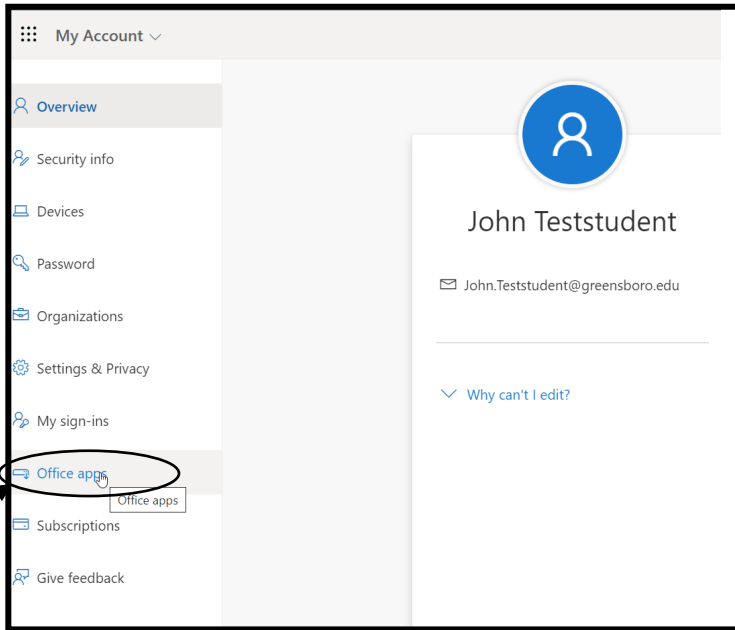
**You can download the Microsoft applications to your laptop/desktop following these steps below.**

To access the Microsoft Apps in the cloud, use this URL below:

<https://portal.office.com>

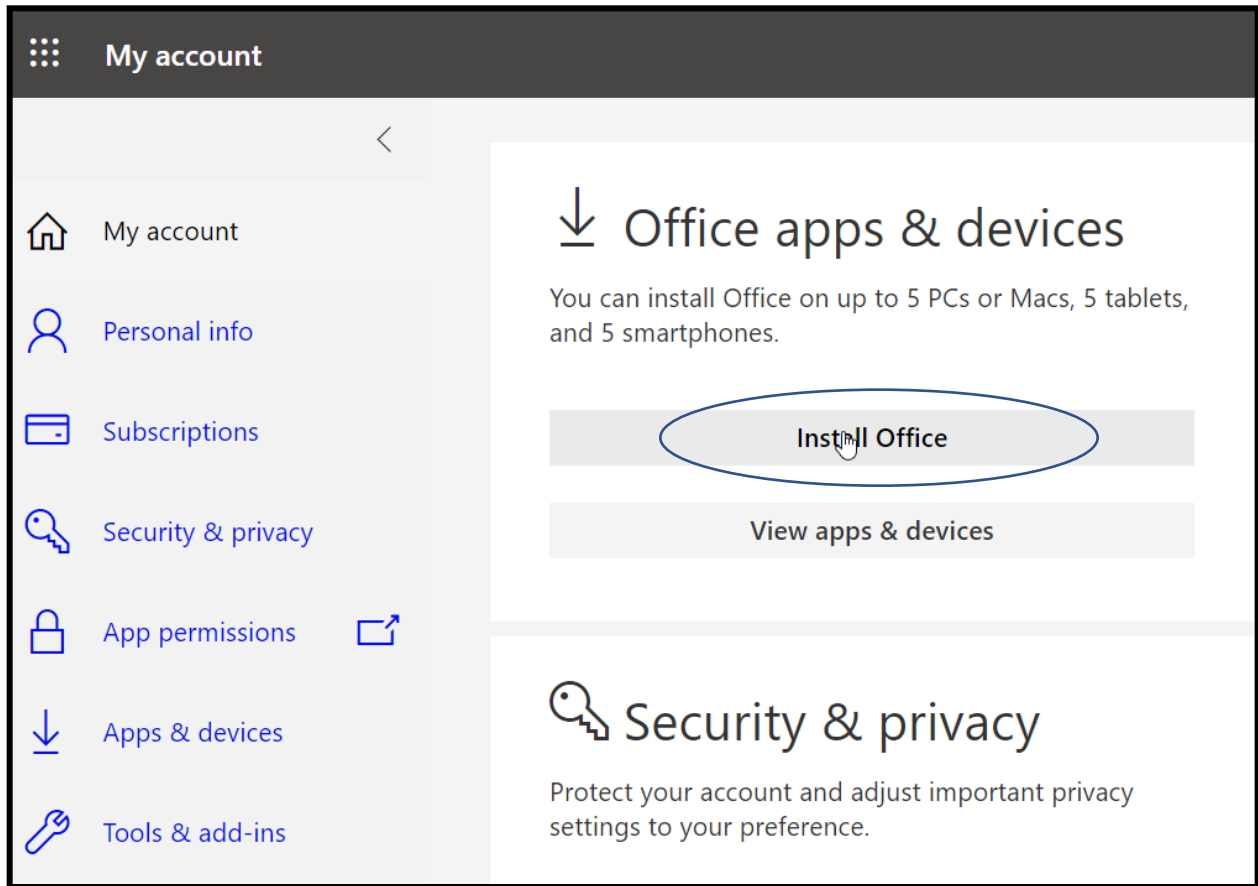


12. Click "Overview"



13. Click on Office apps





14. Click on Install Office

### **Learn More about Office 365**

Click the following links for [Microsoft Quick Links](#) and [Office 365 Training Guide](#) to find valuable information here. These links contain short training videos as well as How To Guides on each of the products found on the Office 365 portal.