Office 365 for Students

1. To begin the process please proceed to: https://portal.office.com/start?sku=e82ae690-a2d5-4d76-8d30-7c6e01e6022e
   There you will input your PIMA EMAIL (xxx@mail.pima.edu) account into the box provided and click “Sign up.”

2. Next, Microsoft will send you an email to the provided PIMA EMAIL mailbox.
3. You will then now need to proceed to MyPima to check your GMAIL@PCC mailbox. The link is located towards the top right of the MyPima homepage after you have logged in.

![MyPima homepage with Gmail link highlighted]

4. Once you have gained access to your Gmail you should have received an email similar to the one below from the Microsoft Office 365 Team:

![Microsoft Office 365 email]

Created by Oliver-Patrice Clinch
5. The email will look like the image below. Please click the “Complete Office 365 Education signup” link.

6. You will then be redirected to a page title “One last thing...” Here you will input your FIRST NAME, LAST NAME, AND BIRTHDATE. You will also need to create a new password. Please keep this password in your records for future sign-ins.
7. After you have correctly provided the needed information you will be brought to the Office 365 Homescreen. Here you will click Install Now to install your software.

8. For future access please proceed to: https://login.microsoftonline.com/ and use your PIMA EMAIL and new password you have created to access Office 365. *ALSO, THIS CARRIES OVER TO THE WORD, EXCEL, AND POWERPOINT OFFICE 365 iOS APPS FOR YOUR APPLE DEVICES* Once you have downloaded the apps they will ask for your 365 credentials as well. Once you have provided those credentials into the app it will activate itself for use.

If you have any other questions please contact the User Support Helpdesk at 520-206-4900