

Signing up for Office 365 with a Bard Email Address

Bard has an education account with Microsoft Office 365, which is an online suite of Microsoft applications including Word, Excel, and Powerpoint.

1. To access **Office 365** go to:
<https://www.microsoft.com/en-us/education/products/office/default.aspx>
2. Enter your **Bard email address** and click **Get Started**.
3. Click **I'm a Student**.
4. Create an account with your first and last name and create a new password. **DO NOT USE YOUR BARD EMAIL PASSWORD ->This account is separate from your Bard Account. For security reasons, please do not use your normal Bard Account password.**
5. Check your Bard email inbox to retrieve the **signup code**. Enter it in the box provided.
6. Click **Start**. You now have access to MS Office applications online.
7. To logout of Office 365, click your initials icon in the upper right hand corner of the window and click **Sign out**.
8. To login to Office 365, follow step 1-3, where it says **You have an account with us**, click **Sign in**.