

Office 365

W X P N

Microsoft

Get your FREE Office 2016

Students, Teachers and Staff get access to the latest Office across all their devices.

Students: Sign in to student.tsu.edu.ph/register
 Teachers: Visit the MIS Office to get your account

Get your free Office 365 today!

We would like to share the amazing news that our schools is Office 365 ready. As part of your benefit, you get access to the latest version of Microsoft Office on your devices and get access to the full suite of Microsoft Office 365 online.

As part of this benefit, you can now install the latest and licensed version of the following:

- (5) installs of the Desktop version of Microsoft Office 2016 for Laptops/Desktops or MACs
- (5) installs of the Mobile version of Microsoft Office in Tablets via Windows Store, Google Playstore or Apple App store
- (5) installs of the Mobile version of Microsoft Office in Smartphones via Windows Store, Google Playstore or Apple App store.

Activate your FREE OFFICE 365 Account today in 3 easy steps today:

1. Make sure you have an active school email address set up (emailadd@tsu.edu.ph) for faculty and staff and (emailadd@student.tsu.edu.ph) for students
2. If not contact your IT Admin office at helpdesk@tsu.edu.ph
 [Teachers] Please visit the MIS Office for your Office 365 account
 [Students] Go to <https://student.tsu.edu.ph/register> and activate your office 365 account
3. Log in to <http://portal.office.com> with your registered Email Address and update your Account Settings.

You can now access, use and Install Microsoft Office in your devices!

Tips on Installing your Free Microsoft Office in your devices:

[Tip 1] Installing Microsoft Office 2016 in your Desktops, Laptops or MACS

Go to <http://portal.office.com>

Log in using your credentials

Click on the “Install” button and the latest version of all the Office applications available will download



[Tip 1] Installing Microsoft Office Mobile in your Tablets and SmartPhones

1. Go to the APP store
 - a. For Windows Phones – go to the Windows Store
 - b. For Android Phones - go to the Google Play Store
 - c. For iPhones/iPads – go to the Apple App Store
2. Look for Microsoft Office Apps (Microsoft Word, Microsoft PowerPoint, Microsoft Excel, OneDrive) and click on install/download.
3. Open the apps and Sign-in using your school email address.

Installation for Other Devices



iPhone / iPad

Requirements: iPhone 4 or higher (Touch 5th gen), iOS 7 or higher

1. Download Office Apps, OneDrive for Business, and Skype for Business from the App Store
2. Sign in using your school e-mail



Windows Phone

Requirements: Windows 8 or higher

1. Download Office Apps, OneDrive for Business, and Skype for Business from the Windows Store
2. Sign in using your school e-mail



Android Phone / Tablet

Requirements: Android OS 4.0 or higher

1. Download Office Apps, OneDrive for Business, and Skype for Business from the Google Play Store
2. Sign in using your school e-mail



Inspire, engage, collaborate and work wonders in and out of the classroom with Office 365! Activate your account today!