



Microsoft is providing Office to every Heartland Community College employee free of charge. This means the latest version of the full Office productivity suite, including Word, Excel, PowerPoint, OneNote, and more are available for offline and online use for class. As long as you're an employee here at Heartland, you'll be able to use this software for free.

- Install on up to 5 compatible devices (including iPad)
- Use with OneDrive for automatic device syncing
- Gain valuable skills on the world's most popular productivity software. To get your Office follow these simple steps:

1. For PC and Mac:

- a. Visit Office.com/GetOffice365
- b. Click on " I am a Teacher" tab and follow the onscreen process. Click Sign in, you will use your full HCC email address as your login.
- c. Enter your date of birth and select Start.
Once you do this for the first time, you will never have to do it again. You will simply sign in straight to O365.
- d. You may be asked to send invitations, skip this step as you are just setting it up for yourself. This step may or may not appear.
- e. After you hit skip, it will take you to the login page to enter your HCC login and password. After that it will take you to the O365
- f. Click Install Office 2016 and follow the prompts.

2. For iOS and Android:

- a. Download from your app store
 - iPad: Word, Excel, PowerPoint
 - iPhone
 - Android
- b. Sign in with your school credentials for full editing capability

If you need assistance downloading or installing Office 365, please call Microsoft Tech Support: 1-877- 913-2707