

Activate Office 365

How to activate Office 365 that is included with your bshp.edu account.

Audience

Faculty	✓
Staff	✓
Students	✓
Others	✗

i Office 365 is available to full-time faculty, staff, and students at no charge.

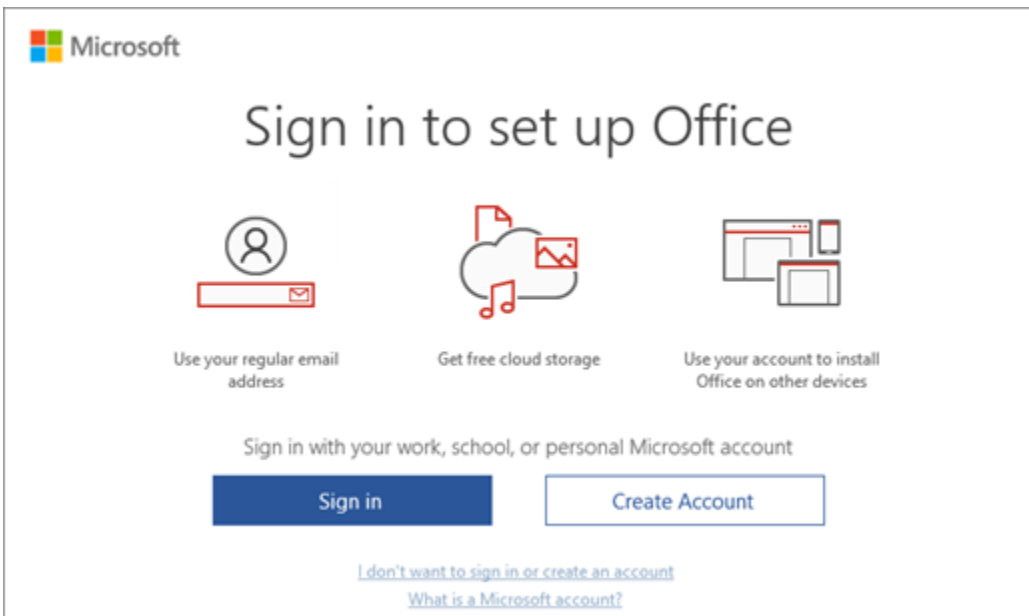
Step-by-step guide

- [Activate Office 365 on Windows](#)
- [Activate Office 365 on Mac](#)
- [Installation or sign in issues?](#)

i If you have not already installed Office 365, [follow this guide](#) then come back to this page.

Activate Office 365 on Windows

When you start an Office app that's not activated, you'll be prompted to sign in to Office. Be sure to sign in using your '@bshp.edu' email account.



If the Activation wizard appears, Office needs your help to activate. Follow the prompts in the wizard to activate Office.



Activate Office 365 on Mac

Click the **Launchpad** icon in the Dock to display all of your apps.



Click any Office app, like **Microsoft Word** to start the activation process. You may need to scroll down to find it.

Click **Get Started > Sign in**.

Note: If there is no What's New window, you may need to activate from within the Office app. On the top menu, click **Word > Activate Office > Sign in**.



Sign In to Activate Office

Sign in with the Microsoft account that you used to purchase Office or with the account assigned to you by your work or school.

Sign In

Enter your '@bshp.edu' email address and click **Next**.



Sign in

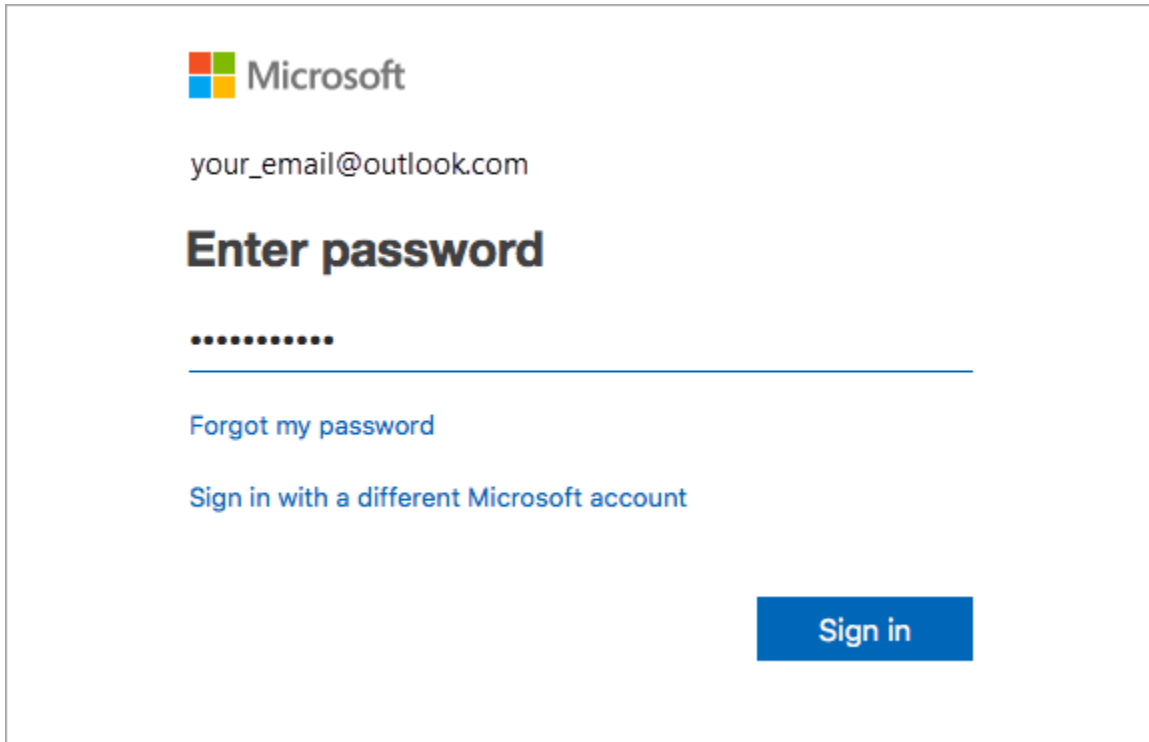
your_email@outlook.com

No account? [Create one!](#)

Next

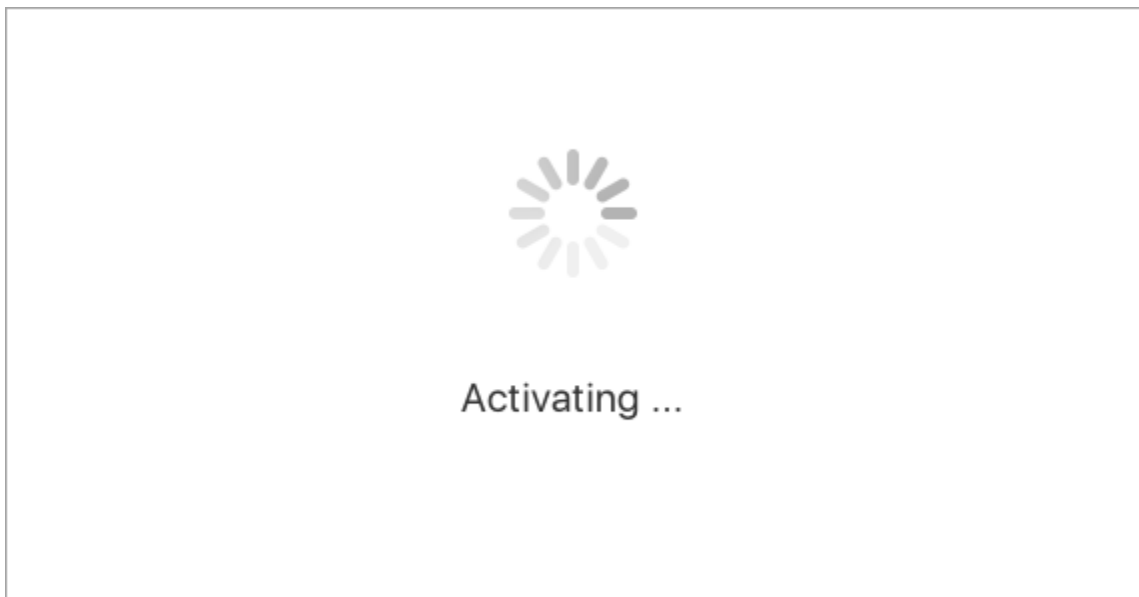
Enter the password associated with the email address you entered, and click **Sign in**.

Note: This screen may look different depending on your email provider.



The image shows a Microsoft login screen. At the top left is the Microsoft logo. Below it, the email address 'your_email@outlook.com' is displayed. The main heading is 'Enter password' in a large, bold font. Underneath is a password input field with a series of dots. Below the password field are two links: 'Forgot my password' and 'Sign in with a different Microsoft account'. At the bottom right is a blue button labeled 'Sign in'.

The system checks if you have a valid license and then will activate the product.



You're done! Click **Start Using Word**, to start using the app.



You're All Set

You're now ready to use all of the benefits included with your Office 365 subscription.

[Start Using Word](#)

Installation or sign in issues?

If you're having an issue with installing office please submit a ticket, <http://support.bshp.edu>