
✔ Step 1: Go to Microsoft's Education Page

1. Open your browser and go to:
<https://www.microsoft.com/en-us/education/products/office>
2. Click "**Get started for free**".

✔ Step 2: Enter Your School Email

- Type your school email address in the box.
- Click **Sign Up** or **Next**.
- Microsoft will check if your school is eligible.

✔ Step 3: Verify Your Email

- If eligible, you'll receive a verification email.
- Open the email and click the verification link.
- You may need to create or sign in to a Microsoft account using your school email.

✔ Step 4: Access Microsoft 365

- After verification, you'll be redirected to the Microsoft 365 dashboard.
- From here, you can use **Office apps online** immediately (Word, Excel, PowerPoint, etc.).

✔ Step 5: Download Office Apps

1. On the dashboard, look for **Install apps** (usually top-right).
2. Click **Install Office** → **Office 365 apps**.
3. The installer will download.
4. Run the installer and follow on-screen instructions.

✔ Step 6: Sign In After Installation

- Open any Office app (e.g., Word).
- Sign in with your school email to activate the license.