

Microsoft 365 for Faculty/Staff

As a faculty/staff member of Wayne County Community College District, you are eligible to use the Microsoft 365 software free of charge, while you are an active faculty/staff member.

This benefit gives you access to the Microsoft Office suite online, as well as the ability to install the applications on up to 5 PC or Mac computers, and on mobile devices such as Windows tablets and iPads.

How do I sign-up?

Please navigate to <https://www.microsoft.com/en-us/education/products/office> and complete the steps below

1. Enter your school email address
2. Select I'm a teacher →
3. Fill in the form, being sure to check your email for the verification code that was sent to your faculty/staff email address during this process.

Create your account

We sent a verification code to newfaculty@wcccd.edu. Enter the code to complete signup.

[resend signup code](#)

▾

[Not seeing your country or region?](#)

4. When finished, click → to complete the sign-up process.
5. To download the Microsoft Office Suite, login to <https://office.com> with your username and password.

 Microsoft

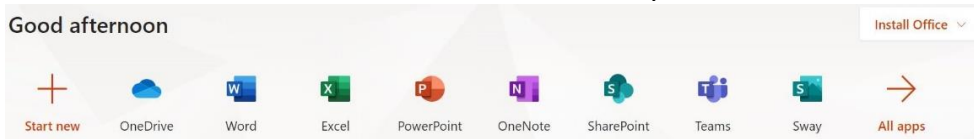
newfaculty@wcccd.edu

Enter password

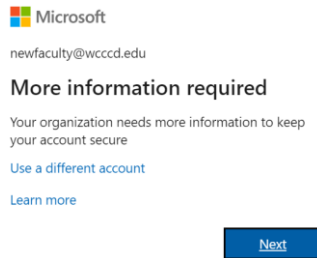
[Forgot my password](#)

[Sign in with another account](#)

6. Click "Install Office" to download the software to your device.

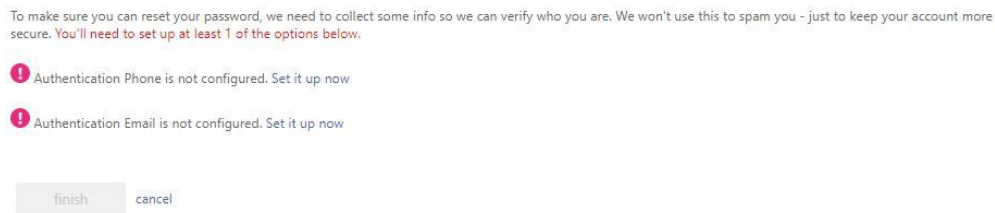


7. On your next login to Microsoft 365 (<https://office.com>), you will be asked to enter information to keep your account more secure. This information serves as a means to reset your password in case you get locked out of your account.



8. Please enter a phone number that you can be reached at and/or an alternate email address.

don't lose access to your account!



9. After entering the required information, click finish to finalize your account setup.

don't lose access to your account!

