

## Microsoft Office 365 Activation Instructions

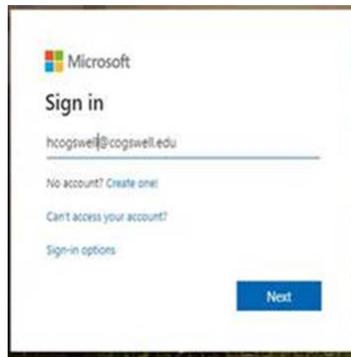
We deployed Microsoft Office 365 Suite for Education for all active Cogswell students, faculty and staff. This includes Word, Excel, PowerPoint, Project, OneDrive, Outlook, Video, and many others.

All Office 365 applications and tools are available for download on up to five personal devices including mobile devices as well as online through a web browser.

Those licenses are perpetual and you are entitled to use on your personal computer all Microsoft desktop and online software as long as you are enrolled as a student or work at Cogswell.

Please follow the instructions below to activate your account and download office applications.

1. Go to <https://office.com> and click on Sign In.
2. On Sign In prompt enter your Cogswell e-mail address and click Next.



3. When prompted enter a temporary password Cogswell2020 (case sensitive) and click Sign In.



4. On the next screen you will be required to select your own password.



5. Now you are logged into Office 365 online and can use any of Microsoft online applications. The most popular applications are shown on a default screen; you can see the entire suite by clicking on “All Apps”.



6. If you wish to install a desktop version on your personal device, click on “Install Office” in the upper right-hand corner and select applications you wish to install. You can install software on up to five personal devices.



If you experience any problem with login or activating your accounts only, please email to the Help Desk [helpdesk@cogswell.edu](mailto:helpdesk@cogswell.edu). For all other questions, refer to Microsoft support.