

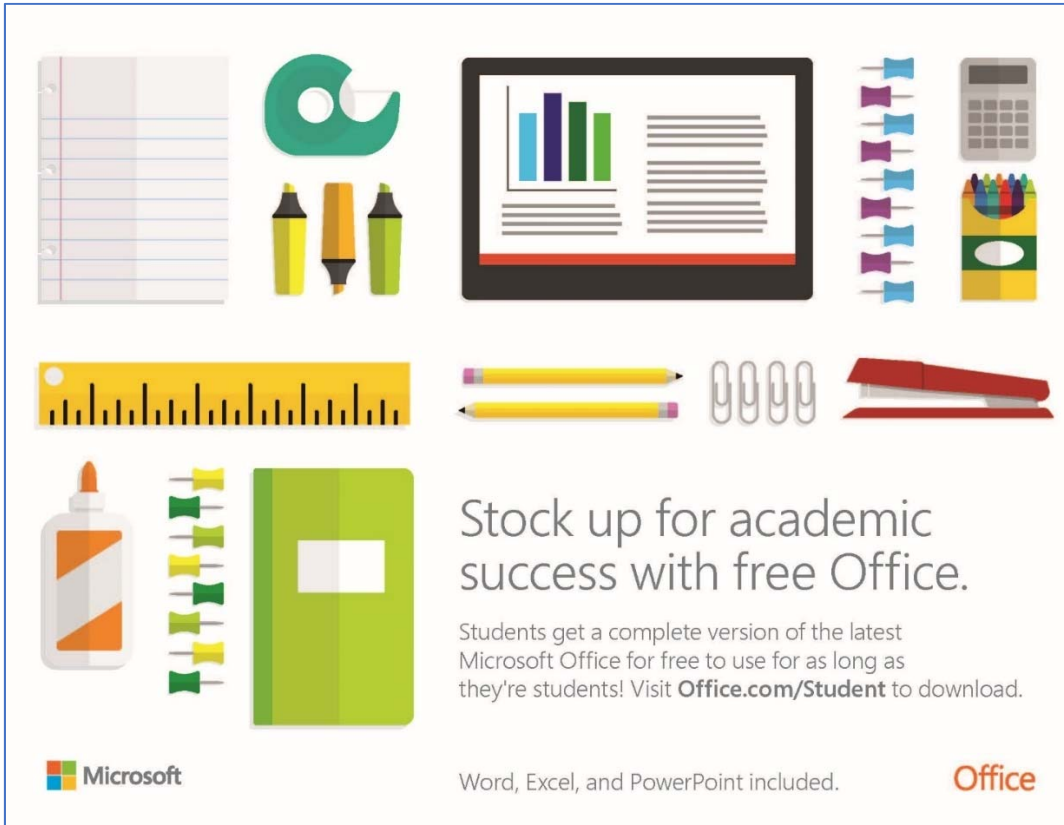
**Po Leung Kuk Ma Kam Ming College**  
**Office 365 for Education (Student)**  
**Sign-up Guideline**

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## Chapter 1

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Office 365 for Education is a collection of services that allows you to collaborate and share your schoolwork. It's available for **free** to students who are currently attending Po Leung Kuk Ma Kam Ming College. The service includes <sup>1</sup>Office Online (Word, PowerPoint, Excel, and OneNote), unlimited OneDrive storage, Yammer, and SharePoint sites.



Stock up for academic success with free Office.

Students get a complete version of the latest Microsoft Office for free to use for as long as they're students! Visit [Office.com/Student](https://Office.com/Student) to download.

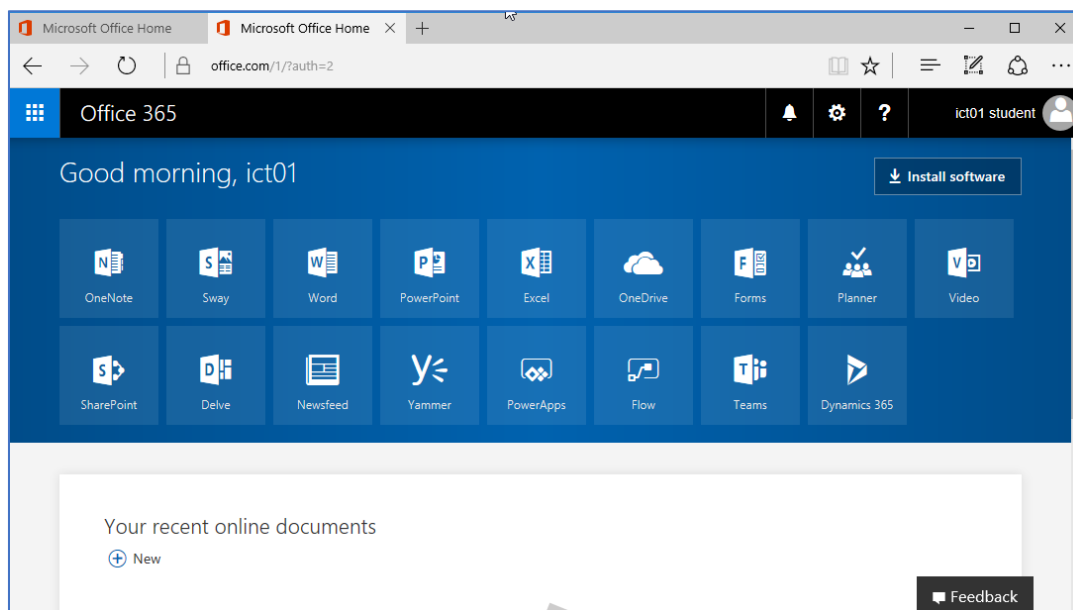
Microsoft

Word, Excel, and PowerPoint included.

Office

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<sup>1</sup> Desktop version of Office 365 is NOT included.



## Chapter 2

### A Who is eligible?

- 1 You must be a student at Po Leung Kuk Ma Kam Ming College.
- 2 You should have the “Google For Education” account assigned by school. The format of your email address should be [studentnumber@plkmkmc.edu.hk](mailto:studentnumber@plkmkmc.edu.hk) (Example: [2017123@plkmkmc.edu.hk](mailto:2017123@plkmkmc.edu.hk)).

### B. How do get Office 365 for Education?

- 1 Microsoft recommend “Microsoft Edge” for “Office 365”.
- 2 Visit the website <http://office.com/student>
- 3 Fill in your “Google for Education” account and press “Get started” button (see figure 2.1).

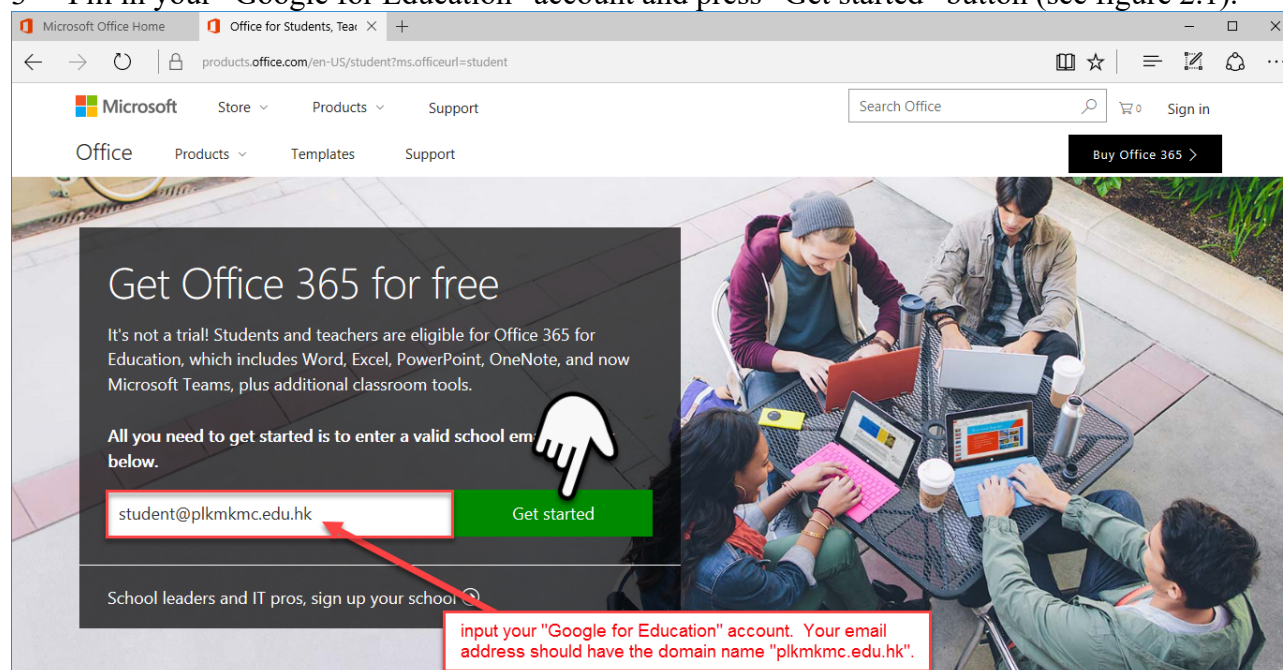


Figure 2.1

- 4 In figure 2.2, click “I’m a student”. Then, you will see figure 2.3.

- 4.1 Microsoft need to validate your email address so as to ensure you are a student at Po Leung Kuk Ma Kam Ming College. **It takes several hours to send the “Sign Up Code” to your Gmail.**
- 4.2 You cannot proceed the “Sign Up” procedure until you get the “Sign Up Code”. Quit your application at this moment and resume your work later.

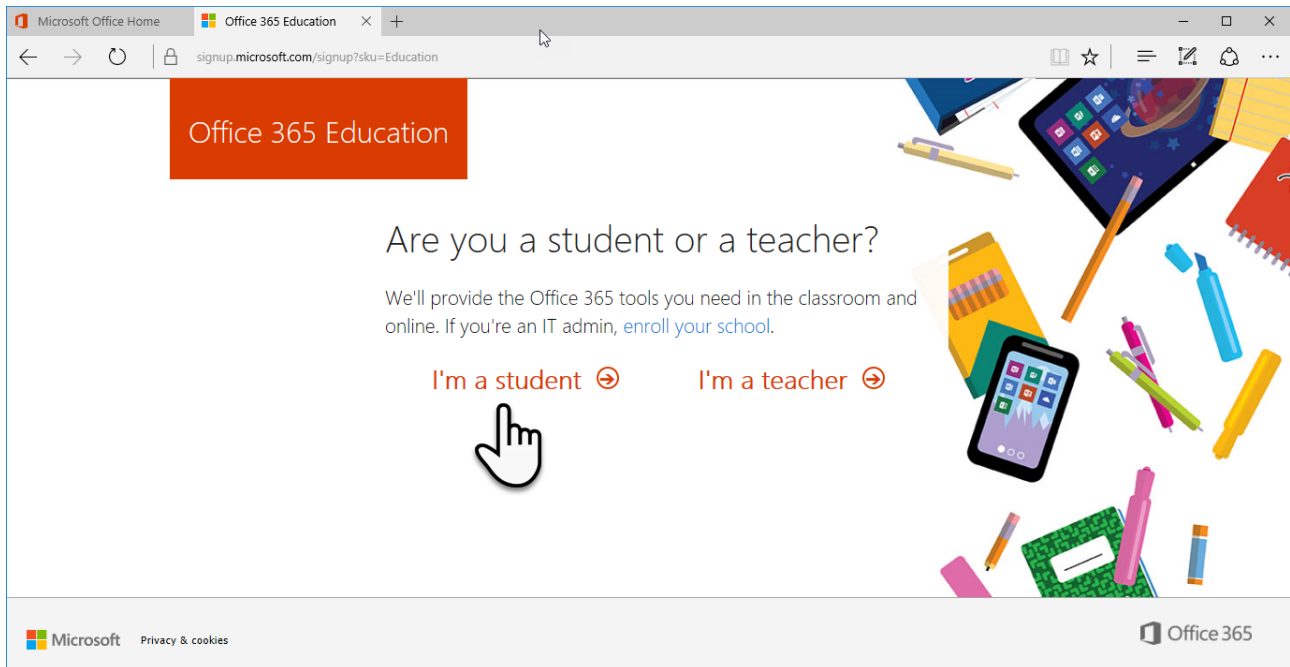


Figure 2.2

A screenshot of the Microsoft Office 365 Education account creation page. The browser's address bar shows a long URL: 'signup.microsoft.com/signup?skug=Education&StepsData.Email=student%40plkmkmc.edu.hk&sku=314c4481-f395-4525-be8b-2ec4t'. The page has a white background with a large orange banner at the top left that says 'Office 365 Education'. Below the banner, the text 'Create your account' is displayed. There are several input fields: 'First name', 'Last name', 'Create password', 'Confirm your password', 'Verification code', and 'Your date of birth'. There is also a 'resend signup code' link and a 'Start' button at the bottom. The right side of the page features a colorful collage of school supplies including pens, pencils, a tablet, and a notebook. At the bottom left is the Microsoft logo and 'Privacy & cookies' link. At the bottom right is the 'Office 365' logo.

Figure 2.3

- 5 Login “Google for Education” at <https://www.google.com> using your school account.
  - 5.1 Your school account should have the domain name “plkmkmc.edu.hk” (see figure 2.4).
  - 5.2 Example: [2017123@plkmkmc.edu.hk](mailto:2017123@plkmkmc.edu.hk).

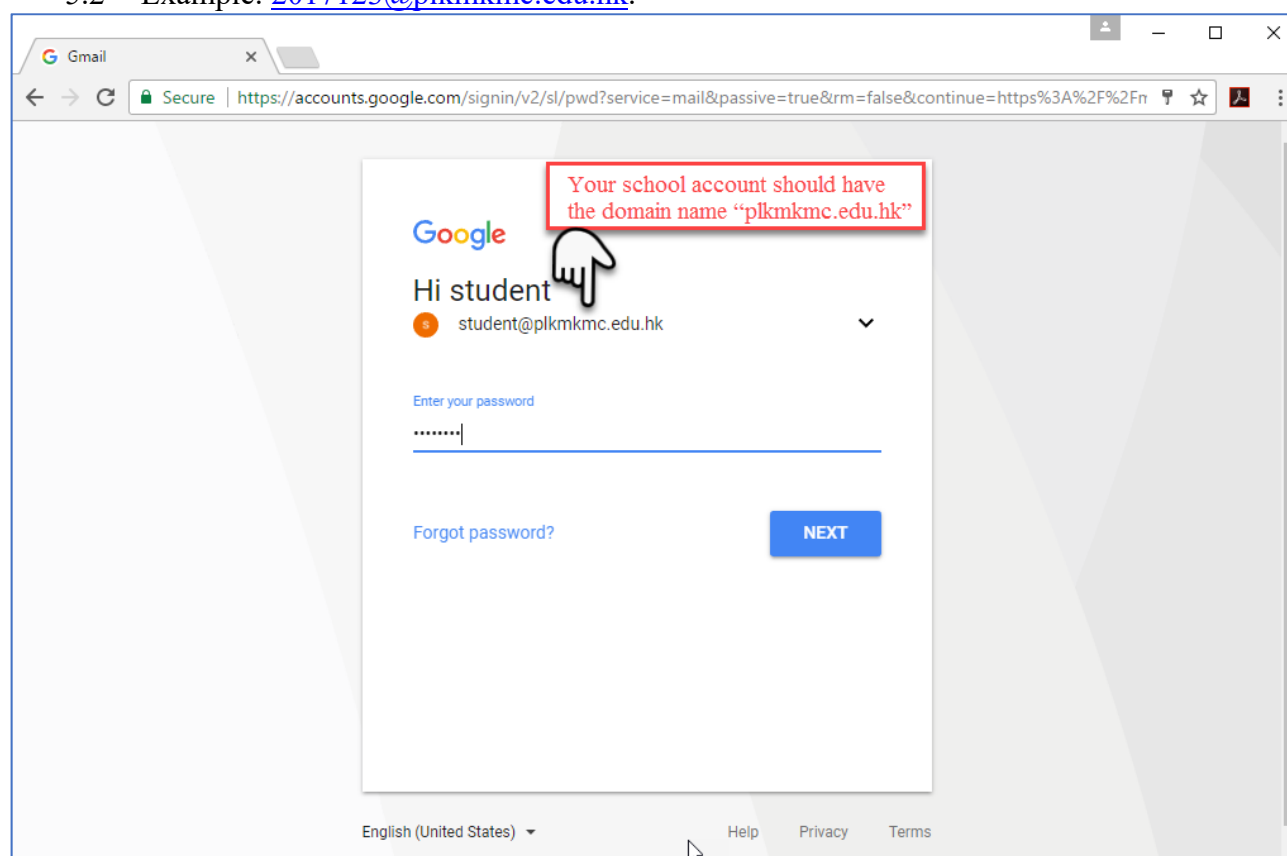


Figure 2.4

- 5.3 Check your gmail and find the email from Office 365.
  - 5.3.1 If you cannot see it in “Inbox”, look at the “Spam” folder. The mail will be, most likely, dropped into SPAM folder (see figure 2.5).

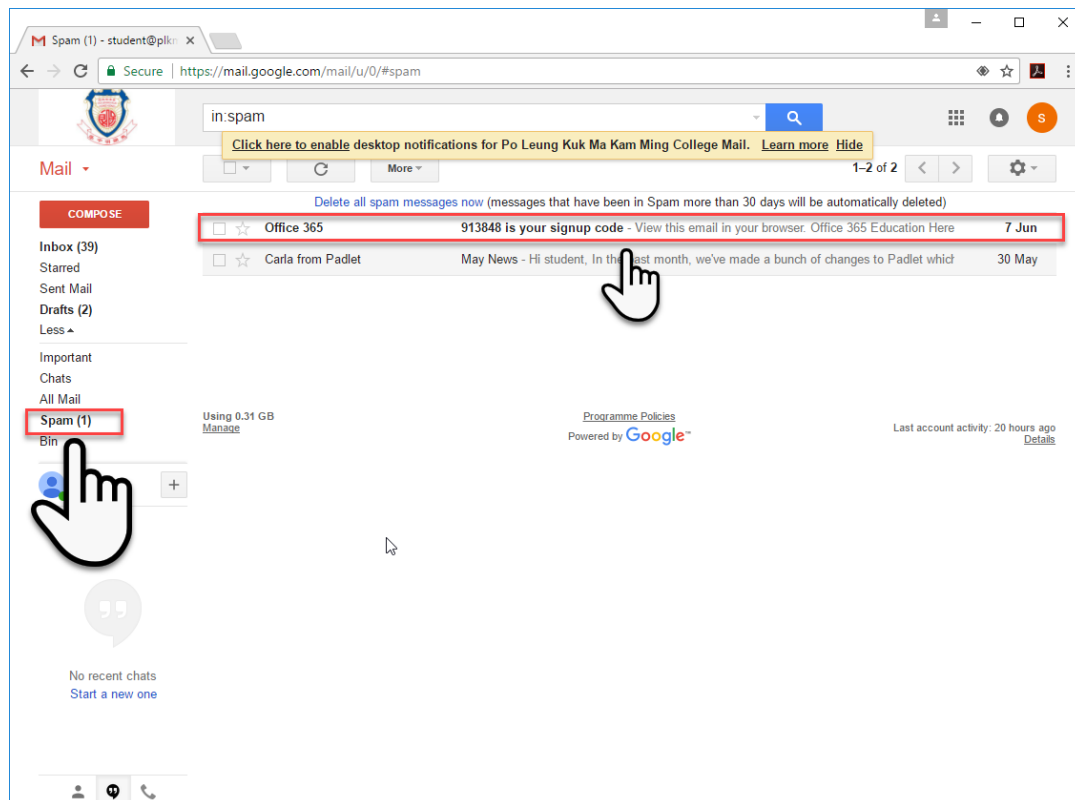


Figure 2.5

- 5.3.2 Once you got the “Sign up Code” in Gmail (sample see figure 2.6), you can continue the Office 365 for Education “Sign Up” procedure.

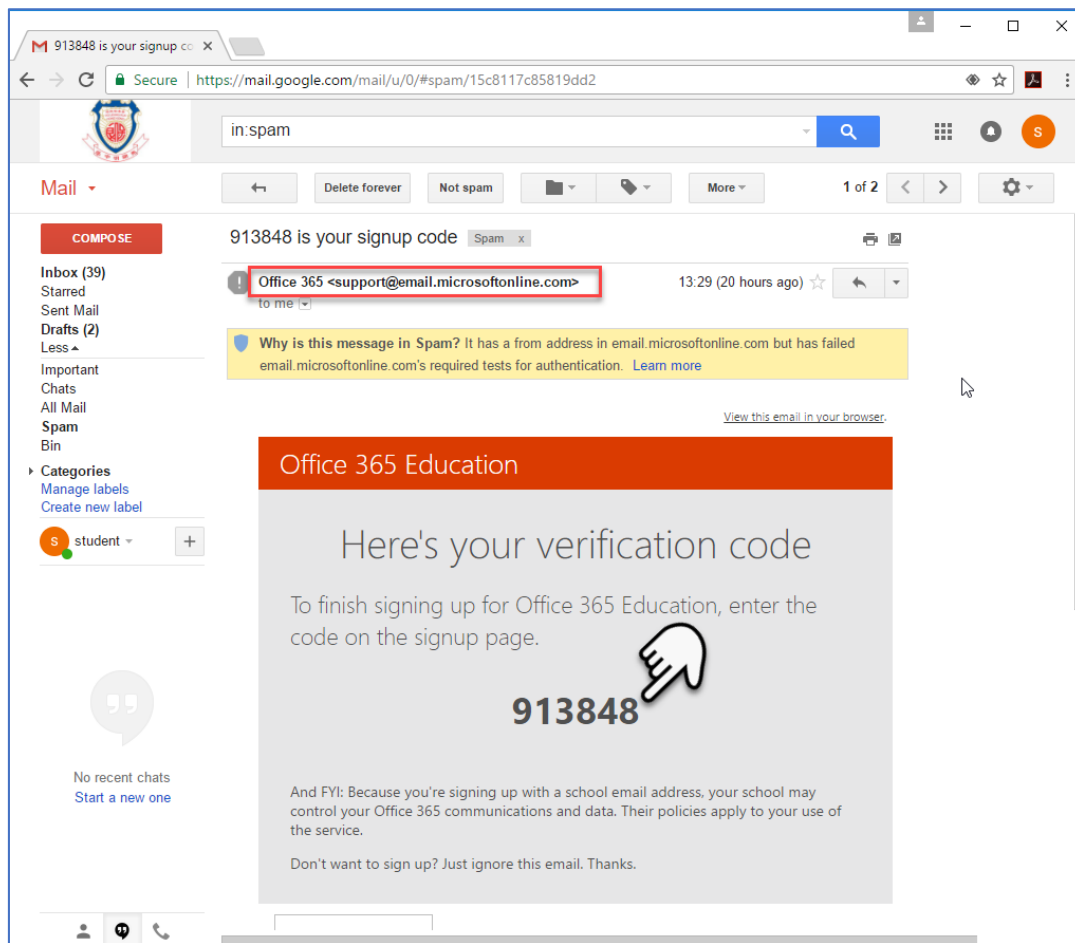


Figure 2.6

- 6 Visit <http://office.com/student> again.
  - 6.1 Fill in your “Google for Education” account again and press “Get started” button.
  - 6.2 Click “I’m a student”.
  - 6.3 Fill in “Create your account” form (see figure 2.7) and click “Start” button.
- 7 In figure 2.8, you can click “Skip”.
- 8 Having completed the registration, you can now use Office 365 for Education free of charge (see figure 2.9).

Microsoft Office Home Office 365 Education

signup.microsoft.com/signup?skug=Education&StepsData.Email=student%40plkmkmc.edu.hk&sku=314c4481-f395-4525-be8b-2ec4t

## Office 365 Education

### Create your account

**Password policy of Office 365:**  
Your password must be 8-16 characters and combine uppercase and lowercase letters, numbers, and any of these symbols: ! @ # \$ % ^ & \* \_ + = [ ] \ : ' , . ? / ~ " ( ) ;

First name Last name

Create password

Confirm your password

We sent a verification code to **student@plkmkmc.edu.hk**. Enter the code to complete sign up.

Verification code [resend sign up code](#)

Your date of birth ?

Month Day Year

☐ Microsoft may send me promotions and offers about Microsoft products and services for businesses.

By choosing **Start**, you agree to our [terms and conditions](#) and understand that your name and email address will be visible to other people in your institution. [Microsoft Privacy Policy](#)

**Start** ➔

Figure 2.7

Microsoft Office Home Office 365 Education

signup.microsoft.com/signup/index?sku=314c4481-f395-4525-be8b-2ec4bb1e9d91&email=student@plkmkmc.edu.hk&tru=https%3a

## Office 365 Education

### Invite more people

Share the benefits of Office 365 and work together on school projects. It's free.

Who would you like to invite?

User name @plkmkmc.edu.hk

User name @plkmkmc.edu.hk

User name @plkmkmc.edu.hk

User name @plkmkmc.edu.hk

User name @plkmkmc.edu.hk

**Send invitations** ➔

[Skip](#)

Figure 2.8

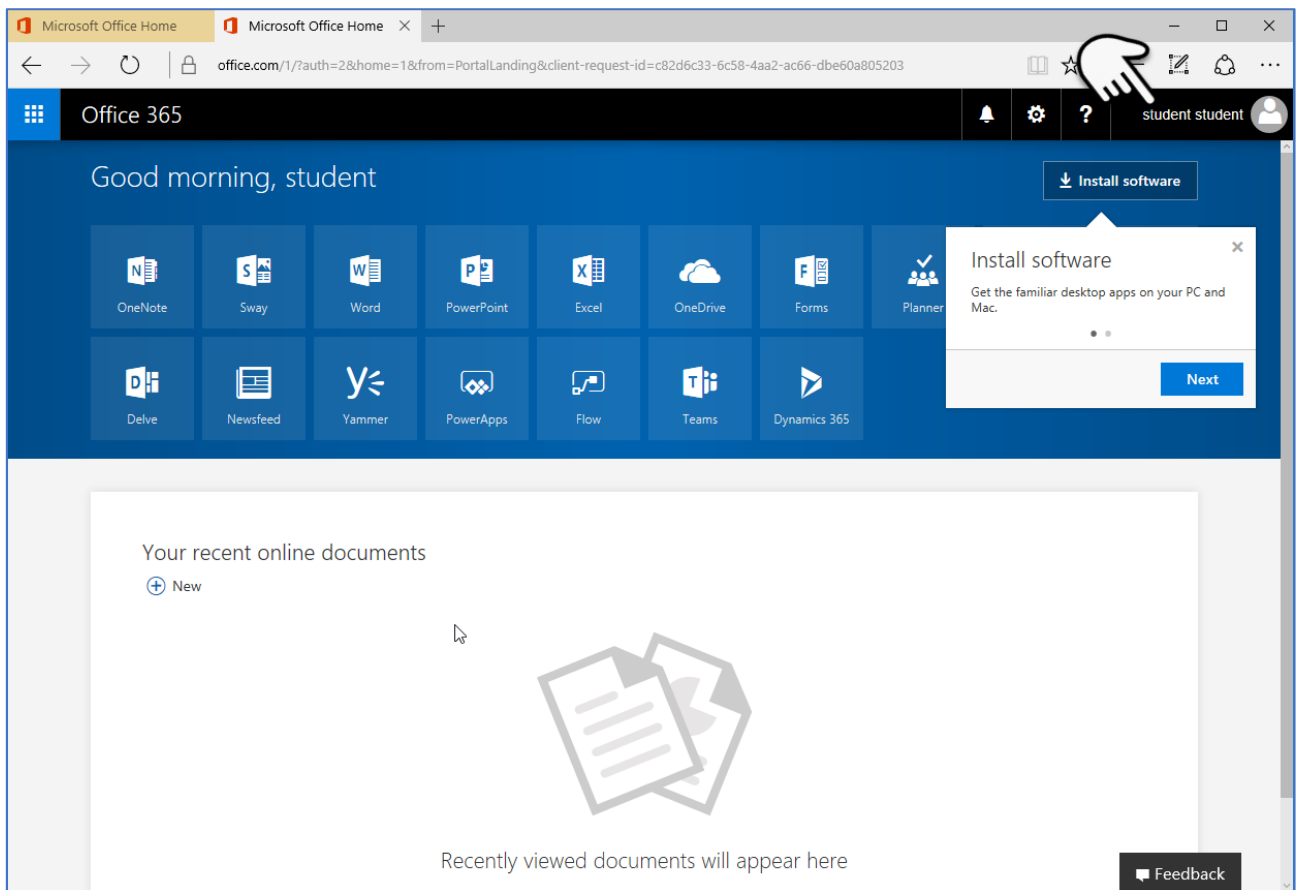


Figure 2.9