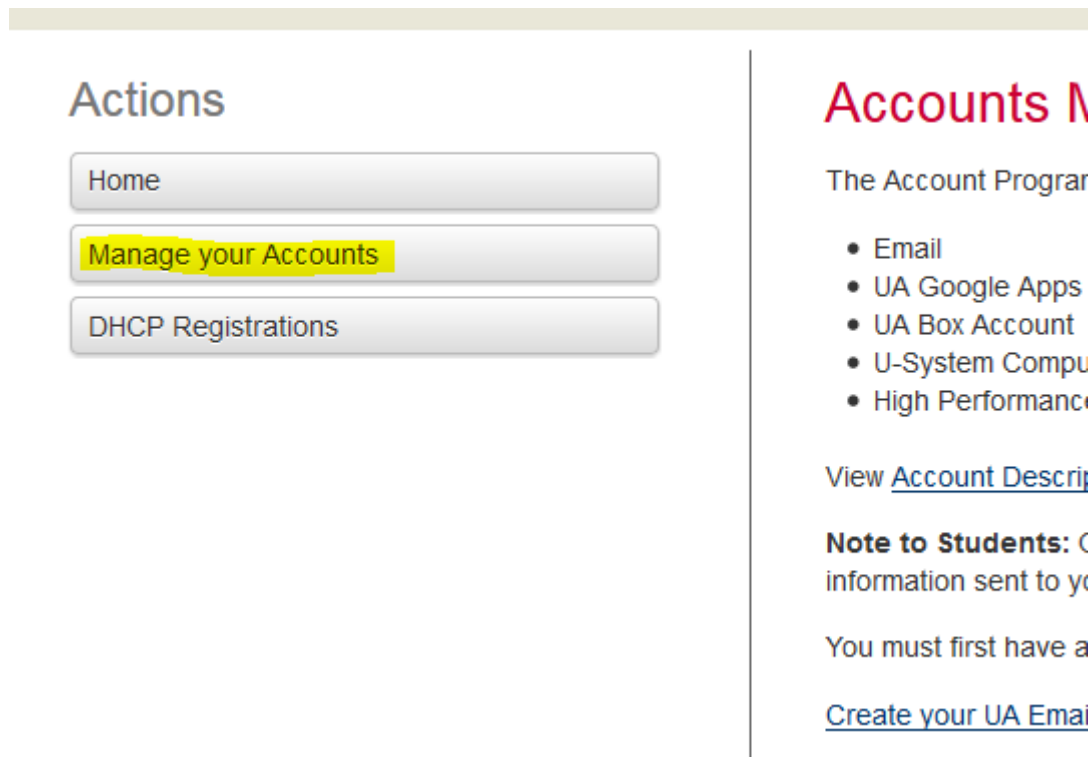


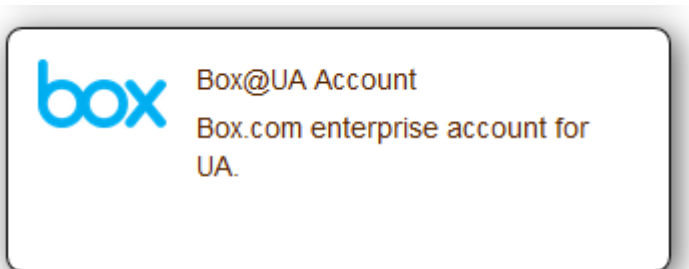
Setting up Box and Office 365

- Go to <https://account.arizona.edu/welcome> and Log In using your NetID and NetID password.
- Click on Manage your Accounts.



The screenshot shows a web interface with two main sections. On the left, under the heading "Actions", there are three buttons: "Home", "Manage your Accounts" (which is highlighted in yellow), and "DHCP Registrations". On the right, under the heading "Accounts", there is a sub-heading "The Account Program" followed by a bulleted list: "Email", "UA Google Apps", "UA Box Account", "U-System Computer", and "High Performance Computing". Below the list, there is a link "View Account Description" and a "Note to Students" section that says "Information sent to you" and "You must first have a" followed by a link "Create your UA Email".

- Click on Box@UA Account to create the account.



- Once you have created the account, you can log in at <https://arizona.box.com>.
- Go to <http://uabookstore.arizona.edu/technology/campuslicensing/default.asp> and click on Subscribe Now to create your Office 365 account.

FREE MICROSOFT® OFFICE 365 FOR UA STUDEN

Student licenses covered under the Microsoft® Campus Agreement (MCA) enables UA stud Education (Microsoft software in the cloud) plan. This plan allows to install Office on up to 5 devices, including Android, iPad®, and Windows tablets.

Office 365 Education Includes:

- » Word Online
- » Excel Online
- » PowerPoint Online
- » OneNote Online
- » Newsfeed
- » Sites
- » Delve
- » Video
- » OneDrive

Office 365 Downloads:

- » Microsoft Word
- » Microsoft Excel
- » Microsoft PowerPoir
- » Microsoft OneNote
- » Microsoft Publisher
- » Microsoft Access
- » Microsoft Outlook
- » *NOTE: You will need Office 365 for all downloads*

Subscribe Now

Student Use Rights: The Microsoft® Volume Licensing Product Use Rights (PUR) provide d

- Enter your University email address (user@email.arizona.edu) and click Sign up.

Get started

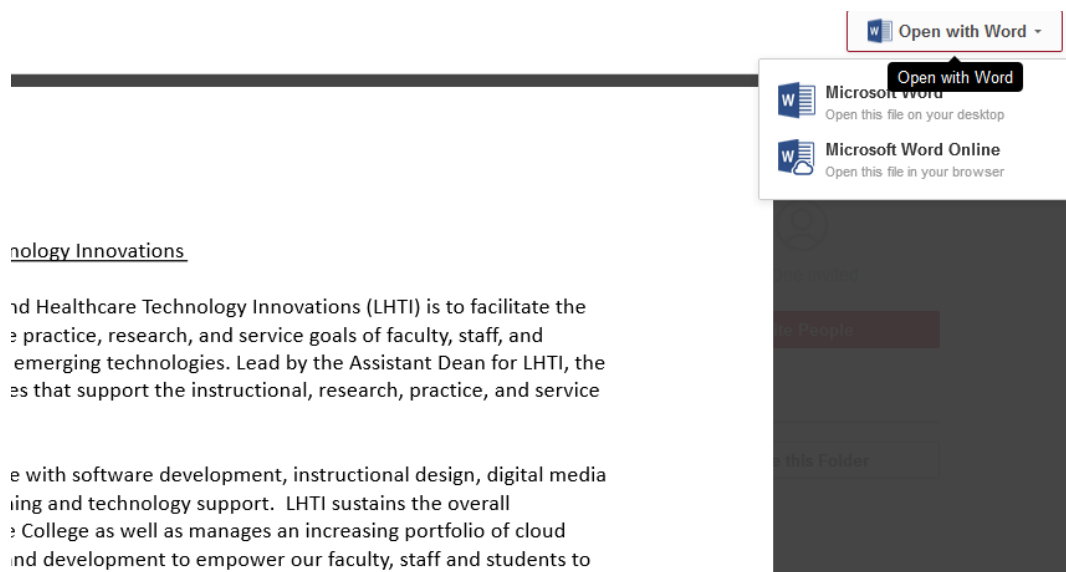
You get 1 TB of free online storage and the online versions of Office. Some schools also provide the Office desktop apps via an Install Office button on the home page.

Sign up →

- If asked during this process, indicate that this is a Work or School account, not a personal account.
- An email will be sent to your work email account. Be patient, it can take up to an hour to receive the email. Once you receive it, follow the instructions to finish setting up your account.
- Once your account is created, you can log into it at <https://portal.office.com>.

Working Together with Box and Office 365

- Now that both accounts are created, log back into Box at <https://arizona.box.com>.
- Upload a Microsoft Office document to your Box account. An MS Word document will work well for this.
- Click on the document to open it in the previewer.
- In the upper right corner of the screen you will see a drop down next to Open with Word, select Open with Microsoft Word Online



- You will be asked to log into your Office 365 account. Once you have done this the document will open in a robust, browser based version of Microsoft Word.

