

Office 365 A1 Setup Guide for IIT Jodhpur Students

- Welcome! As a student at IIT Jodhpur, you have access to Microsoft Office 365 Education. This guide will walk you through setting up your account and accessing your suite of applications.

Prerequisites

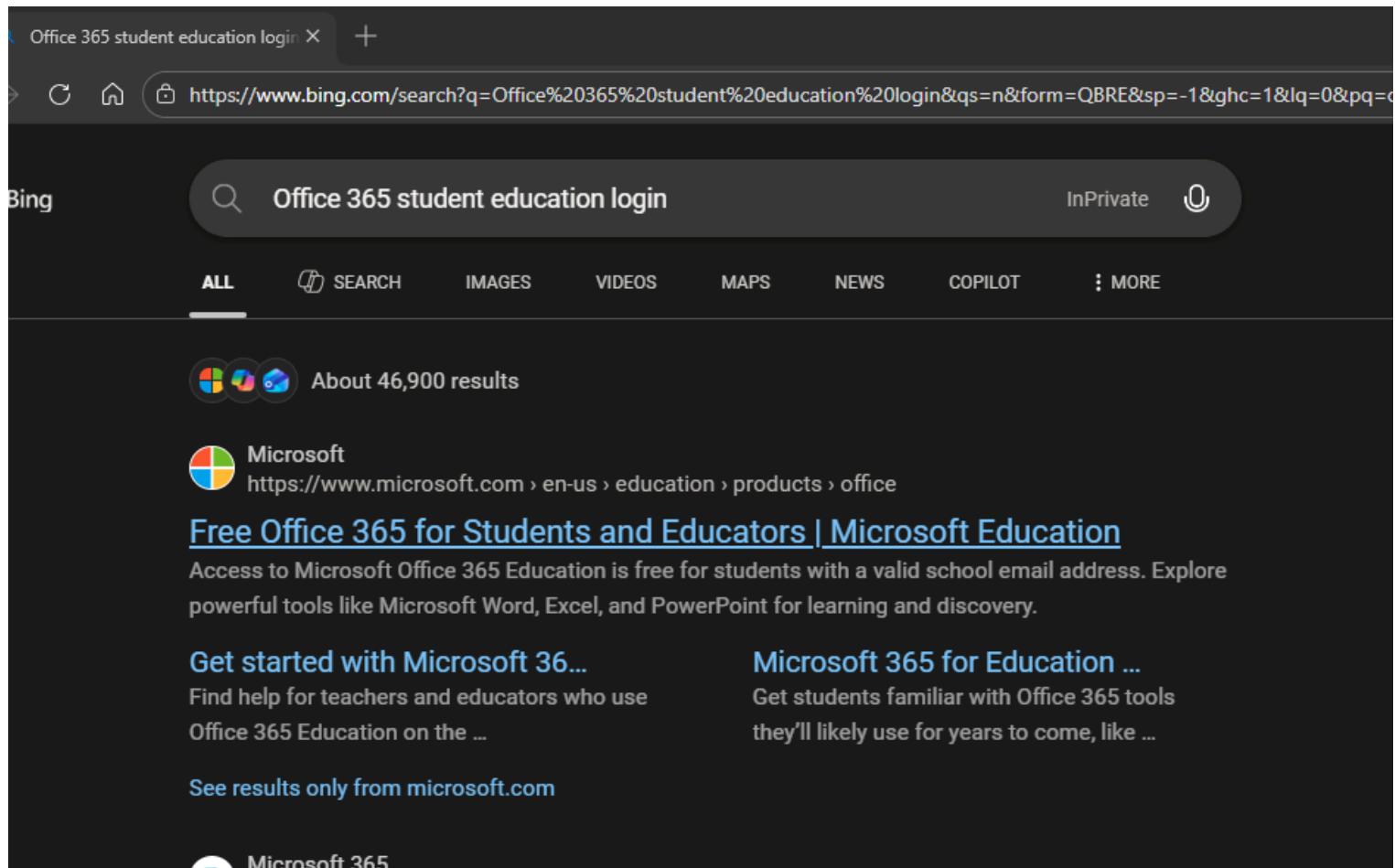
Before you begin, ensure you have:

- Your official IIT Jodhpur student email address (e.g., username@iitj.ac.in).
- Access to your IIT Jodhpur email inbox to receive verification codes.

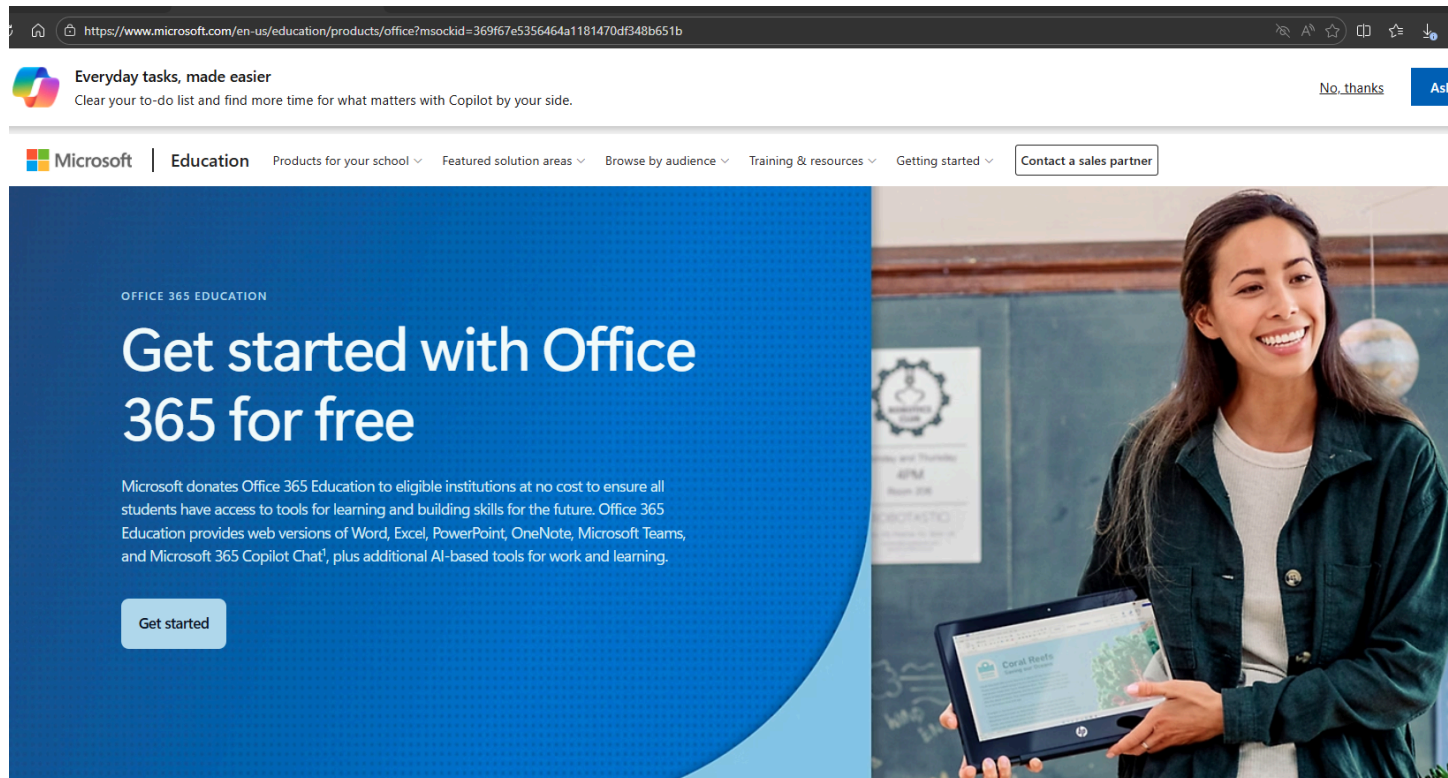
Step-by-Step Registration & Login

1. Navigate to the Microsoft Education Portal

- Open your preferred web browser.
- Search for "**Office 365 student education login**" and click on the official link for **Free Office 365 for Students and Educators | Microsoft Education**.
- Alternatively, navigate directly to the Microsoft Education webpage.



- Click the prominent blue **Get started** button.



2. Enter Your Institutional Email

- On the "Let's get you started" page, enter your official IITJ email address (e.g., yourname@iitj.ac.in) in the designated field.
- Click **Next**.



You've selected Office 365 Education

1 Let's get you started

Office 365 Education includes Microsoft Teams, Office on the web, and OneDrive. Teams is a hub for chat, assignments, content creation and connects students, teachers, and staff in an online classroom.

Some schools will also have access to Office desktop apps like Word, Excel, and PowerPoint.

Email

By proceeding you acknowledge that if you use your organization's email, your organization may have rights to access and manage your data and account.

[Learn More](#)

Next

2 Create your account

3 Confirmation details

3. Select Your Role

- When asked "Are you a student or a teacher?", select the applicable button.

You've selected Office 365 Education

1 Let's get you started

Are you a student or a teacher?

Office 365 Education includes Microsoft Teams and other tools you need for your online classroom. Teams allows students and teachers to chat, work on assignments, and co-create documents. If you're an IT admin, [sign up your school](#).

I'm a student

I'm a teacher

2 Create your account

3 Confirmation details

4. Create Your Account

- Fill in your personal details: **First name**, **Last name**, and **Date of birth**.
- Create a strong, secure **password** and confirm it in the next box.
- Check your IITJ email inbox for a **Verification code** sent by Microsoft. Enter this code into the corresponding field.
- Review the terms and select your communication preferences, then click **Next**.

You've selected Office 365 Education

1 Let's get you started

2 Create your account

First name *
Vaibhav

Last name *
Kothari

Date of birth *
Mon Jan 01 2001

Country or Region *
India

Email
vaibhavkothari@iitj.ac.in

Enter a password to sign in to your account.

Create password *

Confirm password *

We've sent a verification code to **vaibhavkothari@iitj.ac.in**. Enter the code to complete sign up.

Verification code *
388902 [Resend code](#)

☒ I understand that Microsoft may contact me about my trial.

☒ I would like information, tips, and offers about Solutions for Businesses and Organizations and other Microsoft products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#).

☐ I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#).

By choosing **Next**, you agree to our [terms and conditions](#) and [Privacy Statement](#).

Next

3 Confirmation details

5. Skip Invitations

- You may see a prompt asking you to invite co-workers or classmates. You can safely ignore this.

- Click the **Skip & go to Office 365 Education** link located at the bottom right.



You've selected Office 365 Education

- 1 Let's get you started
- 2 Create your account
- 3 Confirmation details

Thanks for signing up. Your user ID is **vaibhavkothari@iitj.ac.in**.

Office 365 Education is built to collaborate with your co-workers. Let's invite them. It's free.

Username	
Username	
Username	
Username	
Username	

[Add more people](#)

[Send Invitations](#)

[Skip & go to Office 365 Education](#)

6. Complete Sign-Up

- A confirmation screen will display your official Microsoft username (your IITJ email).
- Click **Get Started**.



You've selected Office 365 Education

- 1 Let's get you started
- 2 Create your account
- 3 Confirmation details

Thanks for signing up for Office 365 Education

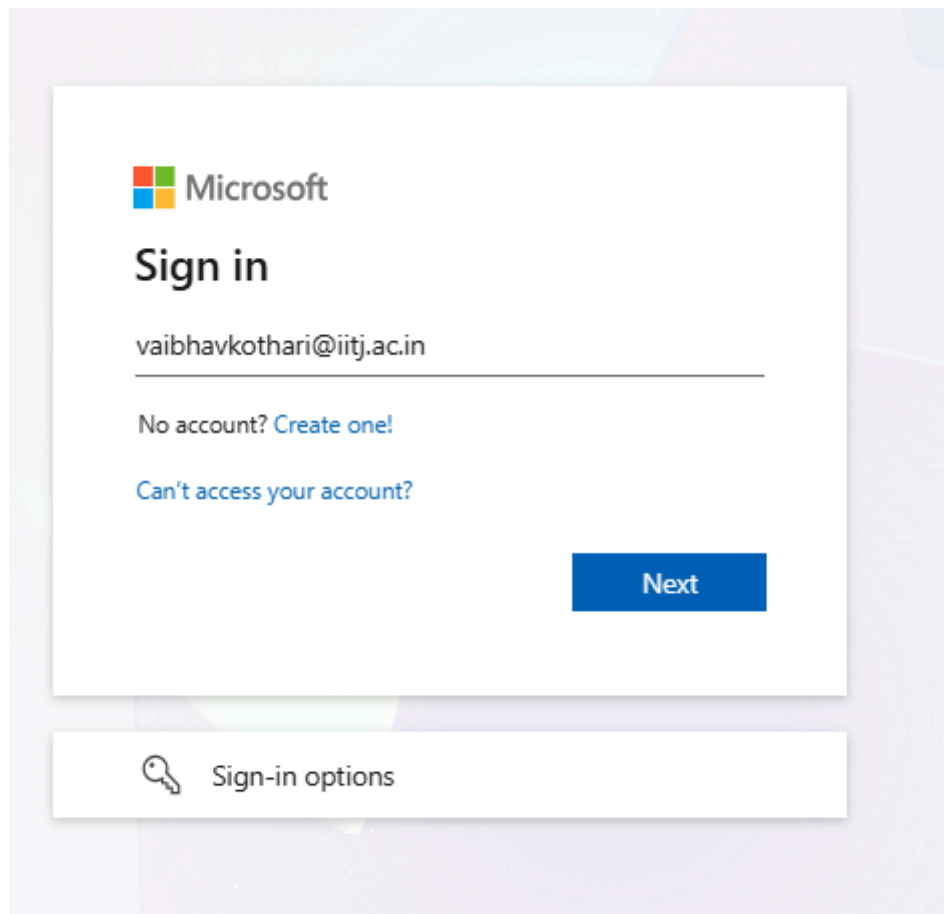
Your username is **vaibhavkothari@iitj.ac.in**

[Get Started](#)

7. First-Time Sign In

- You will be redirected to the Microsoft Sign-in page.

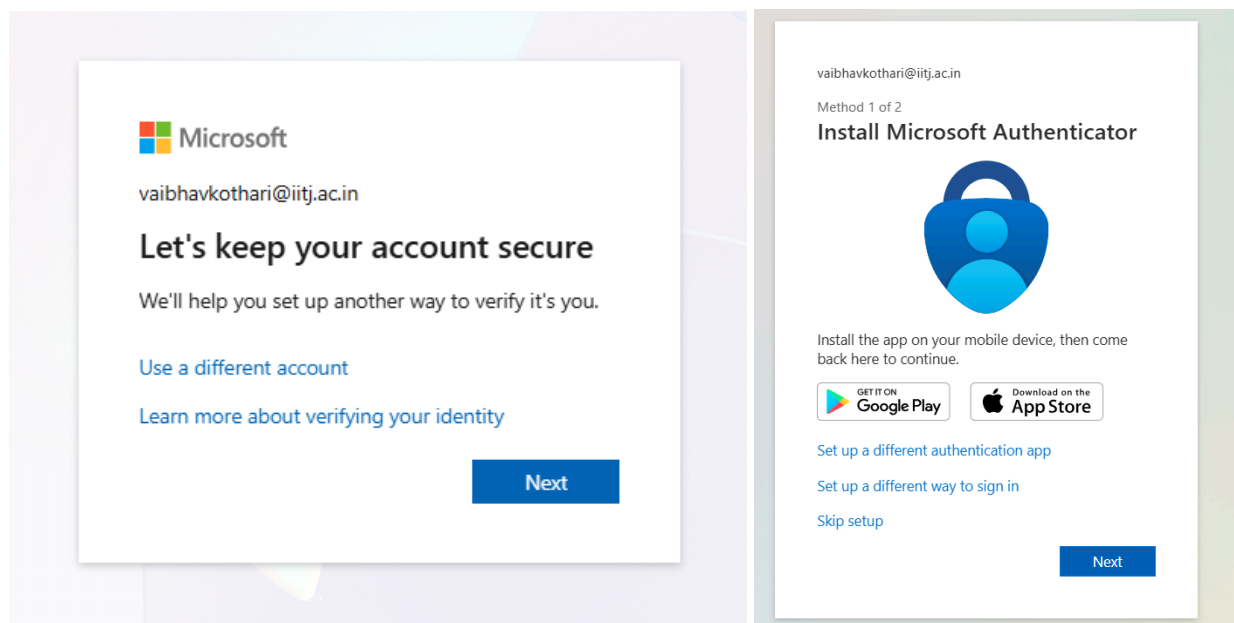
- Enter your IITJ email address and click **Next**.
- Enter the password you just created and click **Sign in**.



The image shows the Microsoft Sign in interface. At the top is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "vaibhavkothari@iitj.ac.in". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". A blue "Next" button is positioned at the bottom right of the sign-in box. Below the sign-in box, there is a "Sign-in options" link with a key icon.

8. Configure Account Security

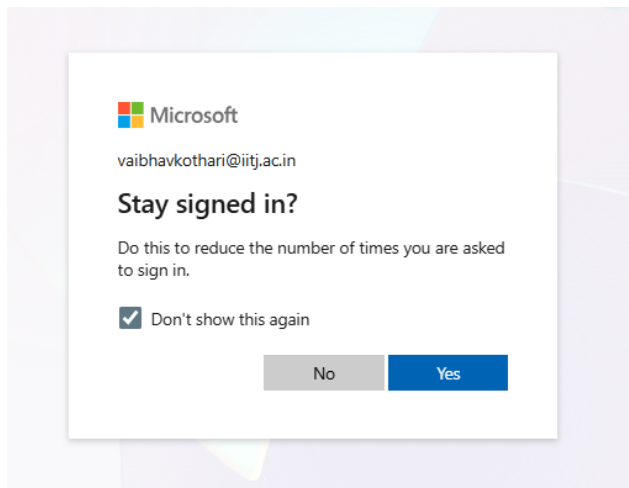
- You will be prompted with "Let's keep your account secure." Microsoft highly recommends installing the **Microsoft Authenticator** app on your mobile device for two-factor authentication.
- If you wish to set this up later, you can click **Skip setup** at the bottom of the screen.



The image displays two sequential screens from the Microsoft account security setup process. The left screen, titled "Let's keep your account secure", shows the user's email address "vaibhavkothari@iitj.ac.in" and provides instructions on setting up another verification method. It includes links for "Use a different account" and "Learn more about verifying your identity", and a blue "Next" button at the bottom. The right screen, titled "Install Microsoft Authenticator", indicates "Method 1 of 2". It features the Microsoft Authenticator app logo and instructions to install the app from the Google Play Store or the App Store. Below the instructions are links for "Set up a different authentication app", "Set up a different way to sign in", and "Skip setup". A blue "Next" button is located at the bottom right of this screen.

9. Finalizing Login

- A "Stay signed in?" prompt will appear.
- Check **Don't show this again** and click **Yes** if you are on a personal, secure device. If you are on a public or shared computer, click **No**.



Accessing Your Applications

Once logged in, you will be taken to your personal Microsoft 365 dashboard.

- **To find your apps:** Look at the left-hand sidebar. Click on the **Apps** icon (it looks like four small squares) at the bottom left of the screen.
- A menu will pop up giving you instant access to web versions of:
 - **OneDrive** (for cloud storage)
 - **Teams** (for virtual classes and collaboration)
 - **Word, Excel, PowerPoint** (for assignments and presentations)
 - **OneNote** (for digital note-taking)

You are now fully set up and ready to use Office 365 for your coursework at IIT Jodhpur!

