

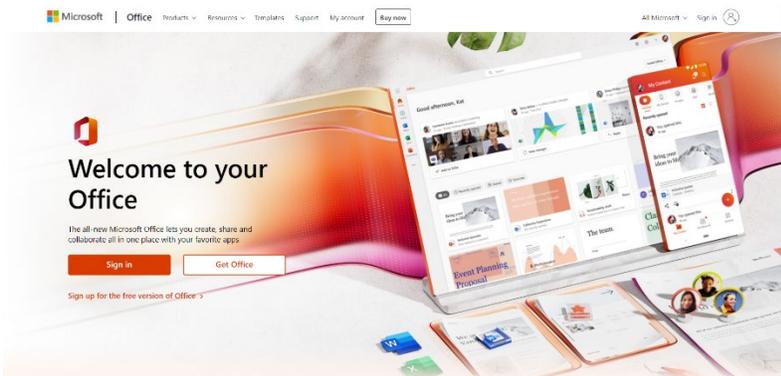


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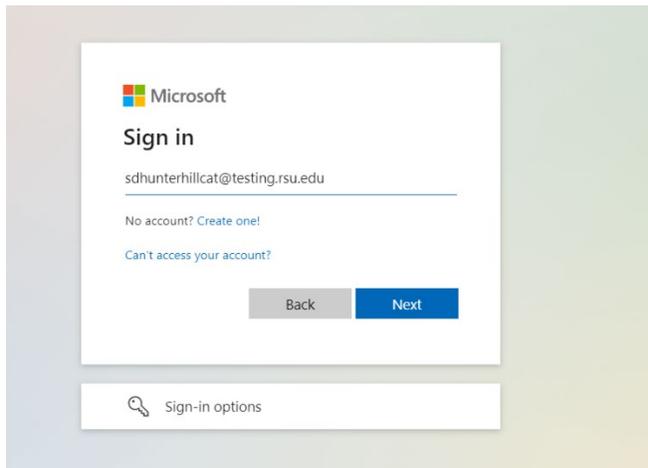
## Microsoft Office 365 Education Version- **Mandatory for all Students**

RSU offers a free Microsoft office subscription while you are an active student. The following steps will assist you with signing up for an account. RSU requires all students to sign up before your Semester classes start so you have the necessary access to your student accounts.

Please select this link: <https://www.office.com/> and select the “Sign In” Option.



Enter your RSU Student email address and select “Next”





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Enter the password that was sent to your personal email address from RSU.

Microsoft

← sdhunterhillcat@testing.rsu.edu

## Enter password

Password

[Forgot my password](#)

Sign in

Once you have entered the password RSU provided, you will be prompted to update your password to a unique password. Please keep this password secure and do not share.

Microsoft

sdhunterhillcat@testing.rsu.edu

## Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

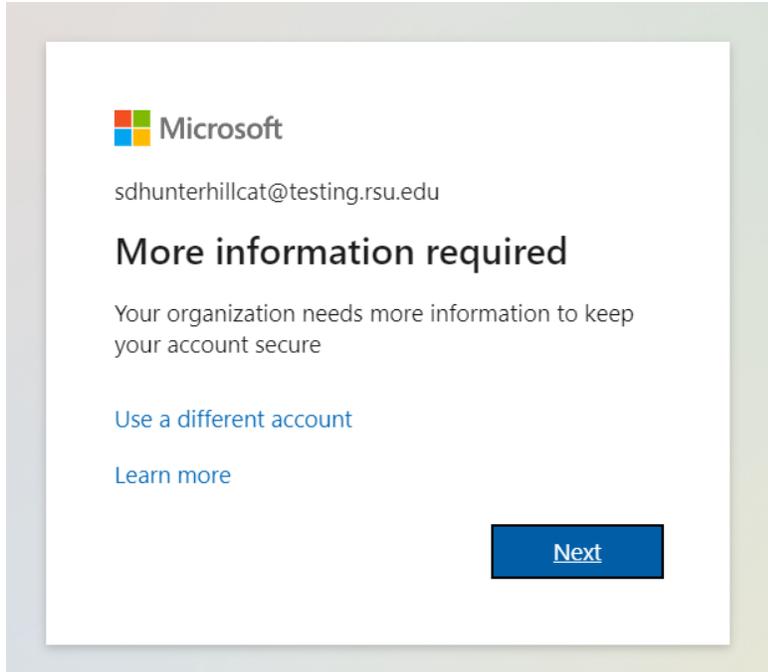
Confirm password

Sign in

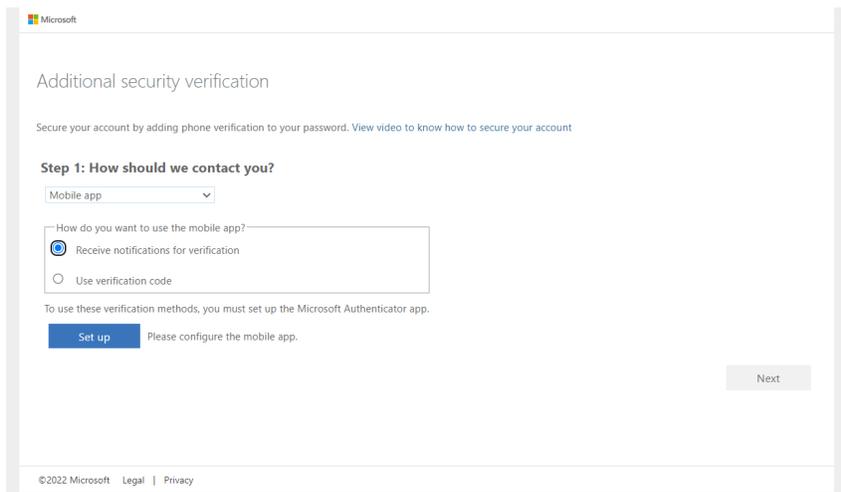


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The next step will be setting up the 2 factor authentication for added account security. Select “Next” to continue.



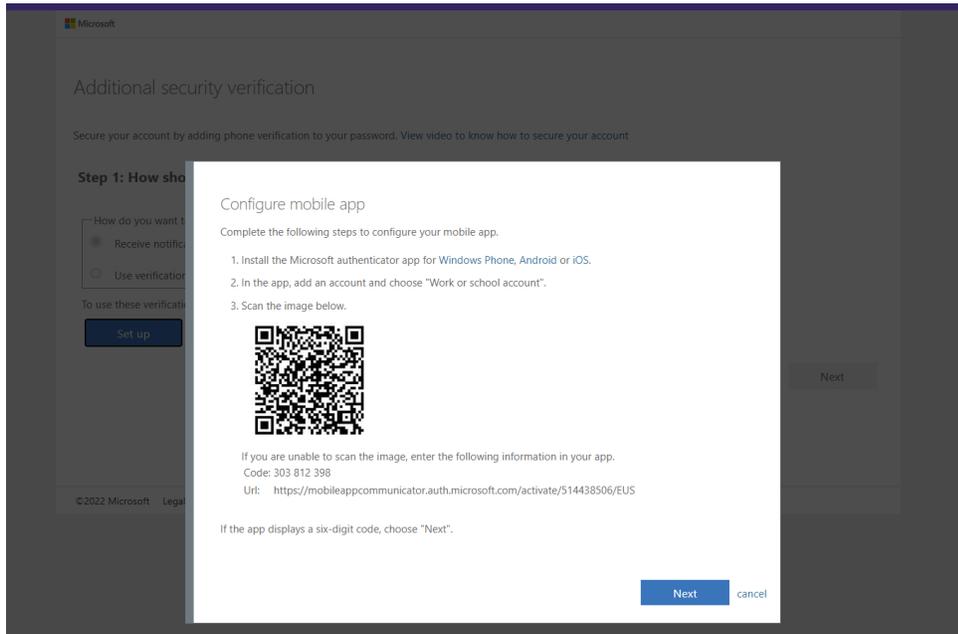
The method recommended for the notification is MFA App. Select mobile app from the drop down menu. Next, choose “Receive notifications for verification” and select the “Set up” button.



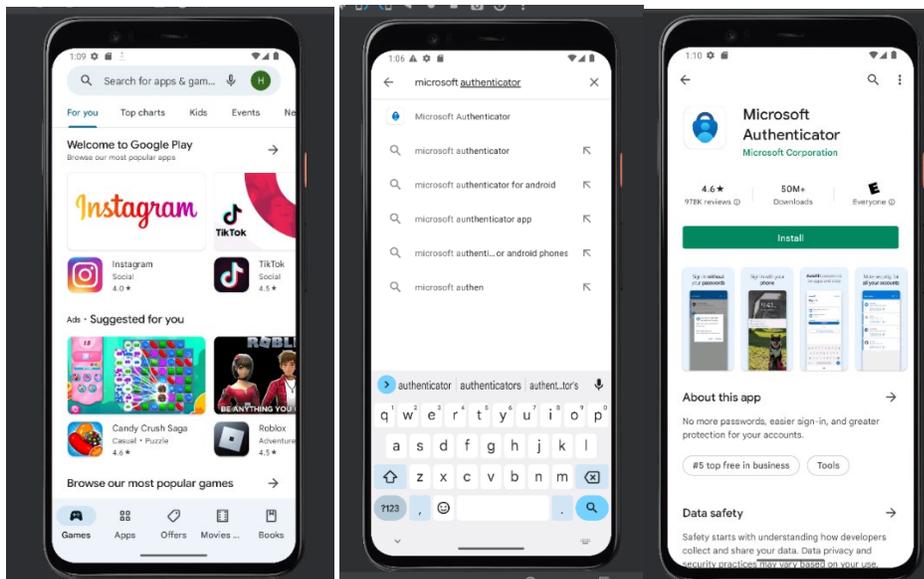


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This will pop up for your phone to scan and continue the setup process. Hold the camera up to the bar code for verification.



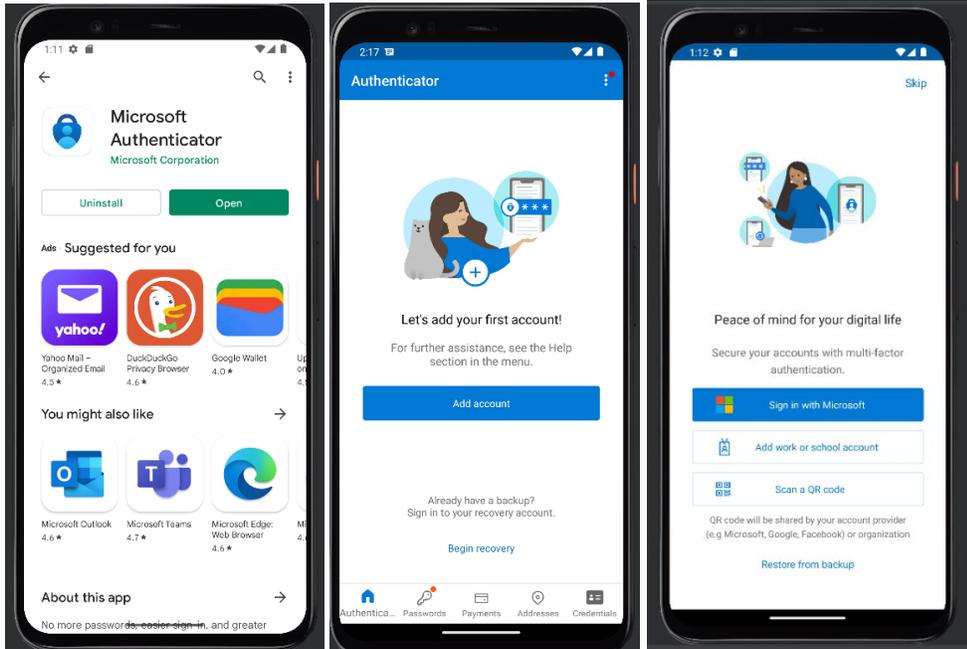
If you have an Android phone, you may need to go to the Play Store and download the “Microsoft Authenticator App”. Once you have located the App, select “Install”. **NOTE:** iPhone users will go to the “APP Store” and follow the same directions.



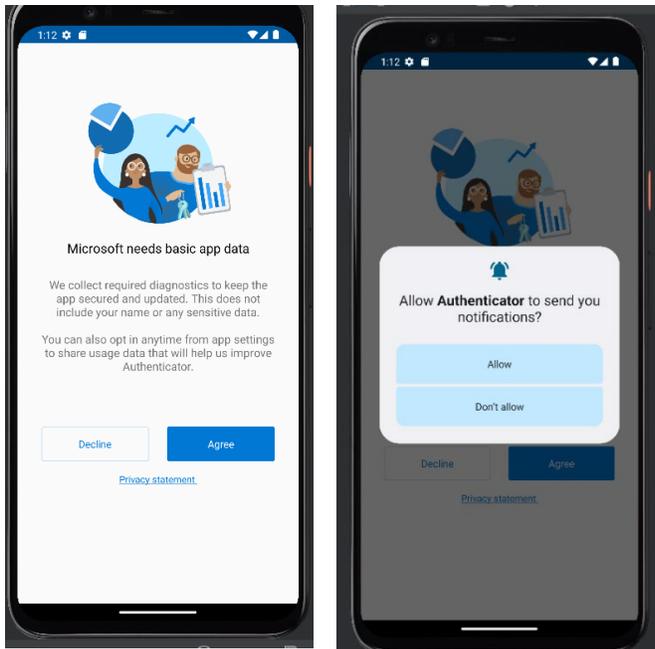


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Next, Open the app. Then select, “Add account”. Then select, “Add work or school account”.



Select “Agree” once you have read the terms. Then select, “Allow” for access.



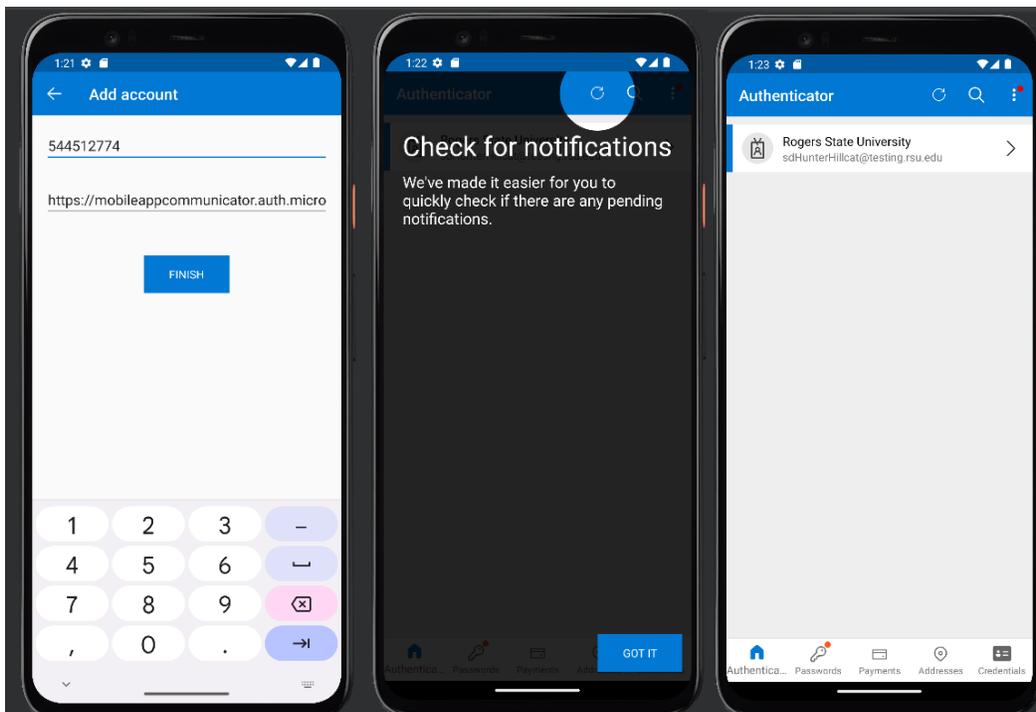


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Select, "Scan a QR code". Point the camera at the QR code shown on the screen.



If necessary, you can manual type the code and url into Microsoft Authenticator. Once that is done, select "Finish". The next screen you will select, "Got It". You have now added RSU to your Authenticator for future use and verifications.



If you need further assistance, please contact the Helpdesk at [helpdesk@rsu.edu](mailto:helpdesk@rsu.edu) or call 918-343-7538.