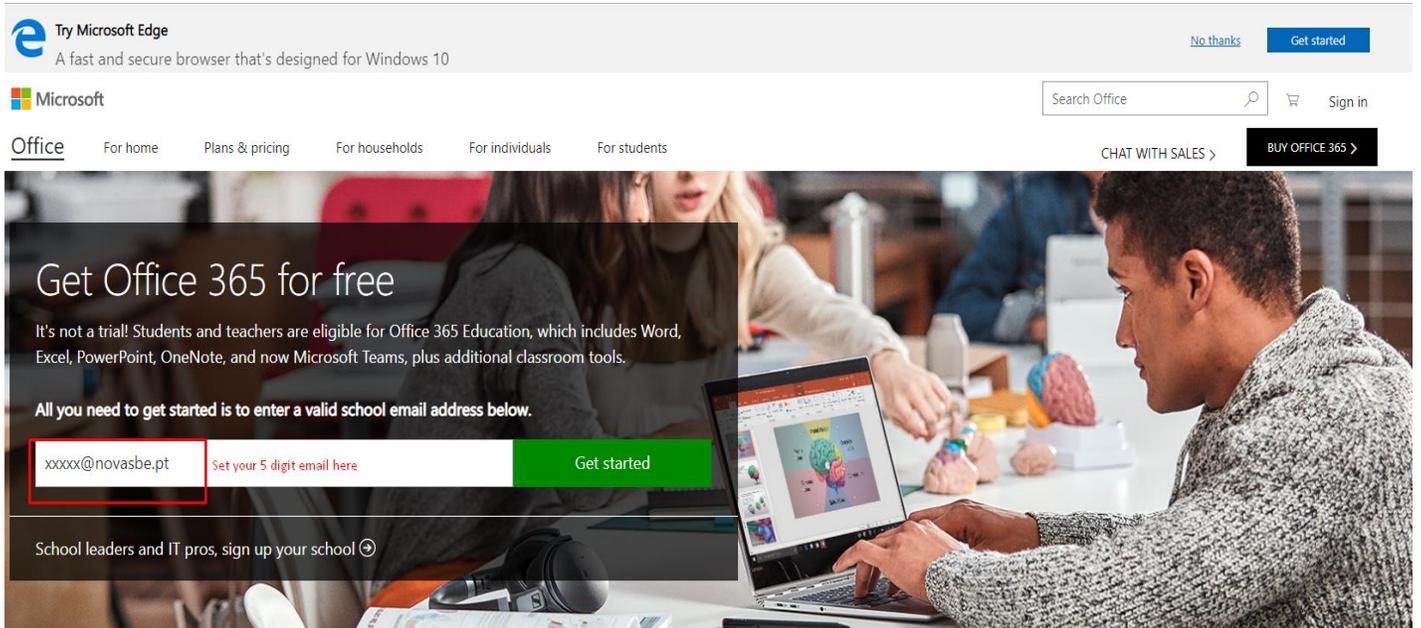


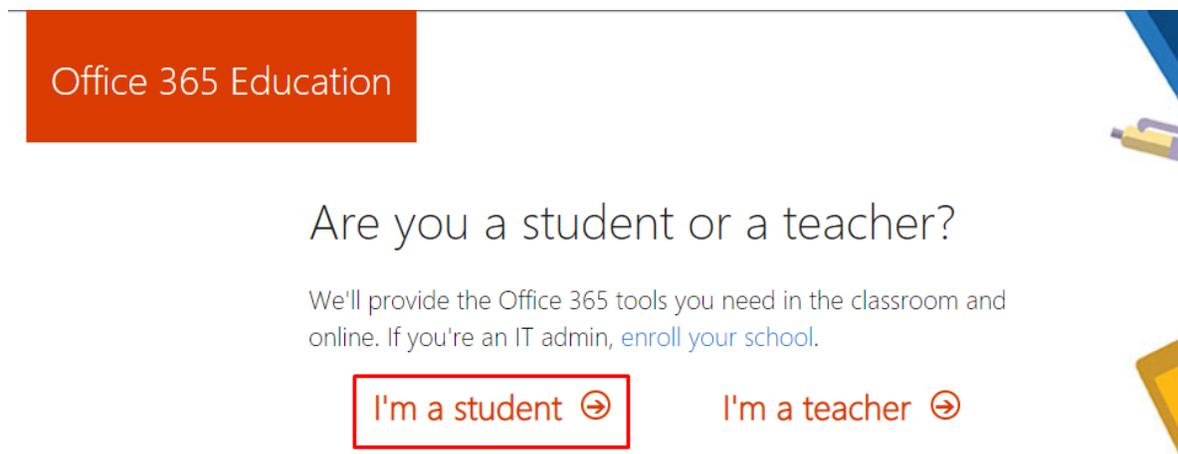
Office 365 Nova SBE

Click [here](#) to enter on the following Office 365 website.

Then insert your Nova email and click “Get started”.



Select “I’m a student” option.



Then the “Sign in” option.

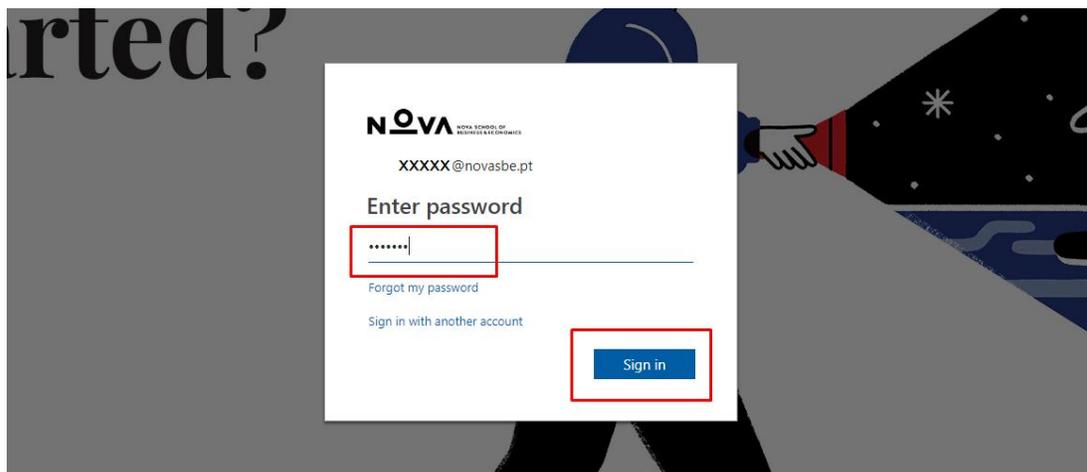
Office 365 Education

You have an account with us

To get your free Office, sign in with your Office 365 user ID and password.

Sign in →

In this window, please type your Nova email password.



The screenshot shows a sign-in window for NOVA. At the top left is the NOVA logo with the text "NOVA SCHOOL OF BUSINESS & ECONOMICS" below it. The email address "XXXXX@novasbe.pt" is entered. Below the email is the heading "Enter password" followed by a password input field containing six dots. A "Forgot my password" link is positioned below the password field. At the bottom left of the window is the text "Sign in with another account". At the bottom right is a blue "Sign in" button. Red boxes highlight the password field and the "Sign in" button.

Choose if you want your credentials memorized



The screenshot shows the same sign-in window as above, but with a dialog box overlaid. The dialog box has the NOVA logo at the top left and the email address "XXXXX@novasbe.pt" below it. The heading is "Stay signed in?". Below the heading is the text "Do this to reduce the number of times you are asked to sign in." At the bottom left of the dialog is a checkbox labeled "Don't show this again". At the bottom right are two buttons: "No" and "Yes".

Now, insert your birth date and then “Start”

Office 365 Education

Almost there

You're signed in as andre.batalha@novasbe.pt

Your date of birth 

Month 	Day 	Year 
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When using an organization email address (e.g. an employer or school), the organization may assume control over your account and data. [Learn more.](#)

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 



The following image it's ok for you to skip.

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?

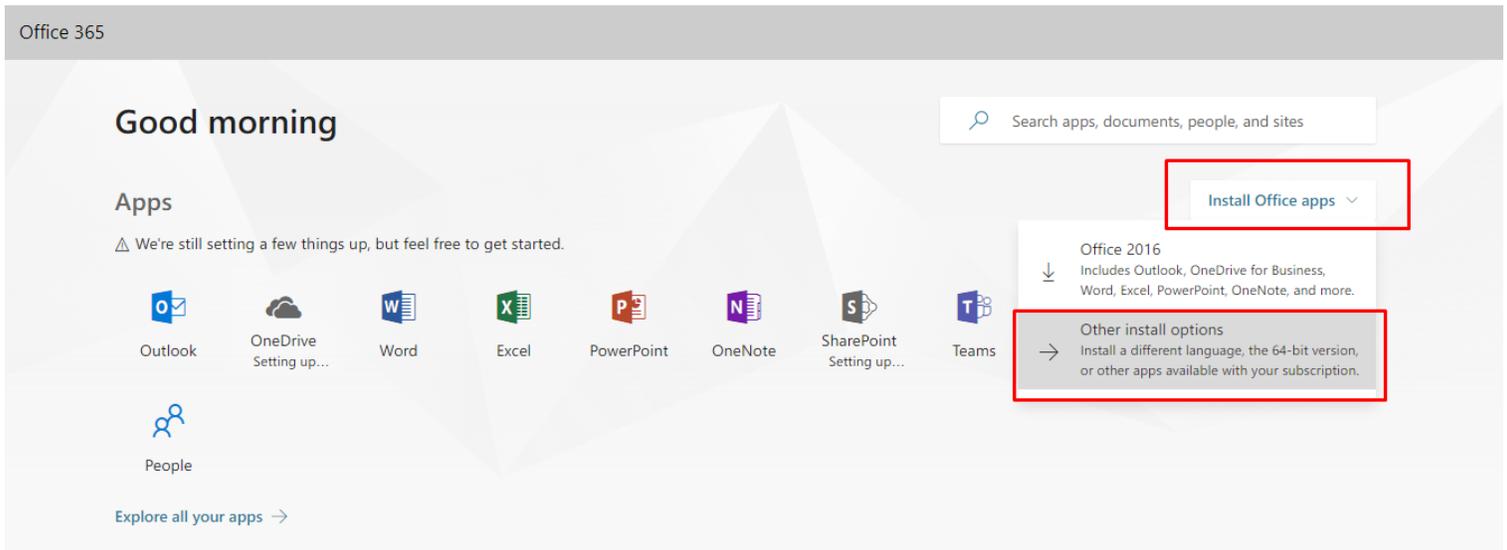
Username	@novasbe.pt 
Username	@novasbe.pt 
Username	@novasbe.pt 
Username	@novasbe.pt 
Username	@novasbe.pt 

Send invitations 

[Skip](#)



Once you logged in, go to “Install Office apps” and then “Other install Options”.



Next you will choose your preferred language and 64-bit version. Then, click “Install” to download your Office 365 setup.

For Mac users, the language of Office 365 will be the same as your Mac system.

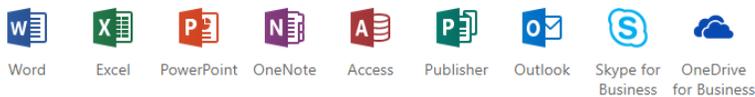
Office

Manage installs

Want to deactivate Office on one computer and install it on another? Go to [My account > Install status](#).

Install Office 365 ProPlus with the new 2016 apps [What happened to Office 2013?](#)

Note: Your admin has enabled First Release, so you get early access to the latest Office features. If you have feedback or problems, please contact your admin.



Language:

English (United States)

Version: Which version is right for me?

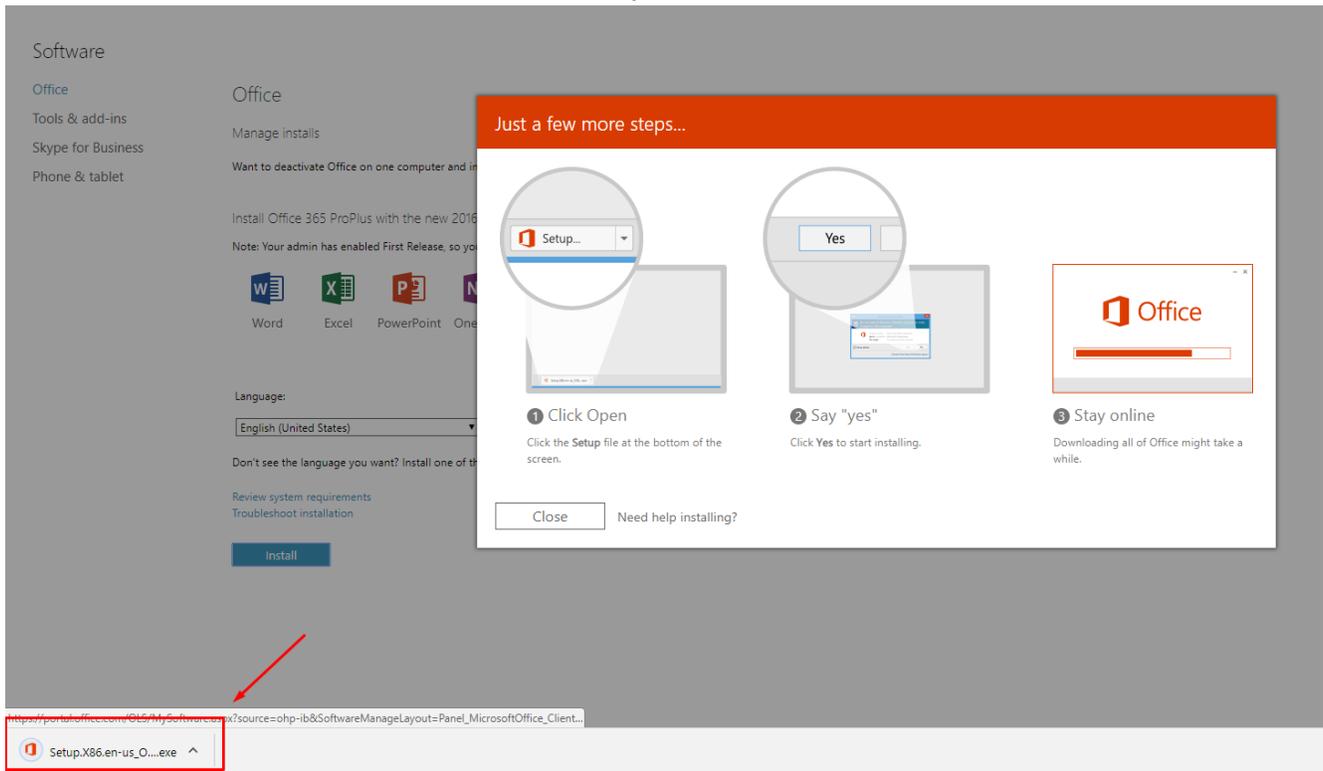
32-bit
32-bit
64-bit

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

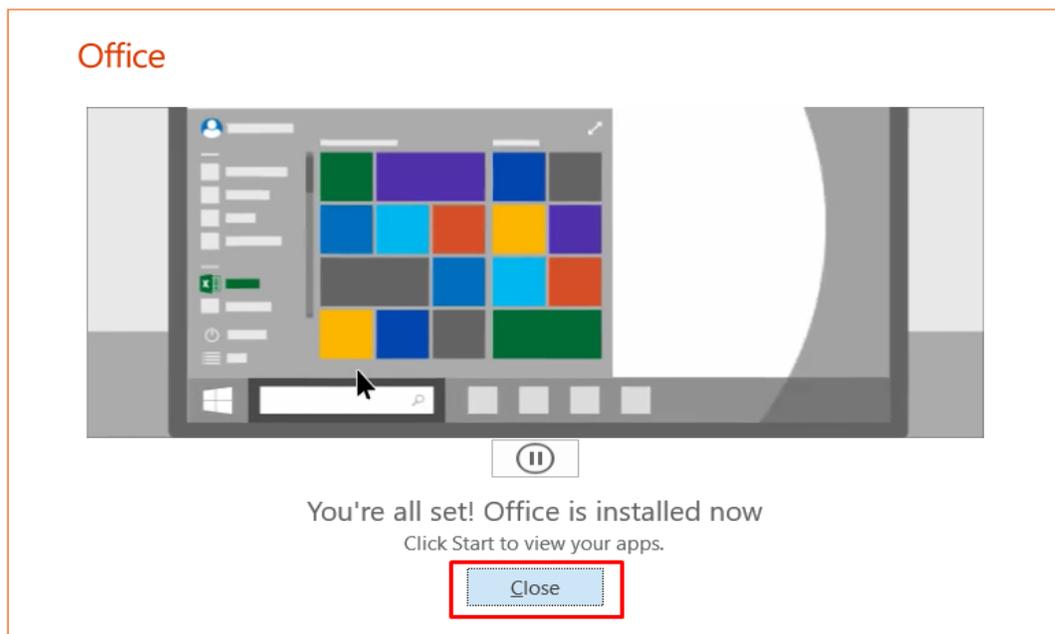
[Review system requirements](#)
[Troubleshoot installation](#)

Install

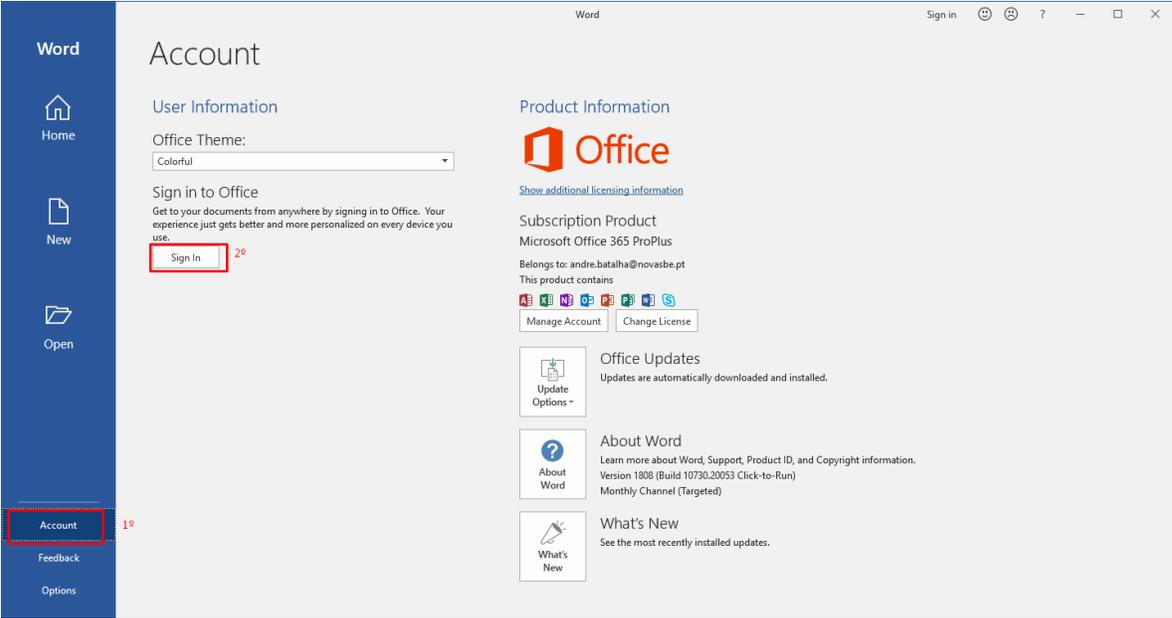
Once you download your Office setup, double click on it and the installation will proceed.



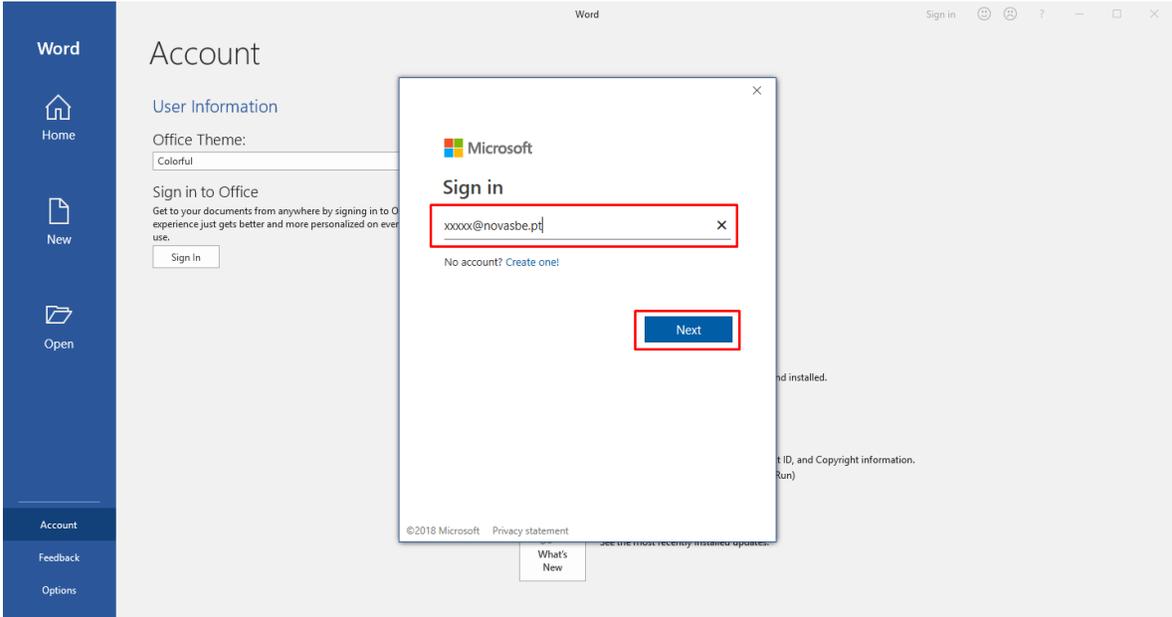
When the installation finish, the following message will appear and close it.



Now for your account stays activated, open one of your Office 365 applications (Word, Excel...) and go to “Account” and then “Sign in”.



Type your Nova Email and click “Next”.



Once you do all these steps your Office 365 will be activated and ready for use.

