

# How to get free Office 365

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Now we're providing Office 365 to every student at RISEBA free of charge. With Office 365, you will have access to the latest version of Word, Excel, PowerPoint, Outlook, OneNote, and to Microsoft online services – e-mail in @riseba.lv domain, OneDrive file storage, and other.

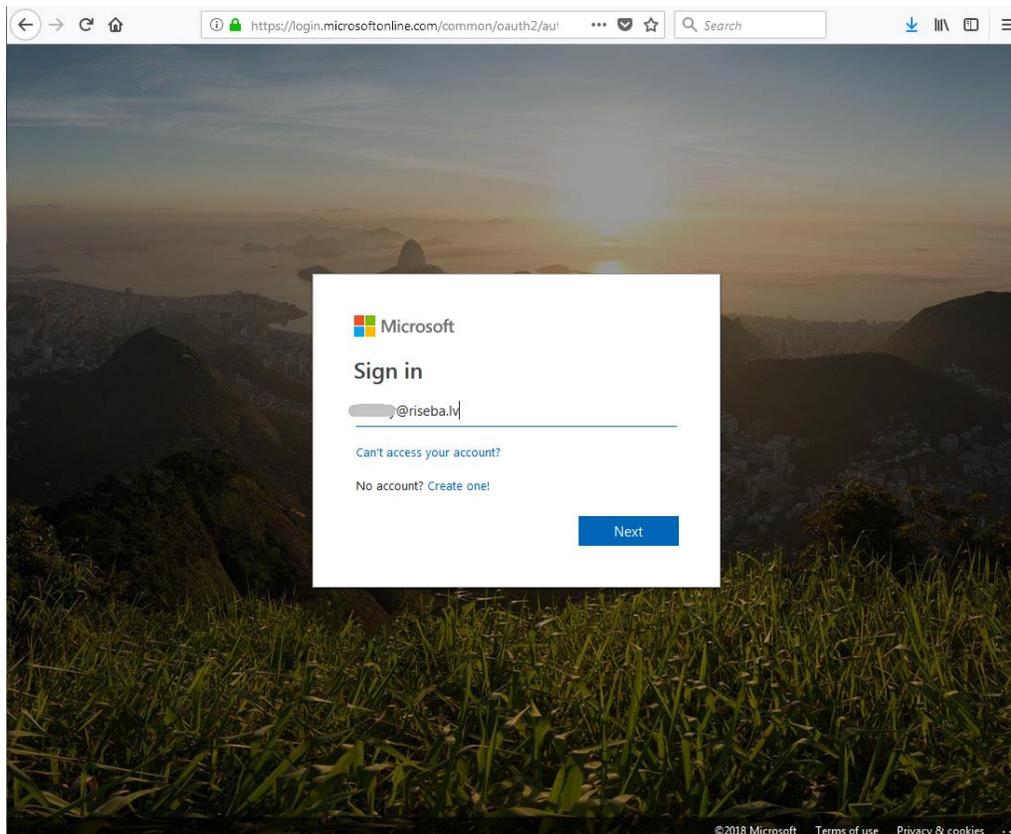
- Setup is simple; no IT assistance is needed.
- Install on up to 5 Windows and Mac computers, plus 5 tablets (including iPad) and access Office mobile applications on iPhone and Android phones.
- Office subscription continues as long as your studies at RISEBA continue.
- Supported Windows versions are 7 / 8 / 8.1 / 10

To start using your Office365, please follow the steps below:

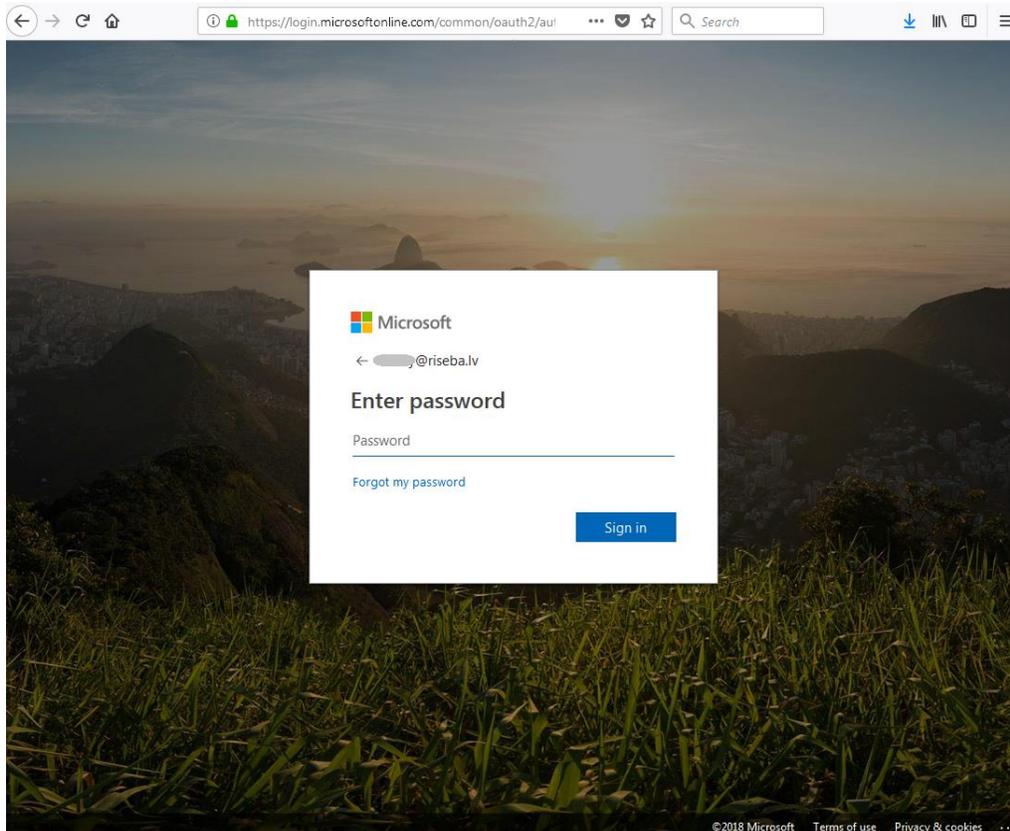
1. Your Office365 account information is similar as you use to access **e.riseba** un **MyRISEBA**:

- Your Office365 username: **yourrisebalogin@riseba.lv**;
- Your password is: **yourrisebapassword**

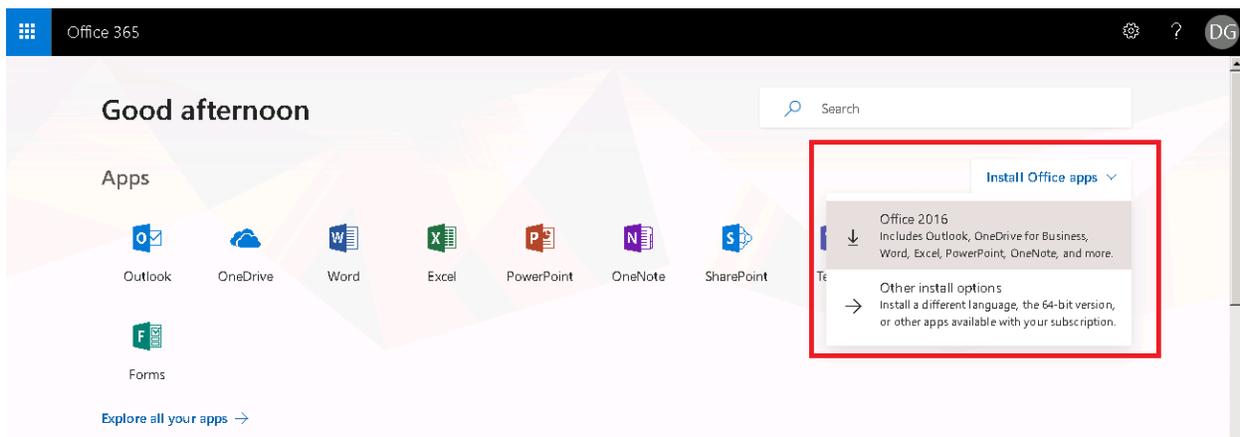
2. Go to <https://login.microsoftonline.com> and enter your Office365 user name:



### 3. Press “Next” button; enter a password

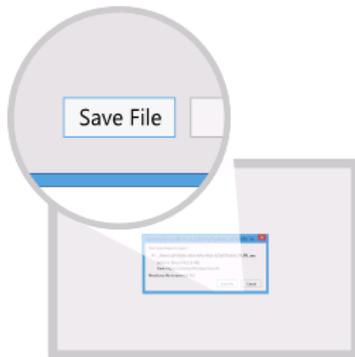


4. Now you will arrive at Office365 account page. Here you can press „Install Office apps” > Office 2016, to begin installing Office365 on your computer, or click „Other install options”, to get installations for other devices.



5. Follow on-screen instructions to download setup file and start software installation.

Just a few more steps...



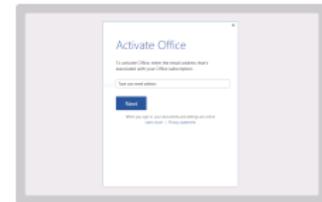
**1 Click Run**

If asked, click Save File, then run the file.



**2 Say "yes"**

Click Yes to start installing.



**3 Stay online**

After installation, start Office and sign in with the account you use for Office 365: [dmitry@riseba.lv](mailto:dmitry@riseba.lv).



Need help installing?

About any help you can ask for help by phone - 67807008 or writing an e-mail: [tech@riseba.lv](mailto:tech@riseba.lv)