

Microsoft Office 365

Reliant-employed missionaries are eligible for access to Microsoft Office at a discounted, non-profit price (unfortunately associates are not eligible). The software is offered to you for a low monthly cost.

Which Programs Come with It, Exactly?

The following programs, on up to 5 devices (including mobile devices):

- Word
- Excel
- PowerPoint
- OneNote
- Outlook
- Publisher

How Much Does It Cost?

\$2/month

Traditional licensing models were such that you go to a store (online or in person), buy your software, and you have access to that software forever, but upgrades would require a new license to be purchased. Office 365 is a subscription model where, as long as you continue to pay the monthly fee and remain employed with Reliant, you always have access to the latest version.

The \$2 monthly cost will be taken out of the MTD account for which you are responsible with Reliant, provided you agree to the terms via the sign up form below.

How Do I Sign Up?

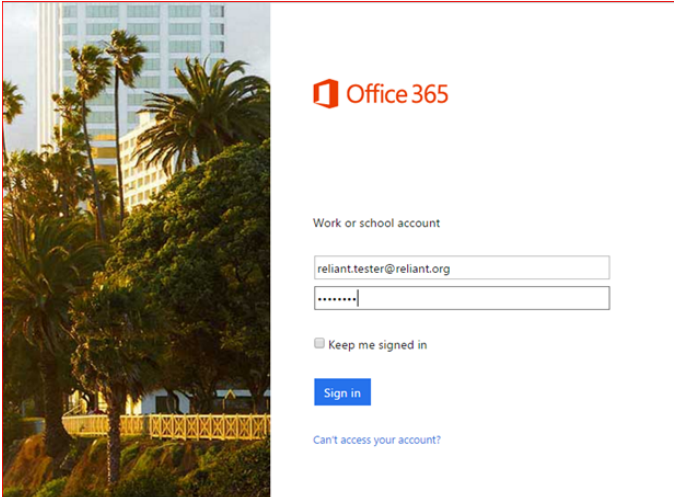
Microsoft Office 365 Agreement

This link will take to you an agreement form to get you signed up to use the software. You will be asked to agree to three things:

1. You agree to a \$2 per month deduction out of the MTD account for which you are responsible with Reliant.
2. You agree that if you elect to remove yourself from this program (which you can do at any time), that you will remove the software from your computer.
3. You agree that if you exit employment with Reliant, that you will remove the software from your computer.

How do I install the programs?

1. Fill out the form linked above using your Reliant Google account. (For more information on your Reliant Google account, see [Your @reliant.org Google Account](#).)
2. This will prompt the Reliant office to create an Office 365 account for you. NOTE: This account is separate from your Reliant Google/email account and your Reliant website account ([reliant.org](#), Staffnet, etc.)
3. You will receive an email with a temporary password
4. Click the link in the email or go to [login.microsoftonline.com](#)
5. Type in your username (Reliant email address) and temporary password



Office 365

Work or school account

reliant.tester@reliant.org

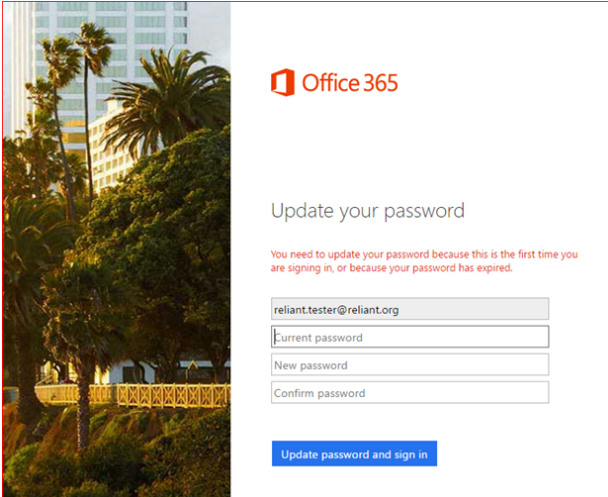
.....

☐ Keep me signed in

Sign in

[Can't access your account?](#)

6. Change your temporary password when prompted



Office 365

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.

reliant.tester@reliant.org

Current password

New password

Confirm password

Update password and sign in

7. Uncheck the boxes that state that want you to change browser settings (unless you want those changes) and click "Install now"



Office 365 Home

Let your ideas go free.

Install Office 2016 on your PC

☒ Make Bing your search engine

☒ Make MSN your browser homepage

Applies to Internet Explorer, Firefox, Chrome, and Safari

Word Excel PowerPoint Outlook OneNote

Install now

Got a Mac? Sign in to Office 365 on your Mac to install.

How do I get Office 2013?

Smartphone or tablet? Get Office on your devices

Learn how to set up email and Office 365 apps on your device

Other installs

Troubleshoot installation