How-To: Obtain Microsoft Software from Azure DevTools for Education

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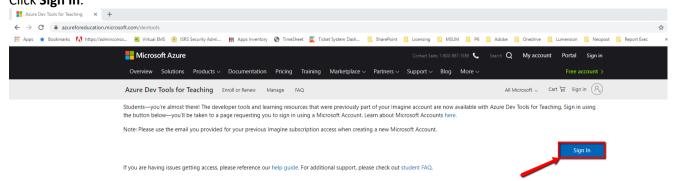


Microsoft Azure Dev Tools allow MSUM Faculty and Students to download Microsoft Software free of charge for Teaching and assigned coursework. Software obtained from Azure Dev tools may not be used for personal or any other non-educational purpose.

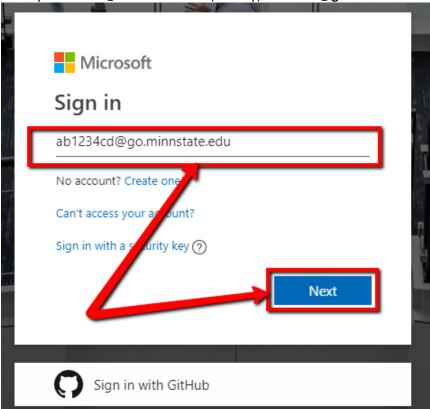
To obtain software needed for coursework, please follow the steps below. Please note that at the time of this writing, only the Windows version of Microsoft products are available.

Important: Microsoft Project and Visio are not available Azure DevTools. MSUM IT is working with Microsoft support to correct this. In the meantime, Microsoft Project is available on Remote Apps.

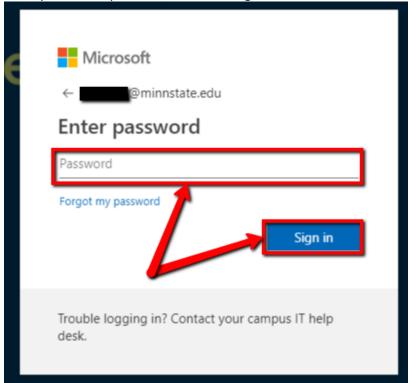
- 1. Open a Web Browser (Google Chrome is recommended) and navigate to
- https://azureforeducation.microsoft.com/devtools. 2. Click Sign In.



3. Enter your **StarlD@minnstate.edu** (Faculty) or **StarlD@go.minnstate.edu** (Student). Click **Next.**

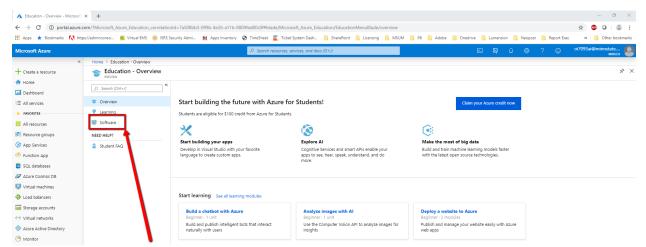


4. Enter your StarID password, then click **Sign In**.



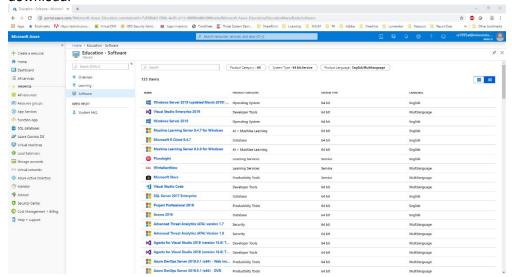
Last Modified: 7/13/2020

- 5. Click **yes** if you would like to reduce the times you are asked to sign in (not recommended for public or shared computers). Otherwise, click **No**.
- 6. Once the page has loaded, click **Software**.



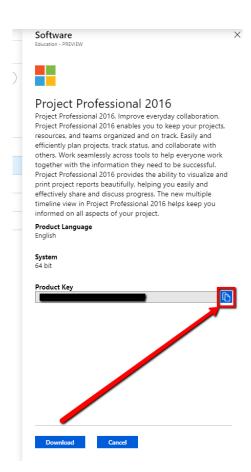
NOTE: If you do not see a Software option, search for Education in search box at the top of the page. Alternatively, closing your browser and logging back in will also make the software option visible.

7. You will be brought to a searchable listing of Microsoft products that are available for free download.



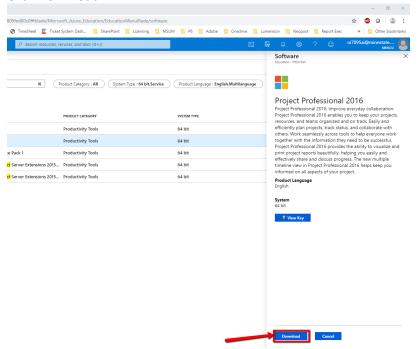
- 8. Enter the name of the software you require, and the list will update in real time.
- 9. Click on the software you would like to download (in the following example we work with Project Professional 2016) click Show Key.

10. Click the copy button near the key and save this key for use later in the document.

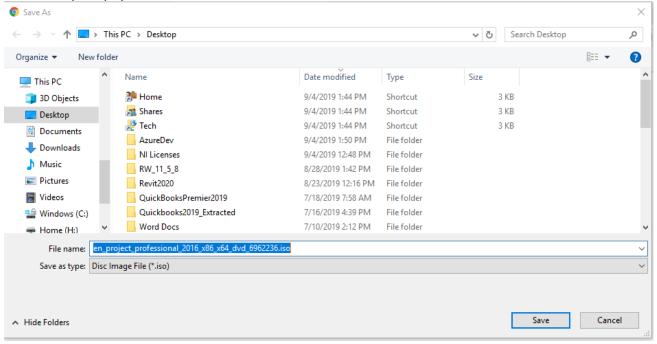


Last Modified: 7/13/2020

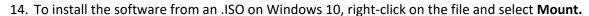
11. Click Download.

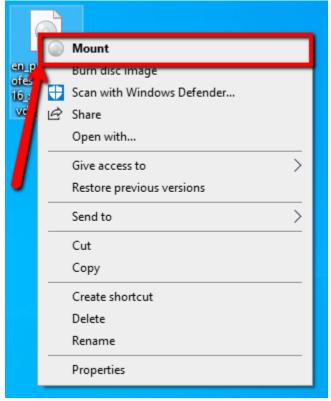


12. Depending on your browser settings, the software will automatically download to your default location or prompt you to choose a location to download to.

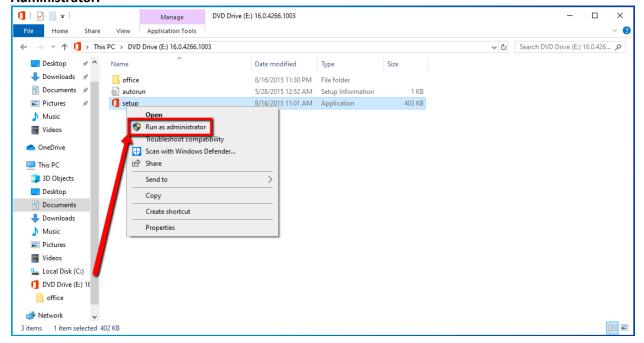


13. The software will download as an .ISO file, which you can think of as a digital version of an installation disc.

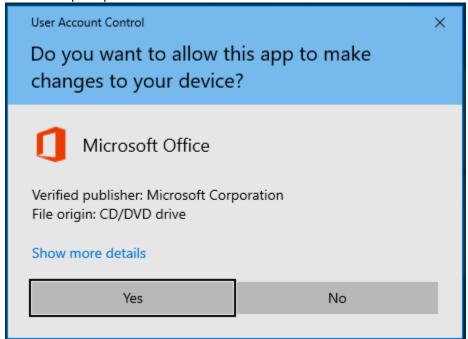




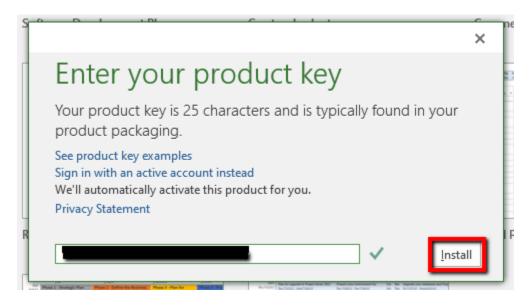
15. Windows will expand the disc to show contents. Right-Click on **Setup** > click **Run as Administrator.**



16. Click Yes if prompted.

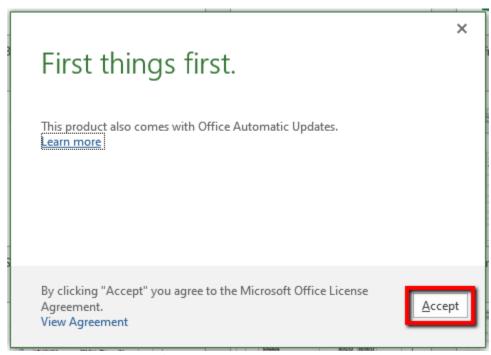


- 17. Follow any on-screen instructions for the installation, then **close** the installer once complete.
- 18. Upon first launch of the software, you will be prompted for a product key. Enter the key that was copied in step 10 of this document, then click **Install**.



19. Depending on the software, you may be prompted for automatic updates. If this occurs, click **Accept**.

Last Modified: 7/13/2020



20. Your software is now ready for use.

For More Information

Please contact the IT Help Desk at support@mnstate.edu or 218.477.2603 if you have questions about this material.