

Software from Microsoft, for free, for ever!

This is a genuine offer, not a scam (we've verified and downloaded it for Marks Tey). Churches and charities are eligible: but you do need someone with perseverance and patience to follow Microsoft's registration procedures!

Microsoft Nonprofits

1. Register with <https://portal.nonprofit.microsoft.com/en-us/getting-started>
2. You will need your HMRC Charity Number (most CofE churches) or your Registered Charity Number (large churches, and non-Anglicans)
3. You'll need to create a new Microsoft account for this, separate from any existing Microsoft account you may have. This will be your admin account.
4. Wait for Microsoft email, approving your registration (up to ten days)
5. Access the Microsoft Nonprofit Hub, to download your software – they will give you a link from the approval email
6. Choose Microsoft Business Premium 365
7. You can have up to 10 users for free: choose the number you want
8. You'll need to put in a credit card number, but it won't charge you
9. You'll then have access to the admin portal, <https://admin.microsoft.com/Adminportal>. If you click Add a user on the left-hand side, you have the option to add a license to your admin user account (click on the three dots next to your name, manage product licenses), and to create more user accounts (e.g. for your PCC Secretary, Treasurer, other preachers) and give them licenses.
10. By default, Microsoft selects multi-factor authentication, which requires a smartphone or tablet to log in; but you can turn this off, if you prefer. To do this, go to https://aad.portal.azure.com/#blade/Microsoft_AAD_IAM/ActiveDirectoryMenuBlade/Properties, scroll down to the bottom, Manage security defaults, and turn it off.
11. Each user will need to be sent a password to their email address. Their account will be theusernameyouchoseforthem@yourchurchname.onmicrosoft.com
12. They'll log in, then they can go to www.office.com, and there will be a button to download Office apps, which will give them all the standard office programs installed on their machine. They can do this on up to 5 machines – for most people, a laptop, their mobile and maybe an iPad/tablet is plenty.
13. You will also need to do some extra steps to install OneDrive – go to onedrive.live.com, sign in, then press the Sync button, and it will set it up on your machine so you'll have the folder and can put things in there like you do with Dropbox

Charity Digital Exchange *(useful for other software: not needed for Microsoft)*

1. Register with <https://www.charitydigitalexchange.org/>
You'll need the HMRC number again
2. Wait for notification of your eligibility.
3. Place your technology donation request