

## Frequently Asked Questions – For Students

### What is the Office 365 ProPlus benefit for students?

Academic institutions that are Microsoft customers and license Office for all faculty/staff are eligible to offer Office 365 to their Students at no additional cost. Students can take advantage of free Office 365 ProPlus, through a self-sign up process.

### Why is Microsoft introducing these changes?

Microsoft is committed to the success of each student and educator. Microsoft believes this offer will help students thrive in their educational endeavors by providing Microsoft's best productivity solution at no additional licensing cost.

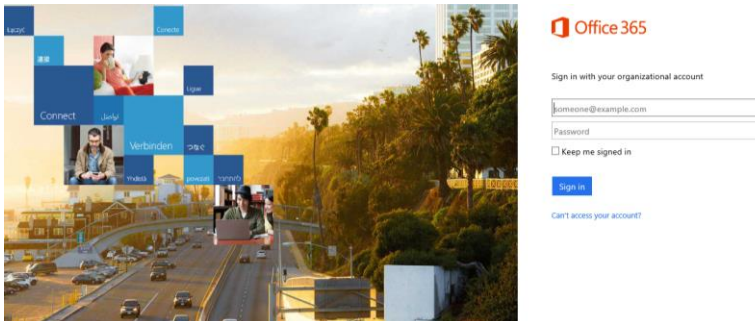
### How do I get free Office 365 ProPlus?

#### **First Time User**

1. Go to [Office.com/GetOffice365](https://Office.com/GetOffice365)
2. Click the "Find out if you're eligible" link
3. Put in your school provided email address
4. Follow the prompts to login to Office 365
5. Download Office and sign-in with your school ID

#### **Returning User**

1. Sign into Office 365 with your school credentials [here](#).



2. This will take you to the installation page, where you can access your Office 365 ProPlus software!

### Do I get anything else besides Office 365 ProPlus when I use the self-service process?

In addition to having access to the Office ProPlus client which has application like Word, Excel, PowerPoint and OneNote, which work across your PCs and Macs, you can activate the clients on your iPad, iPhone, and Android Phone, giving you access to edit and review your homework on the go. You also get 1 TB of storage through OneDrive for Business to ensure you access to all of your documents whenever you need them. If you using a computer that doesn't have Office installed, don't worry you can edit or review those assignments in Office Online in any browser.

## **What devices can I use Office 365 ProPlus on?**

Office supports PCs and Windows tablets running Windows 7 or higher, and Macs with Mac OS X 10.6 or higher. Office for iPad can be installed on iPads running version 7.0 or higher. For information about mobile devices, visit [www.office.com/mobile](http://www.office.com/mobile).

## **What happens when I graduate or if I choose to leave the University?**

When you graduate (or if you choose to leave the University), your Office 365 subscription through your institution ends. You may enroll into other consumer or commercial offers available. Make sure to transfer all your files from your school OneDrive to your personal OneDrive prior to graduation.

## **What does Office 365 ProPlus include?**

Office 365 ProPlus comes with a full version of Office and familiar Office applications like Word, Excel, PowerPoint, Outlook, OneNote and more. Office 365 ProPlus is a user-based service and allows each student to install on up to five PCs or Macs, and five tablets (iPad) and access Office mobile applications on iPhone and Android phones. (Office Mobile applications are included with all Windows phones). More information [here](#).

## **Can students install Office for iPad through this Office 365 ProPlus benefit?**

Yes, this would count towards the limit of installing it on 5 tablets. Just install the applications and sign in with your school ID.

## **If I recently purchased Office and am now also be eligible for free Office 365 ProPlus through my school, will I receive any credit and/or compensation?**

No. The Office purchased is a consumer offering and students can continue to take advantage of the purchased offer.

## **I need help installing, where do I go?**

If you are having issues installing Office, visit [Install Office on your PC or Mac with Office 365 for business \(http://aka.ms/Y0o21h\)](http://aka.ms/Y0o21h) for installation instructions.