

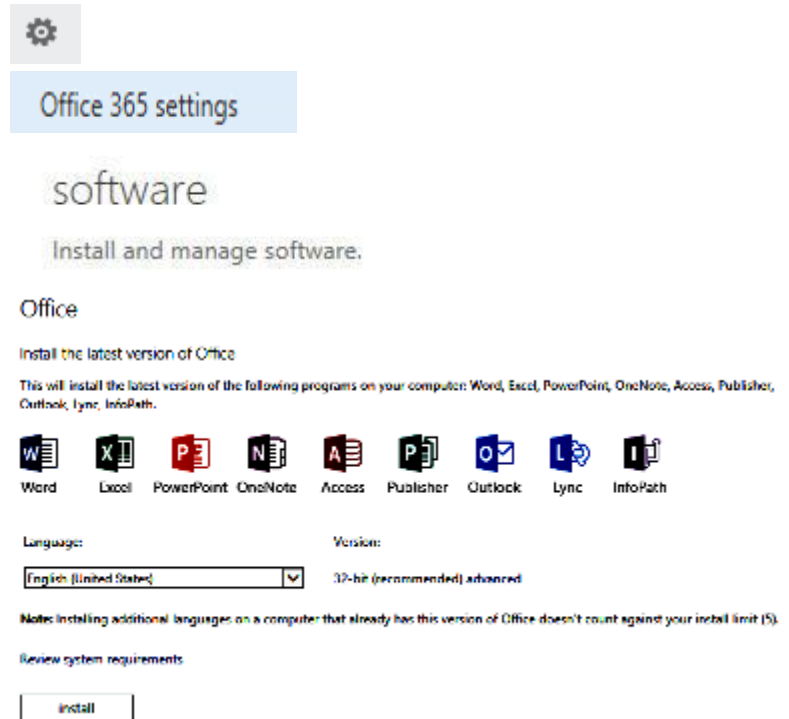
## INFORMATION TECHNOLOGY SERVICES CUSTOMER CARE TECH SUPPORT SERVICES

Cuyahoga Community College provides Microsoft Office 365 Pro Plus for active, [credit](#) students at no cost. With this agreement, credit students will receive the latest version of Microsoft Office for use on up to 5 personal devices. This is a full version of Office available for offline use. (This agreement is not yet available to [non-credit](#) students.)

### How to get it:

You must be a current [credit](#) student with a student logon and Microsoft 365 email.

1. Sign in to your portal account at <http://studentemail.tri-c.edu/>
2. Click the settings icon (upper right corner)
3. Choose Office 365 settings
4. Choose software
5. Choose Office, pick your language, and click install



### What is included with Office 365 ProPlus subscription license?

- Office 365 ProPlus for PC
- Office 365 ProPlus for Mac
- Office Mobile for iPhone
- Office Mobile for Android

### What applications come with Office 365 ProPlus for Windows?



## What applications come with Office 365 ProPlus for Mac?



Word, Excel, PowerPoint, Outlook

## What comes with Office Mobile for iPhone?

- Word Mobile
- Excel Mobile
- PowerPoint Mobile
- OneNote and Lync Mobile available as separate download.

## What comes with Office Mobile for Android?

- Word Mobile
- Excel Mobile
- PowerPoint Mobile
- OneNote and Lync Mobile available as separate download

## Do I have to sign into Office 365 to use it?

Yes, a valid Office 365 ProPlus license tied to a valid Office 365 login for students is required to enable any of the four Office 365 ProPlus features.

## What if I am no longer a student?

Office 365 ProPlus will continue to function in read-only mode. You will not be able to modify documents but can still view and print them.

Should you become a student again you can sign into Office 365 to re-active Office ProPlus.

## Deactivate an installation

To deactivate an installed version of Office ProPlus, login to the Office 365 portal and go to Software ----- Office. Click deactivate next to the device you wish to remove Office from.

## I recently purchased Office. Can I be reimbursed?

No. If you purchased a consumer copy of Office you can continue to use it. Office 365 ProPlus Student Advantage and its license is only valid while you are a student at Cuyahoga Community College.