

## **INFORMATION TECHNOLOGY SERVICES CUSTOMER CARE TECH SUPPORT SERVICES**

Cuyahoga Community College provides Microsoft Office 365 Pro Plus for active students at no cost. With this agreement, 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.

### **How to get it:**

You must be a current student with a student logon and Microsoft 365 email.

1. Sign in to 365 Office Online at <https://www.office.com/> with your email address and password
2. Click "Install Office"
3. Click "Office 365 apps"

### **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

### **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.