



Office

™ 365 ProPlus for Students

Office 365 ProPlus is a **FREE**, full version of Microsoft Office that is available to all current Saint Paul College students. The program includes student favorites like Word, PowerPoint, Excel, OneNote, Outlook and more.

Current students may download and install Microsoft Office applications on up to five (5) personally-owned or home devices including Windows PCs, Macintosh computers, and even mobile devices such as an iPhone or Android phone.

Please visit www.saintpaul.edu/studentservices/studenthelp

This service is only available to current Saint Paul College students. After students graduate or leave the college, this free license will become void, and they will then need to purchase a consumer license.

How do I get Microsoft Office **FREE** for my personal devices?

You must be a *current* Saint Paul College student.

1. Visit the Saint Paul College Information Technology Services Student Help page: <http://saintpaul.edu/studentservices/studenthelp>
2. Look under the “Microsoft Office Software (Office ProPlus – FREE)” section.
3. Open the PDF file that matches your operating system (Windows or Macintosh) and follow the instructions.

What devices can I use Office 365 ProPlus on?

Microsoft Office ProPlus supports a variety of desktop, laptop and tablet devices running Windows OS, Mac OS, Android OS and iOS. For information about supported devices, visit www.office.com/mobile. Each student may **install on the software on up to 5 personal PCs or Macs, and 5 tablets or mobile devices.**

What happens when I graduate?

Your Office 365 subscription ends upon graduation. The software will stop working on your devices. You may enroll into other consumer or commercial offers available. Be sure to transfer all your files from your school OneDrive to your personal OneDrive *prior* to graduation.

What does Office 365 ProPlus include?

The latest, **full version** of the Microsoft Office suite including Word, Excel, PowerPoint, Outlook, OneNote and more.

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

No. The Microsoft Office package you purchased is a consumer offering, and there is no refund for the purchase.

I need help installing, where do I go?

Start by following the instructions provided on the Saint Paul College website:

1. Visit the Saint Paul College Information Technology Services Student Help page: <http://saintpaul.edu/studentservices/studenthelp>
2. Look under the “Microsoft Office Software (Office ProPlus – FREE)” section.
3. Open the PDF file that matches your operating system (Windows or Macintosh) and follow the instructions.

If you have any issues, visit the “Install Office on your PC or Mac with Office 365 for business” (<http://aka.ms/Y0o21h>) for installation instructions.