

Office 365 Education for Students

What is Office 365 Education?

Office 365 Education for Students is an Office 365 plan that is available for free to students who attend academic institutions that have purchased Office for the campus. Software versions include Office 2013 for PC, Office 2011 for Mac and Office Mobile for iPhone or Android.

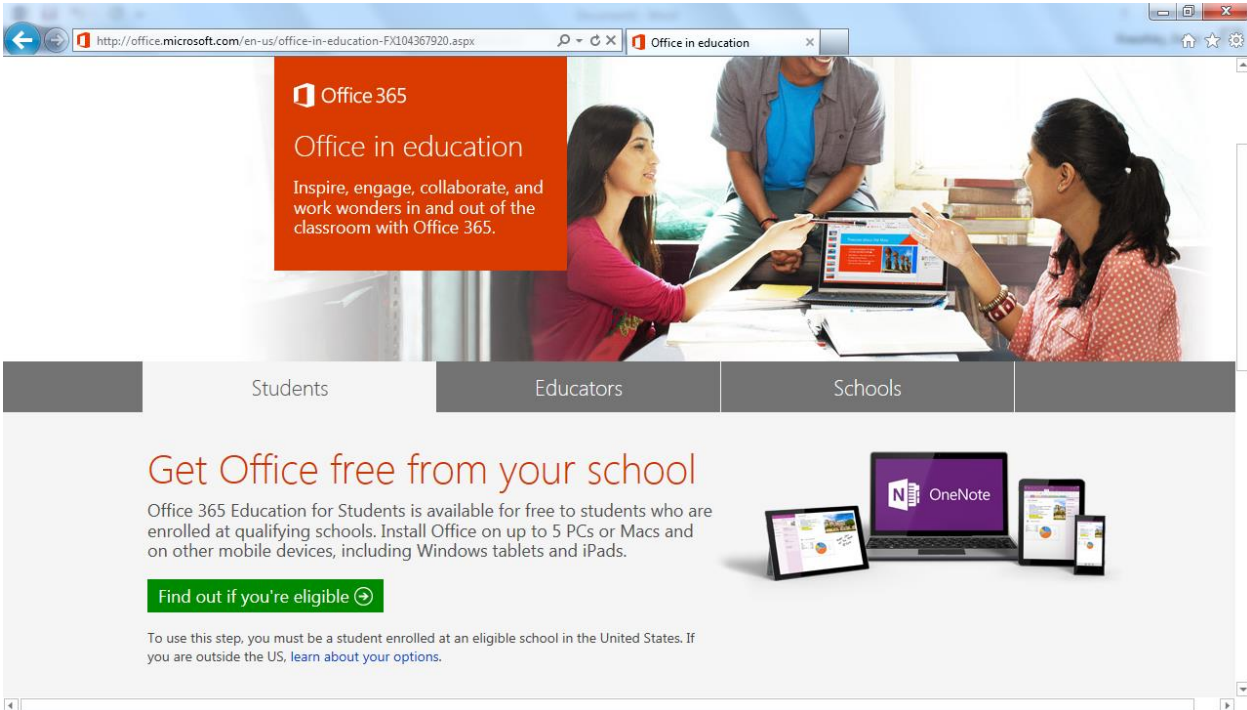
This plan allows students to install Word, Excel, PowerPoint, Outlook, OneNote, Publisher, and Access on up to 5 PCs or Macs and Office apps on other mobile devices including Windows tablets and iPads®. The plan also includes 1TB of OneDrive storage, managed by the school, and students can edit and collaborate using Office Online, OneNote Online and SharePoint sites.

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.

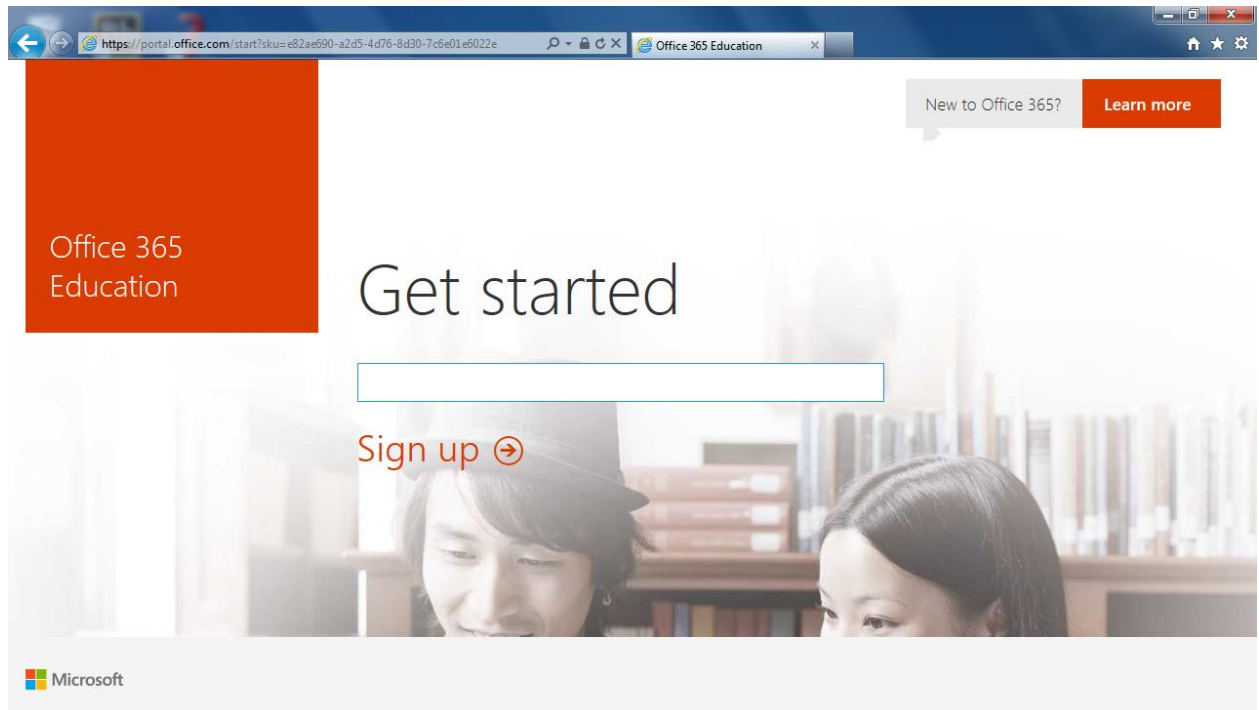
How do I get free Office 365?

1. Access the Office 365 site [here](#) and click the green "Find out if you're eligible" link.

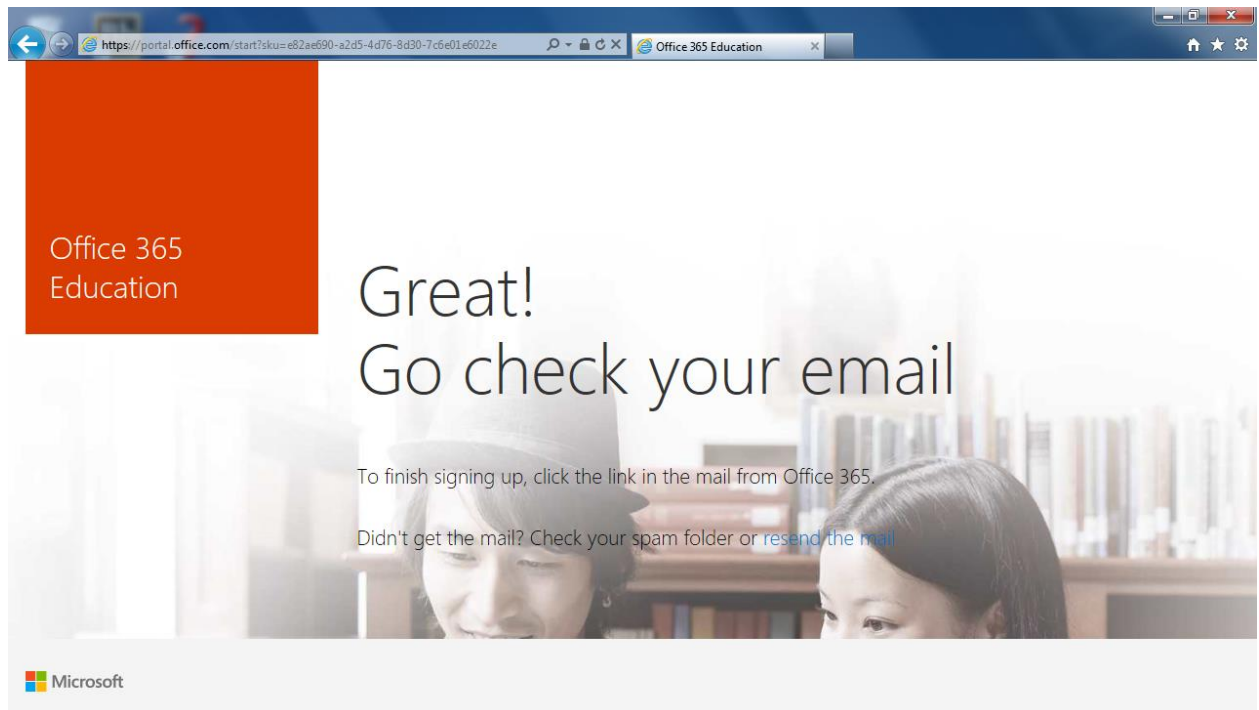


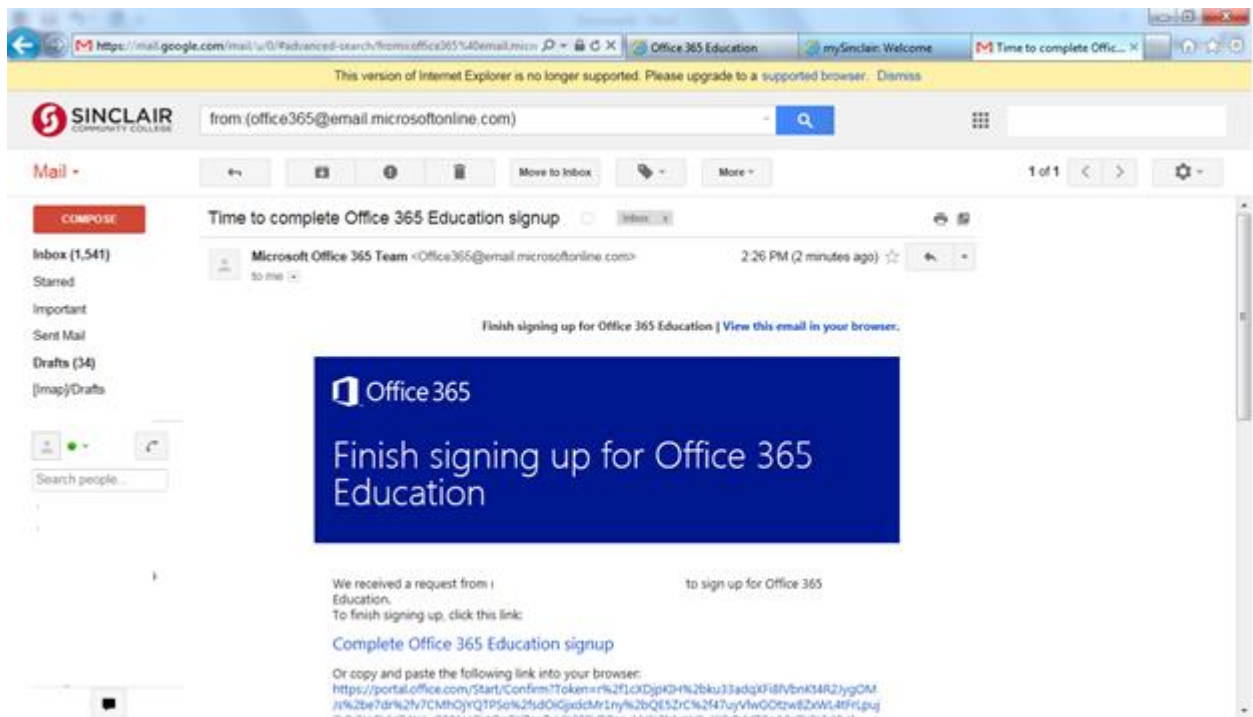
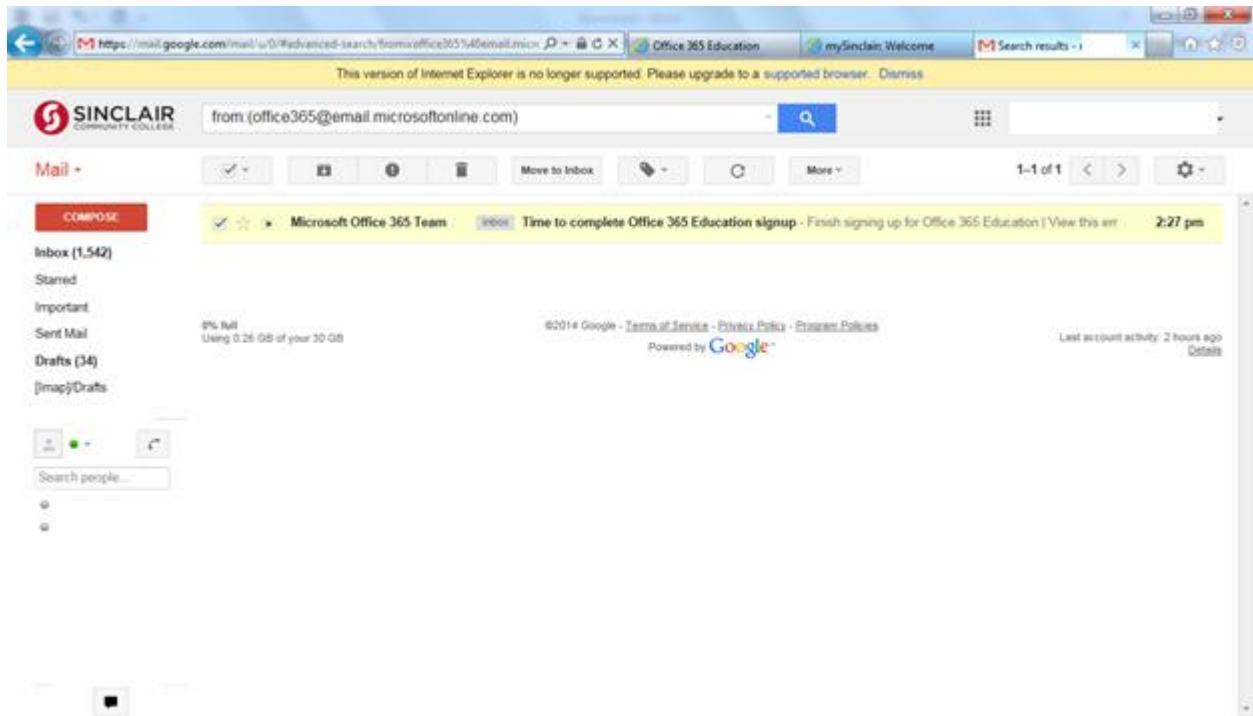
The screenshot shows a web browser window displaying the Office 365 Education for Students page. The browser's address bar shows the URL: <http://office.microsoft.com/en-us/office-in-education-FX104367920.aspx>. The page features a navigation menu with tabs for "Students", "Educators", and "Schools". The main content area is titled "Get Office free from your school" and includes the following text: "Office 365 Education for Students is available for free to students who are enrolled at qualifying schools. Install Office on up to 5 PCs or Macs and on other mobile devices, including Windows tablets and iPads." Below this text is a prominent green button labeled "Find out if you're eligible" with a right-pointing arrow. At the bottom of the main content area, there is a small disclaimer: "To use this step, you must be a student enrolled at an eligible school in the United States. If you are outside the US, [learn about your options](#)." The background of the page shows a group of students in a classroom setting, with one student pointing at a laptop screen. To the right of the main text, there are images of various Office 365 devices, including a laptop displaying OneNote, a tablet, and a smartphone.

2. Under “Get Started”, enter your @my.sinclair.edu email address in the space provided

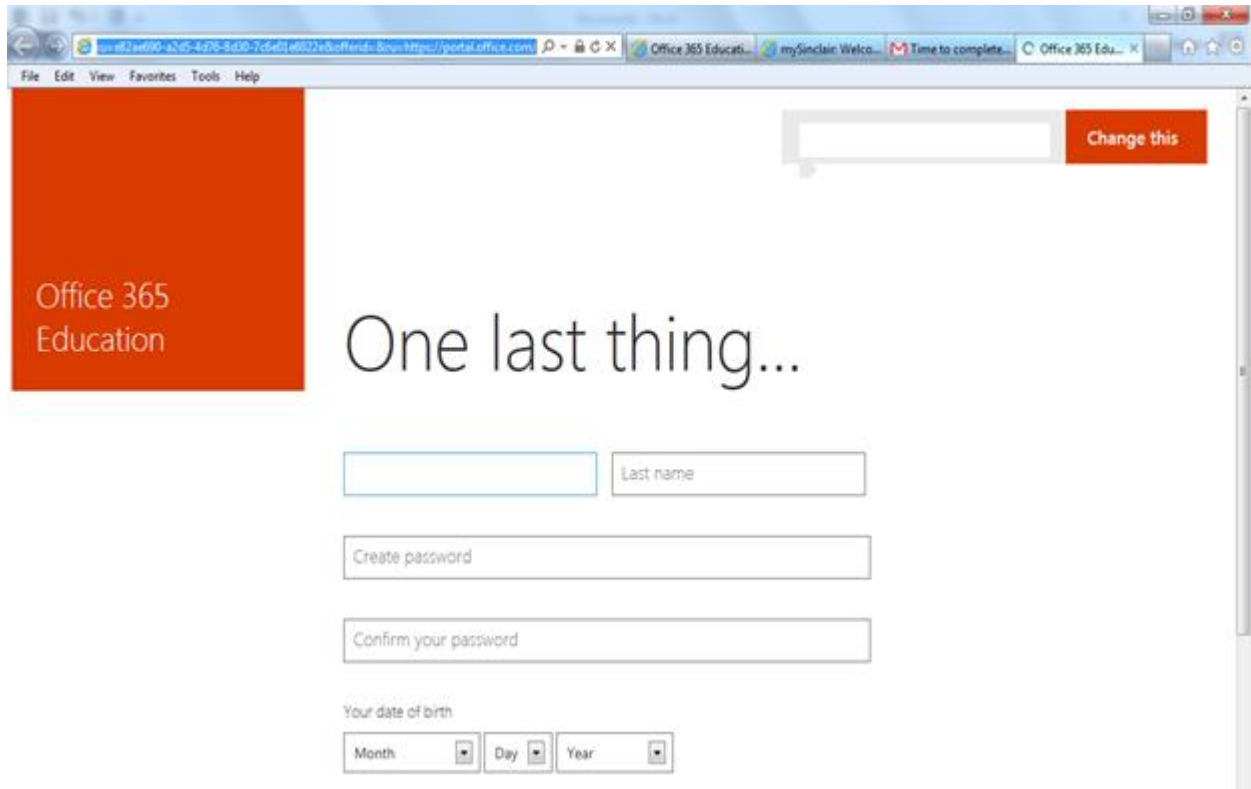


3. Once your email account is validated, you will see the screen below. Login to your Sinclair email account to receive instructions on completing the Office 365 Education sign up. Follow the instructions in the email to complete the registration process.

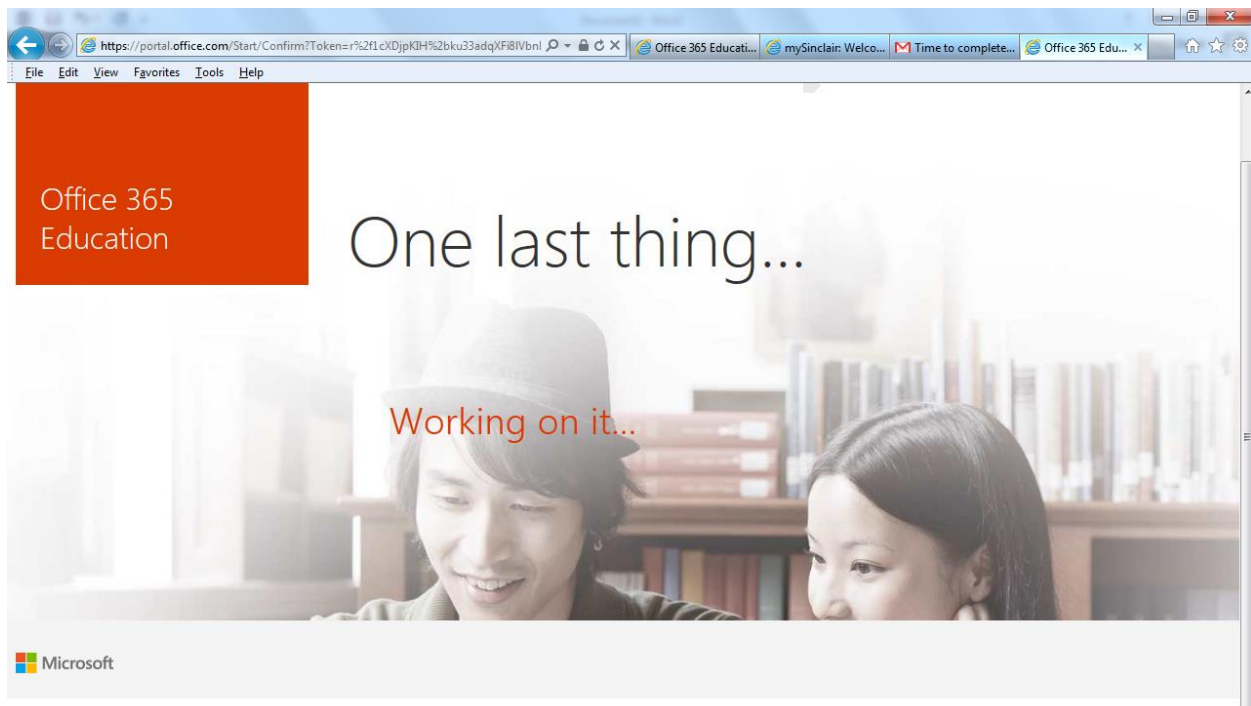




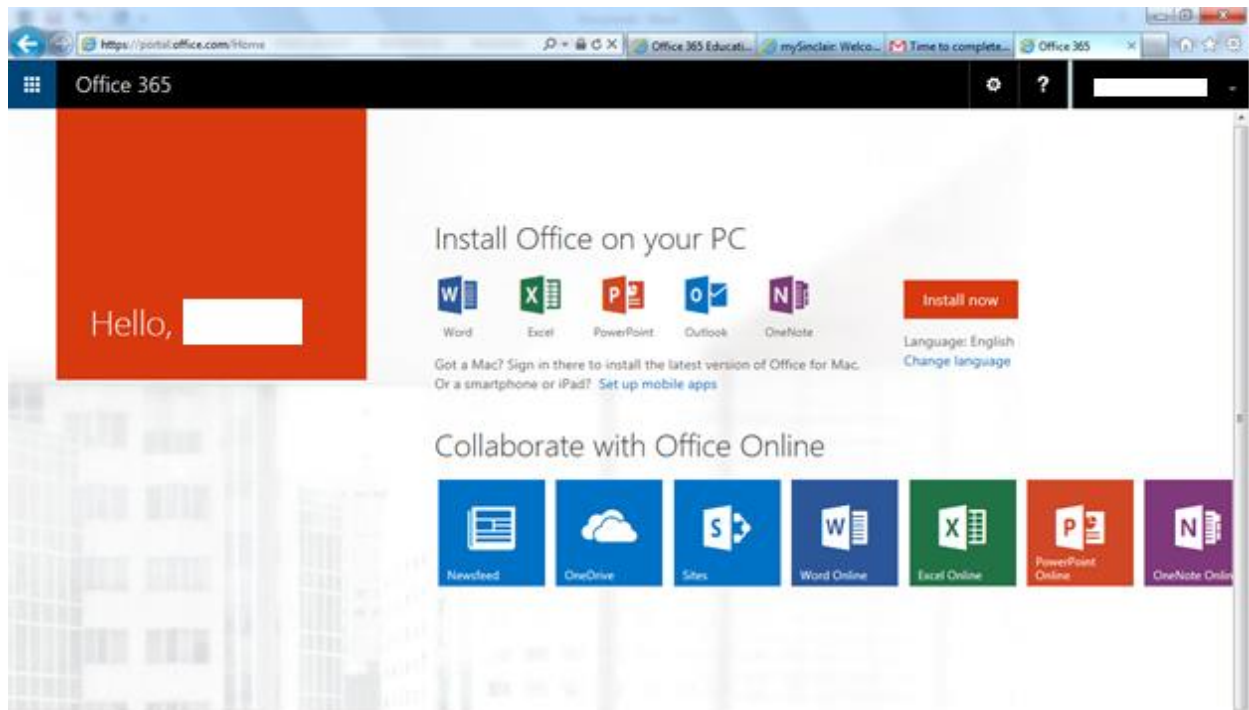
4. After clicking the “Complete Office 365 Education Signup” link, you will be directed to the following page to complete the registration process. Fill in the requested fields and click Next.



5. The following screen will appear as your account is provisioned for Office 365.



6. After your account has been configured, you will have access to download and run Office 365 applications.



7. Follow the instructions on the page to either install Office 365 to your device or run the online version of the Office Applications. **NOTE:** The graphic above was taken from a PC and therefore shows the PC version of Office 365. If you are using a Mac or some other device, the Office applications available to install will be different from those shown above.
8. After the initial sign-up, you can access the Office 365 site by navigating to <https://login.microsoftonline.com> and logging in using your my.sinclair.edu user account and the password you entered during the initial sign-up.

What are the eligibility requirements for Office 365 Education for Students?

When you graduate, your Office 365 subscription through Sinclair ends. At expiration, the Office applications enter a reduced-functionality mode, which means documents can be viewed but it isn't possible to edit or create new document. You may enroll into other consumer or commercial offers available. If you have Office 365 Education at your school, you should make sure to transfer all your files from your school OneDrive to your personal OneDrive prior to graduation.

Who manages the OneDrive account provided with this offer?

This account is associated with the school and should be used for school-appropriate content, such as homework and schoolwork. Permissions and access can be changed by the school's IT administrator at any time.

Can I install Office for iPad through Office 365 Education for Students?

Yes, this would count towards the limit of installing it on 5 devices.

If I recently purchased Office and will now also be eligible for Office 365 Education for Students 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.

Can I share this plan with others?

Office 365 Education for Students is licensed for use only by the eligible student at a qualifying school.

Do I need to install the software on Sinclair PC's?

No, Sinclair PC's already have the software installed. This program is to be used to install Office on personal devices.

What are the minimum system requirements for Office 365 Education for Students?

System requirements to install Office 365 Education for Students can be found [here](#).

Who provides customer support for Office 365 for Students service?

Users should seek support via the [Office 365 Community](#).