

# 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 active faculty/staff and 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.

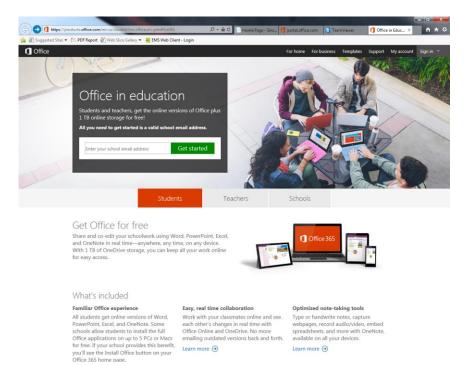
This plan allows these users to install Word, Excel, PowerPoint, Outlook, OneNote, Publisher, and Access on up to 5 PCs or Macs and Office apps on other mobile devices including Windows tablets and iPads®. The plan also includes 1TB of OneDrive storage, managed by the school, and students can edit and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

# Why is Microsoft introducing these changes?

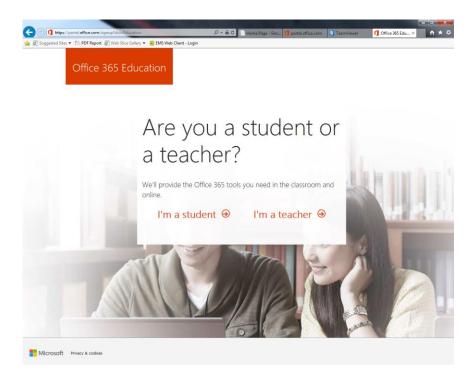
Microsoft is committed to the success of each student and educator. Microsoft believes this offer will help students thrive in their educational endeavors by providing Microsoft's best productivity solution at no additional licensing cost.

# How do I get free Office 365?

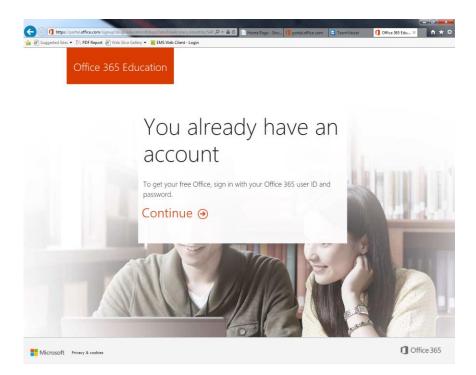
 Access the Office 365 site <u>here</u> and enter your @sinclair.edu account name (i.e. jane.doe@sinclair.edu) to get started. NOTE: The prompt says "Enter your school email address" but all faculty/staff and students should use their @sinclair.edu account name.



2. Select whether you are a student or a teacher. Staff should select the teacher link.



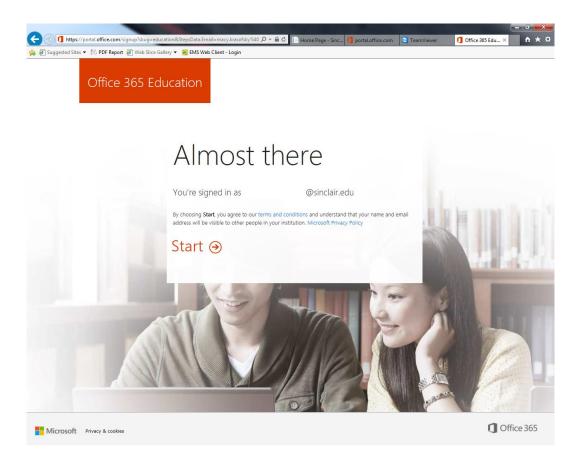
3. Once your email account is validated, you will see the screen below. Click continue to proceed to the login page.



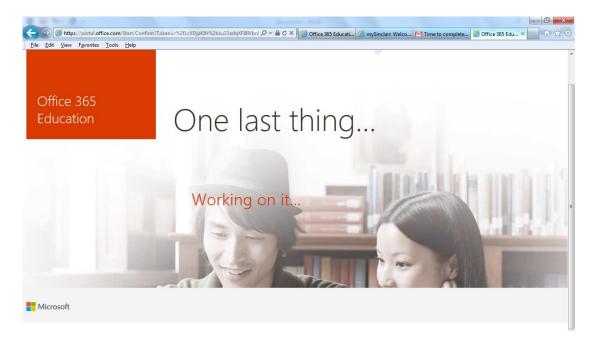
4. Log into the site using your full Sinclair user account name (i.e. jane.doe@sinclair.edu) and Sinclair network password.

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	Sign in
	Work or school, or personal Microsoft account
	Email or phone
	Password
	☐ Keep me signed in
	Sign in Cancel
	Can't access your account?
	Don't have an account assigned by your work or school? Sign in with a Microsoft account
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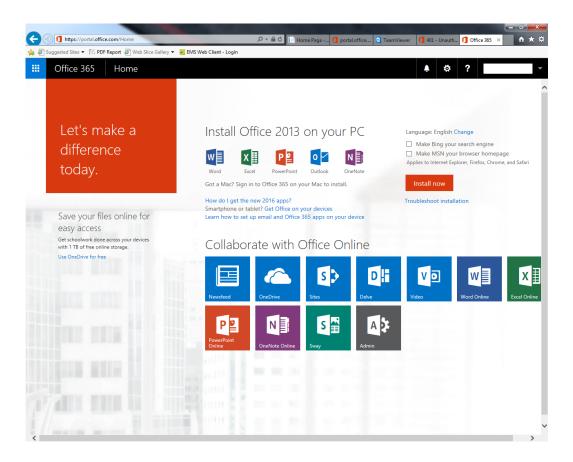
5. Click Start to agree to the terms and conditions.



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



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



- 8. 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 therefor 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.
- After the initial sign-up, you can access the Office 365 site by navigating to <u>https://login.microsoftonline.com</u> and logging in using your @sinclair.edu user account and Sinclair network password.

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

When your employment with Sinclair ends, 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. Permissions and access can be changed by the school's IT administrator at any time. The OneDrive is not meant to replace a user H: drive for file storage.

# 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 though 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 user 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.