

Office 365 Education for Students

What is Office 365 Education?

Office 365 Education for Students is an Office 365 plan that is **free** to students who attend academic institutions that have purchased Office for the campus.

What Is Included?

Software applications include Outlook, Word, Excel, PowerPoint, OneNote, Publisher (PC Only) and Access (PC Only).



This plan allows each student to use the web versions of the above applications and install those applications on up to 5 PCs, or Macs, that they own. Students can also install Office apps on up to five tablets and five phones that they own.

The plan also includes 1TB of OneDrive storage, managed by the school. The OneDrive storage will be connected automatically when students log onto Sinclair PC's.

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?

All you need to do to access the software is to launch a web browser and go to <https://login.microsoftonline.com>. Enter your Sinclair username, followed by @sinclair.edu (i.e. jane.doe@sinclair.edu), and your Sinclair password. After you sign in, you will have access to download and install the software on your personal devices and/or run Office 365 web applications.

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

Any student enrolled at Sinclair is eligible. Sinclair defines an enrolled student as anyone who has completed a class within the past two years. After that time, 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 will also lose access to any documents stored in OneDrive. Therefore, you should make sure to transfer all your files from your school OneDrive to your personal OneDrive, or another medium prior to becoming unenrolled.

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 enrolled 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](#).