

Microsoft Office now available at no charge to NDSCS students

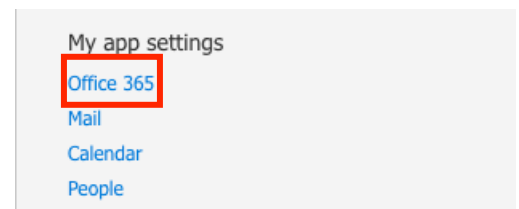
NDSCS students can now obtain Microsoft Office at no charge for use on mobile devices, personal computers.

The program provides access to Office 365 ProPlus, a full version of Office that includes Word, PowerPoint, Excel, Outlook and more. Students can install the software on up to five computers and five mobile devices.

The software has the same features as other versions of Office and can be used offline; however, students must connect to the Internet once every 30 days to verify they are eligible for the program.

If you are currently an NDSCS student, follow these steps to download and install Office 365 ProPlus:

1. Go to mail.office365.com
2. Log in using your NDSCS email address (typically firstname.lastname@ndus.edu) and password
3. Click on the **gear** in the upper right corner of the screen (see image at the right), and then select **Office 365**.
4. Click **Software**, towards the bottom of the main screen
5. If you are installing Office for Windows, Microsoft recommends using the 32-bit installation
6. Click **Install** to download and install the latest version of Office



Frequently Asked Questions About Office365 ProPlus

What software is available through with Office 365 ProPlus?

Office 365 ProPlus includes the following:

- Office 365 ProPlus for PC (Office 2016 applications)
- Office 365 ProPlus for Mac (Office 2016 applications)
- Office Mobile for iPhone, and Office Mobile for Android

Is this a full version of Office and available for offline use?

Yes, this is a full version of Office on the PC, Mac, iPhone, and Android platform and all are available for offline use. However, students must connect to the Internet at least once every 30 days to verify that they are still eligible to use the software.

How long can I keep my license for Office 365 ProPlus?

Individuals can use Office 365 ProPlus as long as they are an active student at NDSCS and have an NDSCS email address. Students must connect to the Internet once every 30 days to verify they are still eligible for the program. Individuals who graduate from NDSCS will lose their license to use the software within a month or two. When the license expires, students will retain read-only access to their Microsoft Office files.

