

# Frequently Asked Questions – For Students

## What is the Office 365 ProPlus benefit for students?

Academic institutions that are Microsoft customers and license Office for all faculty/staff are eligible to offer Office to their Students at no additional cost. Students can take advantage of free Office ProPlus, through a self-sign up process if the institution hasn't turned off the feature or once their institutions enable this option.

## 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 ProPlus?

1. Go to <http://aka.ms/getoffice>
2. Enter your **CougarTrack username** with **@ccis.edu** and CougarTrack password. NOTE: Your username should be yourusername@ccis.edu NOT your CougarMail email (such as yourusername@cougars.ccis.edu).
3. Click **Sign In**.
4. This will take you to the software installation page where you may install on your computer and/or tablet.

## Do I get anything else besides Office 365 ProPlus when I use the self-service process?

In addition to having access to the Office ProPlus client which has application like Word, Excel, PowerPoint and OneNote, which work across your PCs and Macs, you can activate the clients on your iPad, iPhone, and Android Phone, giving you access to edit and review your homework on the go.

## What devices can I use Office 365 ProPlus on?

Office supports PCs and Windows tablets running Windows 7 or higher, and Macs with Mac OS X 10.6 or higher. Office for iPad can be installed on iPads running version 7.0 or higher. For information about mobile devices, visit [www.office.com/mobile](http://www.office.com/mobile).

## I am a student but I also work for the college as a staff or faculty member, am I able to download Office?

As a faculty or staff member you are eligible to receive the full version of Microsoft Office by contacting the Technology Solutions Center (1.800.231.2391 x4357).

## What happens when I graduate?

When you graduate, your Office subscription through your institution ends upon graduation.

## What does Office 365 ProPlus include?

Office ProPlus comes with a full version of Office and familiar Office applications like Word, Excel, PowerPoint, Outlook, OneNote and more. Office ProPlus is a user-based service and allows each student to install on up to five PCs or Macs, and five tablets (iPad) and access Office mobile applications on iPhone and Android phones. (Office Mobile applications are included with all Windows phones).

## Can students install Office for iPad through this Office 365 ProPlus benefit?

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

## 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 Office purchased is a consumer offering and students can continue to take advantage of the purchased offer.

**If I have an older version of Microsoft Office on my computer, can I still download and install Office 365 ProPlus?** Yes! You can have multiple versions of Microsoft Office installed on your computer. We suggest not uninstalling your previous version of Office unless you have your product key available to reinstall it at a later date.

**What happens to all of my documents once Office 365 ProPlus is no longer active?**

All documents saved to OneDrive will be lost once you are no longer an active student with Columbia College. It is recommended that you back up your documents to a personal drive.

**I have just been accepted to Columbia College and will start classes soon. When will I be able to download Office 365?**

Students can download Microsoft Office 365 ProPlus once they see the Students link in CougarTrack. The Student link means you are an active student with Columbia College.