

Frequently Asked Questions – For Students

What is the Office 365 Education for Students benefit for students?

Office 365 Education for Students is an Office 365 plan that is available for free to students who attend The College of the North Atlantic. Enrollment is automatic. 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, Yammer, and SharePoint sites.

What devices can I use Office 365 Education 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.

Can students install Office for iPad through this Office 365 Education benefit?

Yes, this would count towards the limit of installing it on 5 tablets. Just install the applications and sign in with your school ID.

What does Office 365 Education include?

Office 365 Education comes with a full version of Office and familiar Office applications like Word, Excel, PowerPoint, Outlook, OneNote and more. Office 365 Education 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). More information [here](#).

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 Education?

1. On virtually any device (Windows, Mac, iPad, iOS & Android) sign into Office 365 with your school credentials. Follow the Webmail link from the College's homepage or goto <https://login.microsoftonline.com/>, sign in with your College email account.



2. This will take you to the installation page, where you can access your Office 365 Education software.
3. Select language and install.
4. Sign-in using your school credentials.

Do I get anything else besides Office 365 Education 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. You also get 1 TB of storage through OneDrive for Business to ensure you access to all of your documents whenever you need them. If you using a computer that doesn't have Office installed, don't worry you can edit or review those assignments in Office Online in any browser.

What other resources are available to me as a student at no charge?

- Use **Office Online** for free
 - The online version of your favorite Office applications where you can **share** and **simultaneously** work on your documents with classmates and friends. No need to merge different versions later.
- Download the [OneNote app](#) for PC, Mac, mobile & tablet

What happens when I graduate?

When you graduate, **your e-mail account will continue to function unless is it not accessed in a 12 month period. ALL of the remaining features of your Office 365 subscription through the College ends upon graduation.** You may enroll into other consumer or commercial offers available. You should make sure to transfer all your files from your school OneDrive to your personal OneDrive prior to graduation.

Does this replace the Office 365 University product or Office Home & Student?

No, Office 365 University will continue to be sold to enable students at colleges and universities that do not take advantage of, or qualify for, this free benefit and likewise for the Office 365 Home Premium offer.

How is Office 365 University different from Office 365 Education for students?

Office 365 University includes 60 minutes per month of Skype premium.

Office 365 Education includes additional organizational applications such as Lync and a number of added technologies for organizational uses (Information Rights Management as one example) that are not available in Office 365 University. When schools combine the Office 365 Education benefit with [Office 365 Education](#), students get access to more advanced collaboration tools such as Outlook and Lync.

If I recently purchased Office and am now also be eligible for free Office 365 Education 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 already installed Office 365 University on my computer, what will happen if I attempt to install Office 365 Education?

The office client supports having both an Office 365 personal account (used when you signed up for Office 365 University) and a school account (login provided by your school), students will be able to remain signed in with both. Office install will have both your personal and institution ID associated with it after the installation.

I need help installing, where do I go?

If you are having issues installing Office, see the below links for setup and usage guides for installation instructions

- [Use Office 365 on your iPhone or iPad](#)
- [Use Office 365 on your Android phone](#)
- [Set up Office 365 on your Windows Phone](#)