

Microsoft Office for Student Use - Free Download Instructions

Microsoft Student Advantage allows students to download the MS Office product set at no cost.

- Student Advantage is an “active student-only” benefit made available to enrolled students.
- The benefit is powered by Microsoft's Office 365 service which enables each registered student to install the software on up to five devices.
- Active students may install Office Suite 365 on home or personal devices. This includes Word, Excel, PowerPoint, Outlook, and OneNote.

IMPORTANT: The process that installs Office 2016 also uninstalls all Office 2013 products. As you might expect, Word 2013, Excel 2013, and the rest of the Office suite will be uninstalled. In addition, if a computer has InfoPath 2013, SharePoint Designer 2013, or certain versions of Visio 2013 or Project 2013 installed, installing Office 2016 also uninstalls those programs. You won't be able to reinstall them.

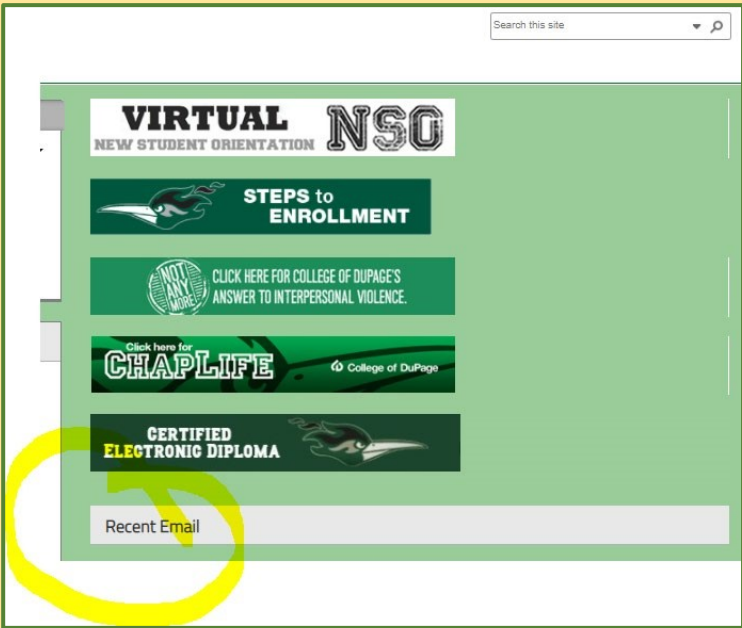
To download the free Microsoft Office Suite (including the free Office 365) for students:

1. Log into the Student Portal:

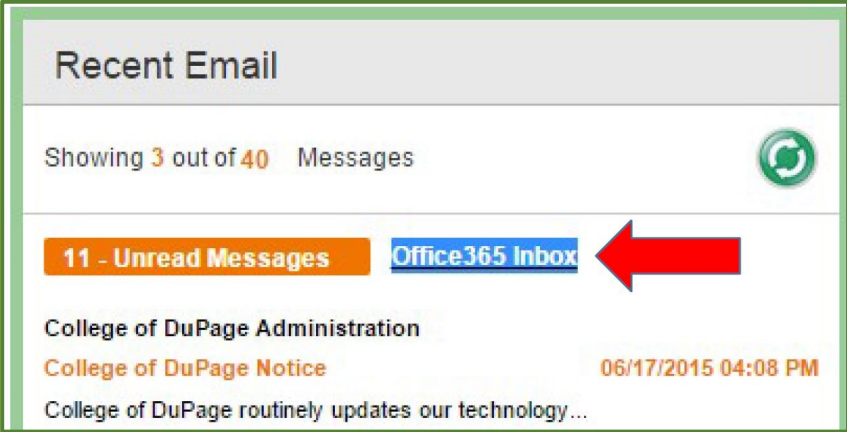


2. Go to the student email inbox at the top right corner of the student portal under the “Recent Email” section:

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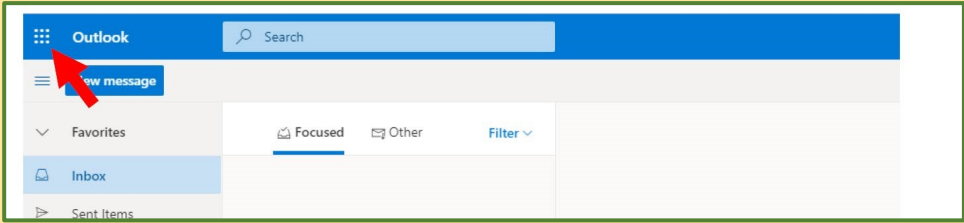


3. See with the link provided to install MS Office Suite:

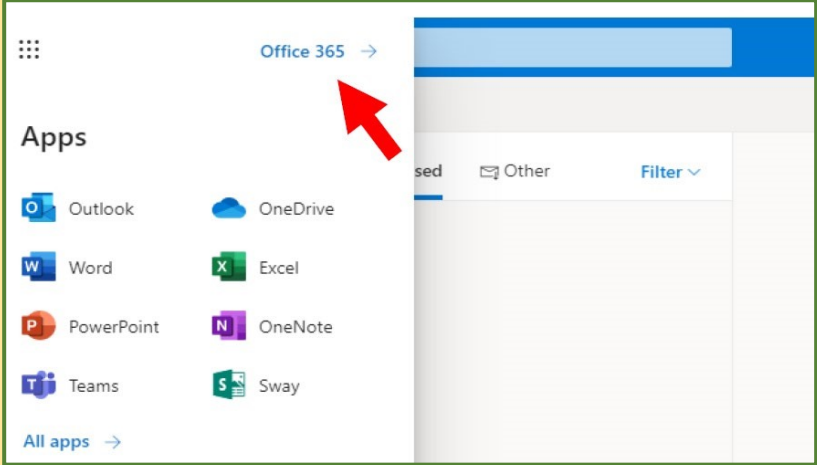


4. With your inbox open, click on the waffle icon in the upper left corner (shown below):

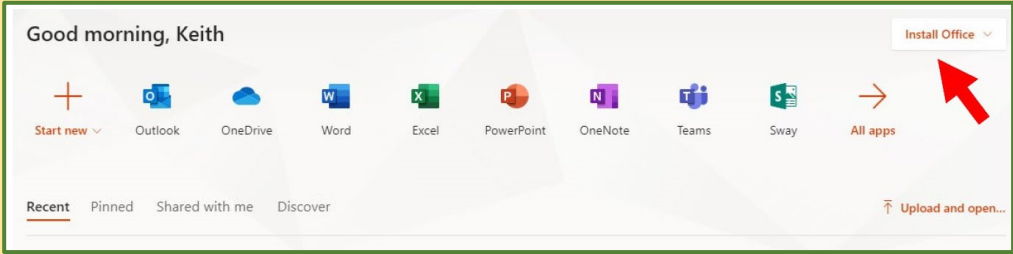
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5. Click the "Office 365" link:



6. Click the option to "Install Office":



7. This will start the installation process. Follow the instructions to download and install the selected products.

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Subscription Period

Your Office 365 subscription will be active for the duration of your studies at the College.

Your subscription will transition to an Office 365 Alumni subscription one year (three consecutive semesters) after the completion of your last course. Under the alumni subscription, you will have access to your COD-affiliated e-mail address and will be able to send and receive messages using it; but you will not have access to the Office 365 applications.

Any files that you have stored on OneDrive should be downloaded or backed-up prior to this transition.

If you have installed the Office 365 software on your device, you will need to uninstall the software or purchase a new subscription from an authorized reseller.

Technical Support

Please be aware that the support services provided by your Office 365 subscription are limited. Web-based support is available through the Microsoft Community websites: <http://support.microsoft.com> and <http://answers.microsoft.com>. Microsoft does not offer telephone-based support for these products.

College of DuPage Information Technology staff will provide a “best effort” assistance for problems regarding the installation, activation, or deactivation of an Office 365 installation on your device. Students should contact the Student Support Helpdesk at (630) 942-2999 or studenthelp@dupage.edu. Faculty and staff should contact the Information Technology Helpdesk at (630) 942-4357 or helpdesk@cod.edu.