

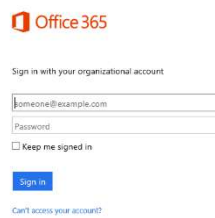
Microsoft Office 365 for Education Program for Students, Staff, and Faculty

What is the Office 365 ProPlus benefit for students and faculty?

Academic institutions that are Microsoft customers and license Office for all faculty/staff are eligible to offer Office 365 to their students, staff, and faculty at no additional cost. Install Office on up to 5 PCs or Macs and on other mobile devices, including Windows tablets and iPad®.

How do students, staff, and faculty access this benefit?

1. Sign into Office 365 with your school credentials at <http://mail.dbqschools.org>



e.g.

Username - smith245@dbqschools.org

Password – whatever your password is set to

2. The next webpage is presented is the ADFS redirection page. Here the system is expecting the username and password that you use to log into a DCSD computer.

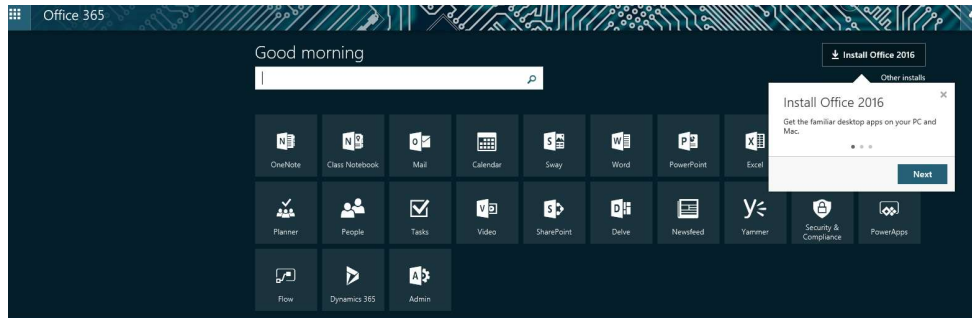


e.g.

Username – smith245

Password – whatever your password is set to

- You will be presented with the Office 365 dashboard page which will display the **install now** option for you to install Office Pro Plus on your computer. For information about mobile devices, visit <http://products.office.com/en-us/mobile/office>.



NOTE: If the Office 365 dashboard does not display, you can access the **Software** section in the Office 365 portal. To do this, you can click the gear -> Your app settings -> select Office 365 -> select the Software section and they will be presented with the same installation option.

When you select **Install**, Office 365 ProPlus is streamed down from the Internet and installed on your local computer. You have to remain connected to the Internet during the installation. When the installation is complete, you no longer need to be connected to the Internet or signed in to the Office 365 portal.

Office 365 ProPlus is available in a 32-bit and a 64-bit version. It is recommended that you deploy the 32-bit version, even on computers that have 64-bit operating systems. If you think you need the 64-bit version, carefully review the information about 64-bit editions of Office 2016 before you deploy.

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.

Do I get anything else besides Office 365 ProPlus?

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 active 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 are 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 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 <http://products.office.com/en-us/mobile/office>.

Can I install Office for iPad through this Office 365 ProPlus 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.

How long can I use the Office programs and apps covered under this plan for?

You can use the plan as long as you work in the district or if you are student in the district. Eligibility may be re-verified at any time. At expiration, the Office applications enter a reduced-functionality mode, which means documents can be viewed but it is not possible to edit or create new documents. In addition, online services associated with the school email address, for example Office Online and OneDrive, will no longer work.

Who manages the OneDrive account provided with this offer?

This account is associated with the school and should be used for school-appropriate content. Permissions and access can be changed by the school's IT administrator at any time.

Can my school's technology department help if I am having problems installing Office?

If you're experiencing issues trying to install Office on your PC or Mac, see [Troubleshoot Office installation with Office 365 for business](#). The district technology department will not be able to assist with any installation needs on personal devices.



I need help installing, where do I go?

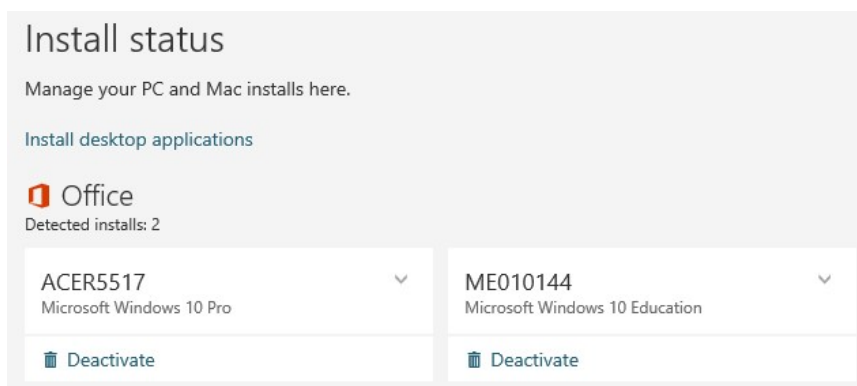
If you are having issues installing Office, visit Install Office on your PC or Mac with Office 365 for business (<http://aka.ms/Y0o21h>) for installation instructions.

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 can I manage the licenses of Office 365 Pro Plus that I have installed?

Each Office 365 ProPlus license allows a user to install Office on up to five computers. The user manages installations in the Office 365 portal:



If the user decides to install Office 365 ProPlus on a sixth computer, he or she will need to deactivate one of the first five. Office 365 ProPlus goes into [reduced functionality mode](#) on the deactivated computer.