

Frequently Asked Questions – For Students and Staff

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

Academic institutions that are Microsoft customers and license Office for all faculty/staff are eligible to offer Office 365 to their Students and staff at no additional cost. Students and staff can take advantage of free Office 365 ProPlus.

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 can I gain access?

Students:

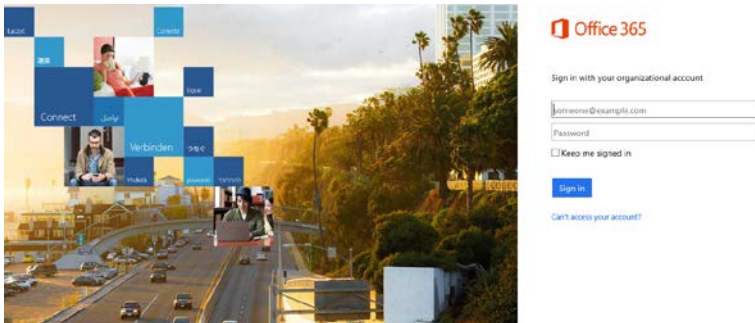
STUDENT USERNAME: First Letter of First Name + First Letter of Last Name+ Last Four of Student ID number@students.necsd.net as their username.

PASSWORD: same used to access computers in the district. Ask your building Ed Technology teacher if you do not remember it.

Example: Username: dl1234@students.necsd.net

Staff will use their district issued email address and password

1. Sign into Office 365 with your school credentials [here](#).



2. This will take you to the installation page, where you can access your Office 365 ProPlus software!

Do I get anything else besides Office 365 ProPlus when I log in?

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 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.

What happens when I graduate?

When you graduate, your Office 365 subscription through your institution 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.

What if I stop working for the District?

When your employment ends, your Office 365 subscription ends. 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 leaving.

What does Office 365 ProPlus include?

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

Can students and staff 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 email.

If I recently purchased Office and am now also be eligible for free Office 365 ProPlus through 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.