ANNOUNCING STUDENT ADVANTAGE
Microsoft Office 365 Pro - No Cost for Student Use

Starting January 2014. The American College of Greece-DEREE, Information Resources Management department will begin providing Microsoft Office 365 Pro Plus for students at no cost via the Microsoft Student Advantage program. This agreement between ACG and Microsoft allows us to provide current students with the latest version of full Office at school and at home.

How to get it:

- You must be an active student/faculty currently registered for courses at ACG.
- Access is integrated to your @acg.edu e-mail address.
- Sign in to your acg.edu email account with your username and password:
  - Click on **Settings**, Office 365.
  - Select **settings**, click on **Software**.
NOTE: Office installs the 32-bit version on your PC by default, even if your computer is running a 64-bit version of Windows. If you are unsure which version of Office you should install, see Which version is best for me? (http://office.microsoft.com/en-us/office365-suite-help/which-version-is-best-for-me-HA102764271.aspx)

Important

Each subscription license allows you to run Office on up to five machines being Mac or PC. You can also run Office Mobile for Android or Office Mobile for iPhone on up to 5 mobile devices.

The software will check in automatically to make sure you are still an active ACG student. If you aren't able to log in for 30 days (for example, if you are not connected to the internet), the software will operate in read-only mode. You must connect to the internet and log in periodically to maintain your access. If you change your ACG password, you may be asked to re-enter your password. If prompted to log in, remember to use the same username with which you originally signed in (e.g., username@acg.edu)

For more information please refer to the FAQs below.

Frequently Asked Questions

What is included with Office 365 ProPlus subscription license?

- Office 365 ProPlus for PC (Office 201x ProPlus base applications).
- Office 365 ProPlus for Mac (Office 2016 for Mac base applications).
- Office Mobile for iPhone.
- Office Mobile for Android.

How many machines/devices can I run this subscription on?

Each subscription license allows you to run Office on up to five machines being Mac or PC. You can also run Office Mobile for Android or Office Mobile for iPhone on up to 5 mobile devices.
Is this a full version Office and available for offline use?

Yes, this is full Office on the PC, Mac, iPhone, and Android platform and all are available for offline use.

Do I need an Internet connection to install and run the software?

To install the software initially, you need an internet connection. In general, to use the Student Advantage version of Microsoft Office, you do not need an internet connection. However, the software occasionally checks in to determine whether you are still an active student. If your computer does not check in for 30 days, the Office installation will go into a limited mode, where you cannot modify or save new documents.

What applications come with Office 365 ProPlus for PC?

- Word
- Excel
- PowerPoint
- OneNote
- Access
- Publisher
- Outlook
- Skype for Business
- OneDrive for Business

What comes with Office 365 ProPlus for Mac?

- Word 2016
- Excel 2016
- PowerPoint 2016
- Outlook 2016

What comes with Office Mobile for iPhone/Android?

- Word Mobile
- Excel Mobile
- PowerPoint Mobile
Do students have to sign into Office 365 to use any of these applications with Office 365 ProPlus?

Yes, a valid Office 365 ProPlus license tied to a valid Office 365 login for students is required to enable any of the four Office 365 ProPlus features.

Are there any prior versions available for installation?

Yes, for the moment you can install a prior version of Office if you prefer (Office 2010), but ACG cannot guarantee for how long this offer will be available from Microsoft.

Are there any language packs available?

Yes there are.

What happens if I want to perform an installation on a sixth computer?

If you've already installed the latest version of Office with Office 365 on five computers that you use and you want to install Office on a sixth computer, you can do that by first deactivating an installation on one of your current computers.

Go to Install Status. Click Deactivate next to the computer you want to deactivate the installation from.

What happens when I graduate?

Student Advantage is only available for active students in the ACG community. When you graduate, your software will go into read-only mode. Microsoft will offer you an opportunity to purchase a subscription to the consumer version of Office 365 so you can continue to use the software. Any files you create using Office 365 Student Advantage will be accessible to licensed users - the files themselves do not go dormant when your subscription stops.

What if I am reformatting my computer or get a new computer? Can I deactivate my license?

Once you have installed at least one copy, you will see a list of devices on which you have installed Office 365 when you log in to your email account. You can deactivate a device by clicking the deactivate button in the list. Deactivating a device prevents it from counting against your 5 installations.